

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

TUESDAY

OCTOBER 8, 2013

8:30 A.M.

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

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

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Board of Directors of the Northern Sonoma County Air Pollution Control District, the Sonoma County Public Finance Authority, 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

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APPROVAL OF THE CONSENT CALENDAR

The Consent Calendar includes routine financial and administrative actions that 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 24)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 7)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution recognizing October 2013 as National Disability Employment Awareness Month. (Third District)
2. Adopt a Gold Resolution recognizing October 6 through 12, 2013 as Mental Illness Awareness Week in Sonoma County. (Third District/Health Services)
3. Adopt a Gold Resolution proclaiming October 6 through 12, 2013 as Fire Prevention “Prevent Kitchen Fires” Week for Sonoma County. (Fire and Emergency Services)

PRESENTATIONS AT DIFFERENT DATE

4. Adopt a Gold Resolution commemorating the 500th Anniversary of Vasco Nuñez de Balboa naming the Pacific Ocean, and recognizing the Organizing Committee Worldwide of Golden State History for the learning initiative of Pacific geography, trade and history. (First District)
5. Adopt a Gold Resolution honoring and commending Sue Sloat for her many years of dedicated public service to the Mark West Union School District. (Fourth District)
6. Adopt a Gold Resolution recognizing October 1 through October 21, 2013 as Binational Health Week in Sonoma County. (Health Services)
7. Adopt a Gold Resolution honoring and acknowledging the American Veterans Traveling Tribute, a Replica of the Vietnam Veterans Memorial Wall. (Second District)

CONSENT CALENDAR (Continued)

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

8. Adopt a Resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District accepting a Deed and Agreement conveying an Open Space Easement and assigning development rights on property owned by the Paul Hobbs Trust, dba Hillick Ranch, and authorizing the President to execute, on behalf of the District, the Deed and Agreement and a Certificate of Acceptance pursuant to Government Code Section 27281. (Fifth District)

COMMUNITY DEVELOPMENT COMMISSION

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

AND

BOARD OF SUPERVISORS

9. Fiscal Year 2014-15 Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, and Community Services Funding Policies and Projects -
- (A) Board of Supervisors and Board of Commissioners: Approve the Fiscal Year 2014-15 Funding Policies: Federal Community Development Block Grant, HOME and Emergency Solutions Grant Funding Programs and Community Services Funding Program.
 - (B) Board of Supervisors: Authorize submittal of Community Development Block Grant (CDBG) project funding requests to the Sonoma County Community Development Commission (CDC) by the Department of General Services, Regional Parks Department, and the Economic Development Board, and approve submittal of a CDBG project funding request by the Sonoma County Fairgrounds as a County-Owned Public Facilities project, for consideration during the CDC-administered Consolidated Plan funding process.
 - (C) Board of Commissioners: Authorize submittal of a CDBG project funding request by the Sonoma County Community Development Commission for consideration during the Fiscal Year 2014-15 CDC-administered Consolidated Plan funding process.

SONOMA COUNTY WATER AGENCY

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

10. Authorize the General Manager to execute an agreement with the University of Washington for Russian River Estuary Management project invertebrate research and monitoring, to comply with the Russian River Biological Opinion; (\$420,000; agreement terminates on June 30, 2016). (Fifth District)
11. Authorize the Chair to execute an agreement with ESA PWA to provide watershed engineering services related to the City Watersheds of Sonoma Valley Project for the amount of \$364,000; agreement terminates on December 31, 2015; and Authorize the General Manager to execute license agreements for Geotechnical and Hydrogeologic Investigations. (First District)

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

12. Adopt a Resolution approving the sale Tax-Defaulted Property by Sealed Bid pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.

CONSENT CALENDAR (Continued)

BOARD OF SUPERVISORS

13. 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: Cloverdale Rotary Club, \$500; Geyserville Chamber of Commerce, \$750; Community Action Partnership, \$500.

COUNTY COUNSEL

14. Adopt a Resolution approving conflict of interest code for Credo High School.
15. Adopt a Resolution approving conflict of interest code for Schell-Vista Fire Protection District.

COUNTY COUNSEL / COUNTY ADMINISTRATOR

16. Authorize the Chair to execute an amendment to the existing legal services agreement with Nixon Peabody LLP for legal services related to the litigation entitled Mishewal Wappo Tribe of Alexander Valley v. Ken Salazar, U.S. District Court (N.D. Cal.), Case No. 5:09-cv-02502-JW, to increase the contract amount by \$20,000 for a new total of \$270,000

FIRE AND EMERGENCY SERVICES

17. Adopt a Resolution authorizing the Fire and Emergency Services Department Director/Fire Chief to enter into an agreement with the State of California, Department of Forestry and Fire Protection for the loan of Federal Excess Personal Property for the purposes of increasing emergency response capabilities.

GENERAL SERVICES / HEALTH SERVICES

18. Authorize the Clerk to publish a notice, declaring the Board's intention to execute a lease with 490 Mendocino T.I.C. (Landlord), comprised of approximately 9,605 sq. ft. of office space in Suites 101, 102, 103, at 490 Mendocino Avenue, Santa Rosa, California, for the Department of Health Services for an initial rate of \$1.87 per sq. ft. per month (approximately \$17,961 per month, or \$215,536 per year), which is subject to adjustment as more particularly described in said lease, for an initial five-year term, with three, 3-year extension options.

HEALTH SERVICES

19. Authorize the Director of Health Services to execute the first amendment to an agreement with Ann Hamilton, for technical assistance in implementing an online animal licensing program and implementing process and workflow improvements within the environmental health data management system, increasing the contract by \$24,750 resulting in a new total not to exceed amount of \$49,750, and extending the term from December 31, 2013 to June 30, 2014.

CONSENT CALENDAR (Continued)

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)

20. Adopt a Concurrent Resolution amending the Salary Resolution No. 95-0926 to reflect the salary reduction for Real Estate Manager; to reflect the re-titling of the classifications of Assistant Auditor/Controller to Assistant Auditor-Controller, Assistant Treasurer to Assistant Treasurer-Tax Collector, and Revenue and Debt Manager to Investment and Debt Officer; and to abolish the classification of Assistant Tax Collector-Auditor, effective October 8, 2013; and adopt a Resolution amending the Department Allocation List for the General Services Department to delete 1.0 Full-Time Equivalent (F.T.E.) Legal Secretary II and to add 1.0 F.T.E. Department Analyst, effective October 8, 2013.

HUMAN SERVICES

21. Authorize the Director of the Human Services Department to execute an amendment to the contract with Community Child Care Council (4Cs) for Workforce Investment Act Child Care Support Services to increase the contract amount by \$92,789, for a new total not to exceed \$117,789 for the term July 1, 2013 through June 30, 2014.

PERMIT AND RESOURCE MANAGEMENT

22. Adopt a Resolution upholding the appeal of the Board of Zoning Adjustments decision to partially deny a request to modify an existing Use Permit thus approving the original request to increase capacity, programs, and hours of operation for the Redwood Gospel Mission, a residential care facility located at 1048 Wild Rose Drive, Santa Rosa; APN 037-021-054 (File No. UPE11-0102). (Fifth District)

MISCELLANEOUS

23. Approval of Minutes – (A) Minutes of the Meeting of September 17, 2013 for the following: Community Development Commission, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and (B) Minutes of the Meeting of September 17, 2013 of the Sonoma Valley County Sanitation District.

APPOINTMENTS/REAPPOINTMENTS

(Item 24)

24. Appoint Marcia Kunde Mickelson to the Fair and Exposition Board to serve at the pleasure of the Board of Supervisors beginning October 9, 2013. (First District)

IV. REGULAR CALENDAR

(Items 25 through 28)

HEALTH SERVICES

25. Accept a report on the Community Health Needs Assessment for 2013-2016, a joint project of Sutter Medical Center of Santa Rosa, St. Joseph Health System – Sonoma County, Kaiser Permanente Medical Center – Santa Rosa, and the Department of Health Services.

HUMAN RESOURCES

26. Approve the 2013-2015 Biennial Work Plan for the Commission on the Status of Women.

COUNTY ADMINISTRATOR / FAIRGROUNDS

27. **10:00 A.M.** – Accept report on the status of temporary employees of the Sonoma County Fair & Exposition, Inc., a non-profit corporation.

COUNTY ADMINISTRATOR / FIRE AND EMERGENCY SERVICES/ HEALTH SERVICES

28. Receive a presentation on the opening of the Federated Indians of the Graton Rancheria Casino and Authorize the Chair to execute agreements with Sonoma County Central Fire Authority, Rancho Adobe Fire Protection District, City of Rohnert Park, and American Medical Response for the provision of fire and emergency medical services for the period of November 1, 2013 to June 30, 2014.

V. CLOSED SESSION CALENDAR

(Items 29 through 36)

29. The Board of Supervisors will consider the following in closed session: Conference with Real Property Negotiator – Jose Obregon, General Services Department Director, for the lease of County property located at 1350 Bennett Valley Road, Santa Rosa, CA 95404, to the Sonoma County Riding and Driving Club (Govt. Code Section 54956.8).
30. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Peter Justin Lang v. County of Sonoma. USDC Case No. CV 12-0983 (Govt. Code Section 54956.9(d)(1)).
31. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Anticipated Litigation or Significant Exposure to Litigation – Name of Case: Ronald Lisher (Govt. Code Section 54956.9(d)(2)).
32. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Anticipated Litigation or Significant Exposure to Litigation (Govt. Code Section 54956.9(d)(2)).
33. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Anticipated Litigation or Significant Exposure to Litigation (Govt. Code Section 54956.9(d)(2)).
34. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Initiation of Litigation (Govt. Code Section 54956.9(d)(4)).
35. 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)).
36. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation – Title: Regional Parks Department Director (Govt. Code Section 54957(b)(1)).

VI. REGULAR AFTERNOON CALENDAR

(Items 37 through 40)

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

37. Report on Closed Session.
38. **PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA**
(Comments are restricted to matters within the Board's 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.)
39. 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) Acts and Determinations of Landmarks Commission
 - e) Administrative Determinations of the Director of Permit and Resource Management
40. **ADJOURNMENTS**

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

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

- 1. October 22nd (AM) – Jail Booking Fees and Jail Access Fees Hearing
- 2. November 5th (AM) – Ordinance Amending Chapter 7 of Sonoma County – Building Code
- 3. November 5th (PM) – General Plan Amendments (3rd for 2013)
- 4. November 5th (PM) – AGP13-0008; 1998 Jones Road, Windsor
- 5. December 3rd (PM) – ZCE13-0003; General Plan Amendment/Zone Text and Zoning Database Changes
- 6. December 3rd (PM) – AGP12-0011; 422 Highway 1, Bodega Bay
- 7. December 3rd (PM) – PLP11-0042; 6445 Highway 12, Santa Rosa



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: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

Shirlee Zane, 565-2241

Supervisorial District(s):

Third

Title: Gold Resolution

Recommended Actions:

Approve a Gold Resolution recognizing National Disability Employment Awareness Month, October 2013.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment 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):			
None.			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			
None.			



County of Sonoma

State of California

Date: October 8, 2012

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Recognizing National Disability Employment Awareness Month, October 2013.

Whereas, people with disabilities represent a strong and important percentage of Sonoma County's workforce; and

Whereas, thousands of Sonoma County residents demonstrate every day the skills and talents that they contribute to our businesses and communities; and

Whereas, in the past half century, we have made great strides toward providing equal employment opportunities in America; there is still more work to be done to ensure that Americans with disabilities achieve full participation in the workforce and reach the height of their ambition; and

Whereas, across this country, millions of people with disabilities are working or want to work, therefore we must make certain they have access to the support and services they need to succeed; and

Whereas, we grow stronger as a Nation when Americans feel the dignity conferred by having the ability to support themselves and their families through productive work. This month, we rededicate ourselves to fostering an inclusive work culture that welcomes the skills and talents of all qualified employees; and

Whereas, the County of Sonoma reflects its commitment to these goals as an equal employment opportunity employer, and through the Human Services Department's Job Link employment search services that includes resources for individuals with disabilities; and with its participation in the Sonoma County Mayors' Committee for Employment of People with Disabilities and their annual Best Practices Awards Ceremony on October 30, 2013 recognizing and celebrating the success of local employers, employees, and service providers in employing individuals with disabilities; and

Resolution #

Date:

Page 2

Whereas, the County of Sonoma wishes to recognize and commend the Sonoma County employers for their best management practices: G and G Market, Kaiser Permanente; Safeway, and Santa Rosa Junior College.

Now, Therefore, Be It Resolved, that the Sonoma County Board of Supervisors does hereby recognize October 2013 as National Disability Employment Awareness Month. We call on all Americans to celebrate the contributions of individuals with disabilities in our workplace and communities, and to promote employment of individuals with disabilities to create a better, more inclusive America, one in which every individual is rightly recognized for his or her abilities and accomplishments.

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: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors/Department of Health Services

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor Shirlee Zane/Rita Scardaci

Countywide

Title: Mental Illness Awareness Week 2013 Gold Resolution

Recommended Actions:

Approve a Gold Resolution recognizing October 6 through October 12, 2013 as Mental Illness Awareness Week in Sonoma County.

Executive Summary:

Gold Resolution recognizing October 6 through October 12, 2013 as Mental Illness Awareness Week in Sonoma County.

Prior Board Actions:

On October 2, 2012 the Sonoma County Board of Supervisors approved a Gold Resolution recognizing October 7 through October 13, 2012 as Mental Illness Awareness Week in Sonoma County.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

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):

There is no fiscal impact associated with this item.

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:

None



County of Sonoma

State of California

Date: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Recognizing October 6 Through October 12, 2013 As Mental Illness Awareness Week In Sonoma County.

Whereas, serious mental illness such as major depression, bipolar disorder, schizophrenia, obsessive-compulsive disorder, severe anxiety disorders, borderline personality disorder, and post-traumatic stress disorders affect one in every five people annually, are common, and affect many families in Sonoma County; and

Whereas, mental illnesses affect people from every background and can occur at any age, with adults, seniors and children being affected by this potentially disabling illness; and

Whereas, people who become disabled by mental illness deserve the same guarantee of care already extended to those who face other kinds of disabilities; and

Whereas, untreated mental illness is the leading cause of disability and suicide, and imposes high costs on government in emergency medical care, long-term nursing home care, unemployment, housing, and law enforcement, including juvenile justice, jail and prison costs; and

Whereas, no individual or family should have to suffer inadequate or insufficient treatment due to language or cultural barriers to care, nor should lives be devastated or families financially ruined by the costs of care; and

Whereas, serious mental illness is a highly treatable medical illness of the brain posing the same concern as cancer, heart disease, diabetes and other illnesses; and

Whereas, scientific research is producing tremendous breakthroughs in the understanding of mental illness, resulting in more effective treatments to allow people to recover full and productive lives; and

Whereas, misunderstandings exist about mental illness and social culture often wrongly imposes a stigma on mental illness; and

Whereas, Sonoma County emphasizes strategies to reduce the following negative outcomes that may result from untreated mental illness, including: suicide, incarcerations, school failure or dropout, unemployment, prolonged suffering, homelessness or removal of children from their homes; and

Whereas, early diagnosis and adequate treatment provided in an integrated service system is very effective, and by preventing disability also saves money and lives.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma does hereby proclaim October 6 through October 12, 2013 as Mental Illness Awareness Week in Sonoma County to increase public awareness of mental illness and to promote treatment and recovery.

Supervisors:

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

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Roberta MacIntyre, 565-1154

Supervisorial District(s):

All

Title: Fire Prevention Week 2013

Recommended Actions:

Proclaim October 6-12, 2013 as Fire Prevention "Prevent Kitchen Fires" Week for Sonoma County

Executive Summary:

The Sonoma County Fire and Emergency Services Department (County Fire) is joining forces with NFPA and thousands of other fire departments across North America to commemorate Fire Prevention Week, October 6-12, 2013, "Prevent Kitchen Fires." The theme reminds us that leaving cooking unattended and other unsafe kitchen practices are a recipe for disaster.

Cooking is the leading cause of home fires, according to the nonprofit National Fire Protection Association (NFPA). The latest statistics from NFPA say that U.S. Fire Departments responded to an estimated annual average of 156,600 cooking-related fires between 2007-2011. There were 257 structure fires in Sonoma County between 2008-2012. Structure fires are the most likely fire to result in injury and death. Cooking-related fires are the leading cause of structure fires.

Often when firefighters are called to a cooking-related fire, the residents say they only left the kitchen for a few minutes. Sadly, that's all it takes for a dangerous fire to start. The bottom line is that there's really no safe period of time for the cook to step away from a hot stove. A few key points to remember:

- Stay in the kitchen when you are frying, grilling, **or** broiling food. If you must leave the room even for a short period of time, turn off the stove.
- When you are simmering, baking, or roasting food, check it regularly, stay in the home, and use a timer to remind you.
- Keep cooking areas clean and clear of combustibles (e.g. potholders, towels, rags, drapes and food packaging).
- Keep children away from cooking areas by enforcing a "kid-free zone" of three feet around the stove.

- If you have a fire in your microwave, turn it off immediately and keep the door closed. Never open the door until the fire is completely out. If in doubt, get out of the home and call the fire department
- Always keep an oven mitt and a lid nearby. If a small grease fire starts in a pan, smother the flames by carefully sliding the lid over the pan (make sure you are wearing the oven mitt). Turn off the burner. Do not move the pan. To keep the fire from restarting, do not remove the lid until it is completely cool. **Never pour water on a grease fire.** If the fire does not go out, get out of the home and call the fire department.
- If an oven fire starts, turn off the heat and keep the door closed. If the fire does not go out, get out of the home and call the fire department.

A cooking fire can quickly turn deadly. Too many homes have been destroyed and people killed or injured by fires that could have been easily avoided. Please heed these simple safety rules.

The Sonoma County Fire and Emergency Services Department routinely supports activities such as the presentations made by Sonoma County Safety Pals to promote the prevention of kitchen fires. Our own County Fire Marshal Roberta MacIntyre is a key contributor to this program and performs in the show. Through these educational, presentations, children can learn more about the importance of cooking safety, fire escape planning and the importance of having two ways out, as well as other safety skills.

To find out more about Fire Prevention Week programs and activities in Sonoma County, county residents may contact the Sonoma County Fire and Emergency Services Department at (707) 565-1152 or <http://www.sonomacountyfire.org> . To learn more about “Prevent Kitchen Fires” you may also visit NFPA’s Web site at <http://www.firepreventionweek.org>.

Fire Prevention Week is actively supported by fire departments across the country and the Sonoma County Fire and Emergency Services Department recommends proclaiming the week of October 6-12 as Fire Prevention Week 2013.

Prior Board Actions:

The Board of Supervisors has proclaimed Fire Prevention Week for the last several years, most recently on October 9, 2012 with Resolution 12-0477.

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

Fire Prevention Week serves as a reminder to the public to adopt fire safety practices that prevent fires and save lives and property.

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):

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Gold Resolution

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



County of Sonoma
State of California

Date: October 8, 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 Week of October 6-12, 2013 as Fire Prevention "Prevent Kitchen Fires" Week**

Whereas, the County of Sonoma is committed to ensuring the safety and security of all those living in and visiting our county; and

Whereas, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

Whereas, cooking is the leading cause of home fires, according to the nonprofit National Fire Protection Association (NFPA). The latest statistics from NFPA say that U.S. Fire Departments responded to an estimated annual average of 156,600 cooking-related fires between 2007 and 2011.

Whereas, Sonoma County's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

Whereas, the 2013 Fire Prevention Week theme, "Prevent Kitchen Fires" effectively reminds us that we can easily prevent a deadly fire by being careful in the kitchen

Now, Therefore, Be It Resolved that the Board of Supervisor's of the County of Sonoma hereby proclaim October 6-12, 2013, as Fire Prevention Week throughout the County, and urge all Sonoma County residents to practice their home fire escape plan during Fire Prevention Week, and to support the many public safety activities and efforts of Sonoma County's fire and emergency services.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

Resolution #

Date:

Page 2

So Ordered.



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 Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-2241

Supervisorial District(s):

First

Title: Gold Resolution

Recommended Actions:

Adopt a Gold Resolution commemorating the 500th Anniversary of Vasco Nuñez de Balboa naming the Pacific Ocean, and recognizing the Organizing Committee Worldwide of Golden State History for the learning initiative of Pacific geography, trade and history.

Executive Summary:

Prior Board Actions:

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):			
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: October 8, 2013

Resolution Number: _____

4/5 Vote Required

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, COMMEMORATING THE PACIFIC 500 "BIRTHDAY" OF NUNEZ DE BALBOA NAMING THE OCEAN, AND RECOGNIZING THE ORGANIZING COMMITTEE WORLDWIDE OF GOLDEN STATE HISTORY FOR THE LEARNING INITIATIVE OF PACIFIC GEOGRAPHY, TRADE AND HISTORY.

WHEREAS, 2013 marks the 500th anniversary of when Spanish conquistador and explorer Vasco Núñez de Balboa in Panama, on September 23, 1513, became the first European to see the Pacific Ocean and claimed the waters and all of its shores for Spain, and;

WHEREAS, in 1507, the German cartographer Martin Waldseemuller printed the globe map with the name America, to first depict a new continent, not of Europe, Africa or Asia, and the image of a new western ocean, now known as the Pacific, and;

WHEREAS, the California name originates in the myth of Queen Calafia, as the beautiful African warrior queen who ruled her island realm of riches, first introduced around 1500 by the Spanish writer Garcí Rodríguez de Montalvo's popular novel entitled *Las Sergas de Esplandián* (The Adventures of Esplandián), to inspire the searching Conquistadors to believe they might find a nation of women and fertility somewhere on the Pacific Coast at the edge of the known world, and;

WHEREAS, in 1769, the King of Spain authorized the last colony of Alta California on the Pacific, with ships from San Blas-Mexico arriving to secure safe harbors for the Acapulco-Manila trade, maintained as a commercial route linking the Philippines with Mexico and Peru from 1565 until 1815, and;

WHEREAS, in 1821, Mexican Independence of Alta California Province attracted explorers, immigrants, individualists and youth from all the empires of Britain, Russia, Prussia, France, United States, Portugal, China that came by way of Pacific maritime routes, in particular, sailing around the Cape Horn of South America, and voyaging from ports in Chile, Hawaii, Alaska, Australia, as well as the overland routes from Mexico and Missouri, and;

WHEREAS, the bio-interaction movement across the world oceans of pioneer populations and animals caused new germs to introduce new diseases, often devastating the indigenous inhabitants, but resulted in the cultivation of agricultural staples to support a growing population, and;

Resolution #

Date:

Page 2

WHEREAS, Sonoma County today is a treasure for cultural heritage exploration due to the global seafaring influences, in particular the coast's Russian Fort Ross, Mexico's last California mission founded at Sonoma Plaza, the Vallejo family hide trade at Petaluma, the Tuscan village of Occidental, and seawolf Jack London at Glen Ellen, and;

WHEREAS, Californians benefit from the Pacific-America world view by applying the push-pull analysis of influences in history to the geo-knowledge framework of geography-geology, climate-botany, transportation-commerce, and human settlement and migration, and;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Sonoma County, hereby commemorates the 2013-15 celebration of Balboa naming of the Pacific Ocean and the Panama Canal 100th Anniversary, to open the Pacific-America windows of world geography, transportation routes and how early migrations influenced the native populations of Miwok, Pomo, Wappo, and Patwin tribes, founding of agriculture, and building of towns, and;

BE IT FURTHER RESOLVED, that the Board of Supervisors of Sonoma County proclaims the month of September Pacific 500 Renaissance for the citizens of Sonoma County to help reawaken Californians' thirst for understanding the unique fact that the global diversity of seafaring populations shaped the cultural capacity for creativity in enterprise in the history of California, and expand knowledge around the world for peace on this monumental occasion.

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Mike McGuire, 565-3758

Supervisorial District(s):

Fourth District

Title: Gold Resolution

Recommended Actions:

Adopt A Gold Resolution Honoring and Commending Sue Sloat For Her Many Years of Dedicated Public Service to the Mark West Union School District.

Executive Summary:

None

Prior Board Actions:

None

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



County of Sonoma
State of California

Date: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Adopt
A Gold Resolution Honoring and Commending Sue Sloat For Her Many Years of Dedicated
Public Service to the Mark West Union School District.**

Whereas, Sue Sloat's vision, guidance and strong work ethic as an instructional assistant transformed the Piner Olivet Union School District for over sixteen years, and;

Whereas, Sue Sloat has demonstrated a unparalleled commitment to the Mark West Union School District as the District Historian, and;

Whereas, Sue Sloat's commitment and energy were evident at the Mark West Union School District for over eighteen years as an executive assistant to five superintendents and nineteen board members - she has been the rock to so many, and;

Whereas, Sue Sloat prepared board packets and took board minutes at over 200 Mark West Union School District board meetings, and;

Whereas, Sue Sloat actively served as the district representative to the Mark West Chamber of Commerce, and;

Whereas, Sue Sloat has represented the Mark West Union School District with strength, dignity, compassion, and humility.

Now, Therefore, Be It Resolved, that the Board of Supervisors of the County of Sonoma does hereby honor and celebrate Sue Sloat for her years of dedicated, exemplary service to the Mark West Union School District.

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Rita Scardaci, 565-7876

Supervisorial District(s):

Countywide

Title: Binational Health Week

Recommended Actions:

Adopt a resolution recognizing October 1 through October 21, 2013 as Binational Health Week in Sonoma County.

Executive Summary:

For more than a decade, Binational Health Week has become one of the largest mobilization efforts in North America to improve the health and well-being of the underserved Latino population living in the United States and Canada. During Binational Health Week, federal and state government agencies, community-based organizations, and thousands of volunteers come together annually in the month of October to conduct a series of health promotion and health education activities that include workshops, insurance referrals, vaccinations, and medical screenings.

Binational Health Week fosters community solidarity by bringing together existing resources and thousands of volunteers working together for a common goal. The events are coordinated by the collaboration among community and government agencies from the U.S., Mexico, and other Latin American countries with the purpose of reaching out to the most disadvantaged and vulnerable people, especially those without medical coverage.

This year, Binational Health Week will take place October 1-21, 2013 in at least 40 U.S. states and 3 Canadian provinces. This year the main topics are: access to health care and the health care reform in the U.S., infectious diseases, chronic diseases, occupational health, and mental health. DHS will be working to assure dissemination of information on the implementation of the Affordable Care Act.

To honor Binational Health Week, the Department of Health Services has worked with local agencies and community members on events and activities to improve access to health services for Sonoma County's Latino immigrants and their families. The Department has collaborated with the Santa Rosa Family Medicine Residency, local hospitals, community health centers and other partners in sponsoring the Latino Health Forum. This year, the 20th Annual Latino Health Forum will be held October 10, 2013 with local health and social service providers participating. The Board also recognizes the work of Mr. George Ortiz who coordinated the organization of these events for the past thirteen years.

Prior Board Actions:			
On October 12, 2010 and October 2, 2012 the Board adopted resolutions recognizing Binational Health Week.			
Strategic Plan Alignment Goal 4: Civic Services and Engagement			
Recognition of Binational Health Week by the County will lead to increased public support and greater community engagement on important health issues.			
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):			
There are no fiscal impacts associated with this item.			
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:			
Resolution			
Related Items "On File" with the Clerk of the Board:			
None			



County of Sonoma
State of California

Date: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma,
State Of California, recognizing October 1 through October 21, 2013 As
Binational Health Week In Sonoma County.**

Whereas, for more than a decade, Binational Health Week has become one of the largest mobilization efforts in North America to improve the health and well-being of the underserved Latino population living in the United States and Canada;

Whereas, during Binational Health Week, federal and state government agencies, community-based organizations, and thousands of volunteers come together to conduct a series of health promotion and health education activities that include workshops, insurance referrals, vaccinations, and medical screenings; in 2012 4,216 activities were held benefiting 466,770 people;

Whereas, Binational Health Week fosters community solidarity by bringing together existing resources and thousands of volunteers working together for a common goal;

Whereas, the events are coordinated by the collaboration among community and government agencies from the U.S., Mexico, and other Latin American countries with the purpose of reaching out to the most disadvantaged and vulnerable people, especially those without medical coverage;

Whereas, during Binational Health Week this year the main topics are: Access to Health Care and Health Care Reform in the U.S., Infectious Diseases, Chronic Diseases, Occupational Health, and Mental Health;

Whereas, this year, Binational Health Week will take place October 1-21, 2013 in at least 40 U.S. states and 3 Canadian provinces;

Whereas, Binational Health Week provides an opportunity to highlight the need to improve health care for Latino immigrants in Sonoma County and throughout California, and provide needed access to local health information and services;

Whereas, since Binational Health Week first began, the Department of Health Services has worked with local agencies and community members on events and activities to improve access to health services for Sonoma County's Latino immigrants and their families. The Department has collaborated with the Santa Rosa Family Medicine Residency, local hospitals, community health centers, and other partners in sponsoring the Latino Health Forum;

Whereas, Sonoma County will participate in Binational Health Week by offering outreach services, specifically educating about the new services becoming available with health care reform this year and by providing immigrant families with information on other health resources and services, and increasing awareness and understanding among immigrant families on high-risk factors affecting their health;

Whereas, Sonoma County recognizes the work of Mr. George Ortiz, who has coordinated the organization of Binational Health Week in Sonoma County for the past thirteen years and the many organizations participating in the organizing committee and in the Latino Health Forum; and

Whereas, this year the 20th Annual Latino Health Forum will be held October 10, 2013 with local health and social service providers participating.

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County does hereby recognize October 1 through October 21, 2013 as Binational Health Week in Sonoma County and supports and encourages efforts which improve the health and well-being of the underserved Latino population living in the County.

Supervisors:

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

So Ordered.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: No Vote Required

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt, 707/565-2241

Supervisorial District(s):

Second District

Title: Gold Resolution

Recommended Actions:

Gold Resolution Honoring and Acknowledging The American Veterans Traveling Tribute, a Replica of the Vietnam Veterans Memorial Wall

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

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):			
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: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, HONORING AND ACKNOWLEDGING THE AMERICAN VETERANS TRAVELING TRIBUTE, A REPLICA OF THE VIETNAM VETERANS MEMORIAL WALL

WHEREAS, The American Veterans Traveling Tribute is a 360-foot-long replica of the Vietnam Veterans Memorial Wall which is traveling the nation to honor, respect, and remember men and women who have served; and pay special tribute to those who gave the ultimate sacrifice in defense of this great county; and

WHEREAS, The original wall, part of the Vietnam Veterans Memorial completed in 1982 on the National Mall in Washington, D.C., bears the names of 58,253 American service members who were killed or went missing during the Vietnam War; and

WHEREAS, The American Veterans Traveling Tribute, also known as The Traveling Wall, is an 80% end-to-end replica which stands eight-feet tall at its apex, and contains all 58,253 names as inscribed on the original wall; and

WHEREAS, The American Veterans Traveling Tribute is a veteran-owned project which was founded on the principles that American Heroes must be honored and remembered and also honors all Veterans and those currently serving.

NOW, THEREFORE, BE IT RESOLVED, that the Sonoma County Board of Supervisors honors and acknowledges The American Veterans Traveling Tribute, also known as The Traveling Wall, a replica of the Vietnam Veterans Memorial Wall.

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

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

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Misti Arias - (707) 565-7264

Supervisorial District(s):

Fifth

Title: Open Space Easement – Lands of Paul Hobbs Trust dba Hillick Ranch

Recommended Actions:

Resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, State of California, accepting a Deed and Agreement conveying an Open Space Easement and assigning development rights on property owned by the Paul Hobbs Revocable Trust, dba Hillick Ranch, and authorizing the President to execute, on behalf of the District, the Deed and Agreement and a Certificate of Acceptance pursuant to Government Code Section 27281.

Executive Summary:

The District has received an offer from the Paul Hobbs Revocable Trust to grant a deed and agreement conveying an Open Space Easement and assigning development rights over approximately 117 acres of land located in the "Pocket Canyon" area of Sonoma County west of Forestville. Before acceptance of the Open Space Easement, the District will require an endowment of \$175,750 to help offset the costs of stewardship of the easement in perpetuity. Dedication of the easement is a condition of approval of a Timber Harvest Plan (THP) approved for the site in October 2010 by the California Department of Forestry and Fire Protection (Cal Fire). The property owner has requested that the easement be recorded by October 8, 2013, so the property owner may resolve a Cal Fire violation stemming from the premature initiation of timber harvesting on the site, and thus extend the time limit of the THP.

The property owner initially proposed the easement as part of its application to the County for a use permit to convert approximately 10 acres on the property from timberland to vineyard. Section 26-88-160 of the Sonoma County Code requires that major timberland conversions grant a perpetual easement conserving for timber production at least two acres of equivalent timberland for each acre being converted, and provide substantial public benefits that outweigh the long-term loss of timberland, considering both the quantity and quality of the timberland being converted and being preserved. The property owner proposed to dedicate a perpetual protective easement over approximately 30 acres of timberland for timber production, and over another approximately 87 acres as a substantial public benefit. That timberland conversion application is still under review by the Permit and Resource

Management Department. Neither the acceptance nor rejection of the proffered easement by the Board of Directors is to have any impact on the County’s review of that application.

The easement would cover approximately 117 acres. The easement would preserve and protect forever the open space values of the land as Natural Resource (Forever Wild). The easement would also allow for sustainable forestry on approximately 30 acres, subject to prior written approval of the District and development of a Forest Management Plan to describe the forest practices and environmental protections that would be undertaken. The easement area is dominated by upland redwood forest and second-growth Douglas fir, with some trees of an estimated age of 50 to 100 years, and exhibiting the beginnings of old growth characteristics. The easement area provides high quality nesting, foraging, and refuge habitat for numerous wildlife species, including several federal and state protected species.

In 1991, the Board of Supervisors established a policy that open space easements offered through the County’s land use permitting procedures “or otherwise acquired by gift, devise or purchase” be taken in the name of the District. This policy means that the District will accept such easements, even if not identified in or consistent with the District’s acquisition plan. The property owner’s proposed Open Space Easement qualifies for acceptance under this policy.

Under the particular circumstances of this project, the District recommends that the acceptance of the Open Space Easement be conditioned upon payment of an endowment to cover the costs of stewardship in perpetuity. This will ensure that the project remains cost-neutral to the District. This has not previously been required by the District, but it is a standard practice for private land trusts. The District is considering a broader policy for endowments, which will be brought to the Board for consideration at a later date.

The amount of the endowment, \$175,750, is based upon an industry standard formula, commonly used by private land trusts. The formula first establishes an annual cost for easement stewardship (\$7030/year), which includes monitoring, violation investigation, and legal defense costs. The formula then assumes a 4% return to calculate the needed endowment. (Note: \$175,750 is also equivalent to the payment of annual costs for a period of twenty-five years.) The property owner has not yet agreed to pay the endowment.

Recordation of the Open Space Easement is consistent with the County’s General Plan 2020, specifically goals in the Open Space and Resource Conservation Element that intend to protect and enhance the County's natural habitats and diverse plant and animal communities, as well as riparian corridors and functions along streams.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

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):

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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):

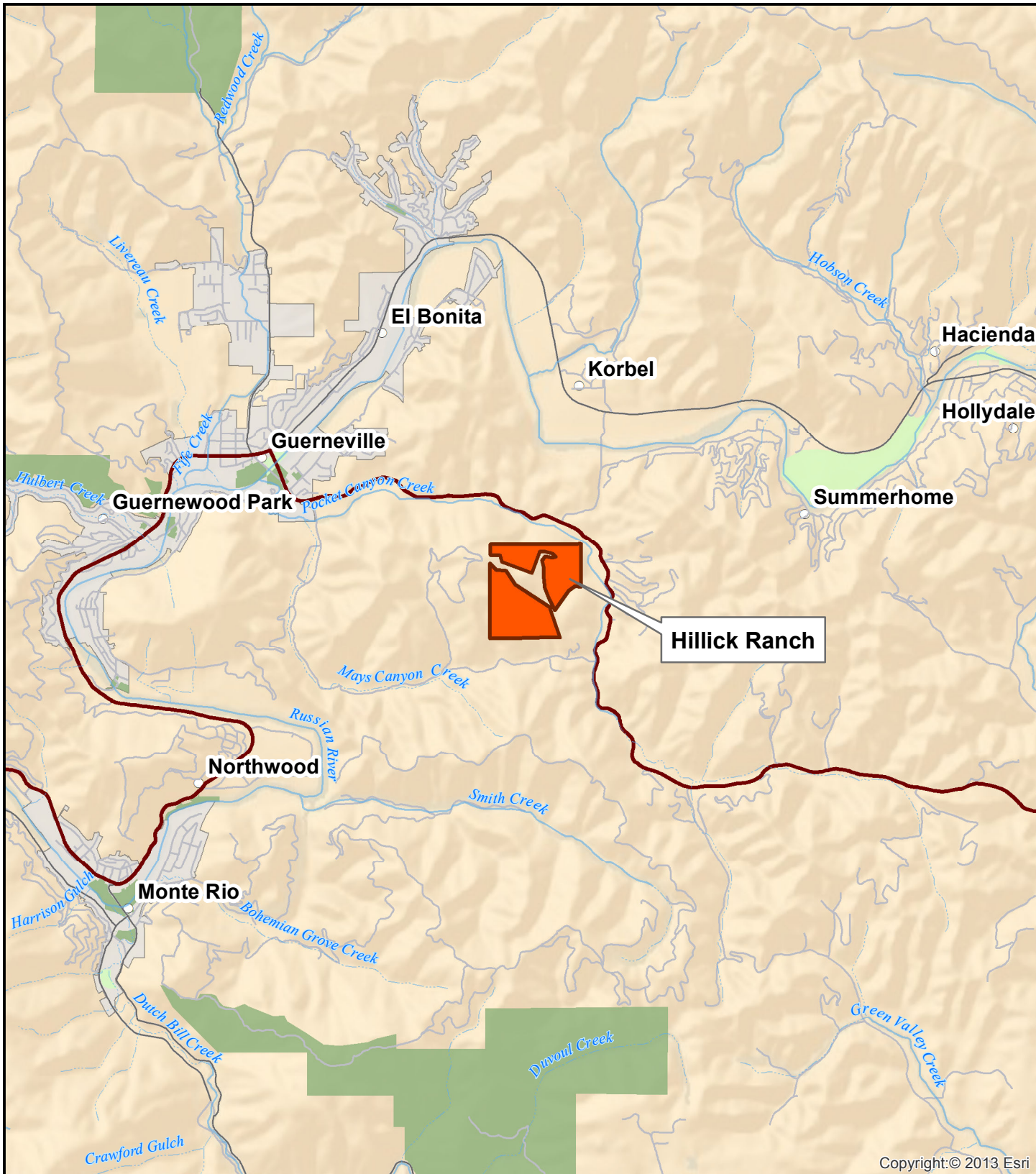
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Attachments:

1. Location Map.
2. Resolution.

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

Open Space Easement; Certificate of Acceptance.

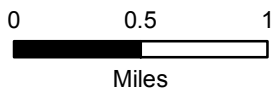


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Hillick Ranch Open Space Easement Location Map



SONOMA COUNTY
AGRICULTURAL PRESERVATION
AND OPEN SPACE DISTRICT



- District Conservation Easement
- Other Public and Protected Land

Map Date: 10/3/2013
Sources: Protected Lands (CAPAD); Streams (SCWA); Roads, Communities (County GIS); Shaded Relief (ESRI)
This map is for illustrative purposes only and is not intended to be a definitive property description.



County of Sonoma
State of California

Date: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Resolution of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, State of California, Accepting a Deed and Agreement Conveying an Open Space Easement and Assigning Development Rights on Property Owned by Paul Hobbs, as Trustee of the Paul Hobbs Revocable Trust, and Authorizing the President to Execute, on behalf of the District, the Deed and Agreement and a Certificate of Acceptance Pursuant to Government Code Section 27281.

Whereas, as a condition of approval of a California State Timber Harvest Plan, Paul Hobbs, as Trustee of the Paul Hobbs Revocable Trust, has offered an open space easement to the Sonoma County Agricultural Preservation and Open Space District (the District) over 117 acres near Guerneville, California in the unincorporated area of Sonoma County; and

Whereas, this Board of Directors finds that the property possesses open space values of importance to the people of Sonoma County and which deserve to be protected in perpetuity; and

Whereas, this Board of Directors further finds that acceptance of a perpetual open space easement over the property is consistent with the Sonoma County General Plan 2020;

Now, Therefore, Be It Resolved that the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District hereby accepts the Deed and Agreement by and between Paul Hobbs, as Trustee of the Paul Hobbs Revocable Trust, and the Sonoma County Agricultural Preservation and Open Space District Conveying an Open Space Easement and Assigning Development Rights ("the Deed and Agreement"), subject to payment of an endowment to cover the costs of stewardship of the Deed and Agreement; and

Be It Further Resolved that the President is authorized and directed to sign the Deed and Agreement on behalf of the District and to execute a Certificate of Acceptance pursuant to Government Code Section 27281; and

Be It Further Resolved that, prior to execution of the Deed and Agreement by the President of this Board, the District's General Manager is authorized to make any necessary

Resolution #

Date:

Page 2

technical, non-substantive changes in the Deed and Agreement with the prior approval of the District's Counsel; and

Be It Further Resolved that the Deed and Agreement accepted by this Resolution is hereby dedicated to open space purposes pursuant to Public Resources Code Section 5540; and

Be It Further Resolved that the Clerk of the Board of Directors is authorized and directed to take the necessary steps to have the Deed and Agreement and Certificate of Acceptance recorded with the office of the Sonoma County Recorder, with all costs of recordation to be borne by Paul Hobbs, as Trustee of the Paul Hobbs Revocable Trust; and

Be It Further Resolved that the acquisition of the open space easement authorized by this Resolution is excluded from the requirements of the California Environmental Quality Act (Public Resources Code Sections 21000 and following) because the acquisition is not a project as that word is defined in Section 15378 of Title 14 of the California Code of Regulations; and alternatively, is exempt pursuant to Section 15313 of the California Code of Regulations because the purpose of the acquisition is to preserve fish and wildlife habitat; and alternatively, is exempt pursuant to Section 15317 of Title 14 of the California Code of Regulations because the purpose of the acquisition is to maintain the open space character of the area; and alternatively, is exempt pursuant to Section 15325(a) of Title 14 of the California Code of Regulations because the purpose of the acquisition is to preserve the existing natural conditions, including plant or animal habitats; and

Be It Further Resolved that the Clerk of the Board is designated as the custodian of documents and other material which constitute the record of the proceedings upon which the Board's decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, CA 95403.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors and Board of Commissioners.

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Community Development Commission

Staff Name and Phone Number:

John Haig – (707) 565-7508

Supervisorial District(s):

All

Title: FY 2014-15 Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grants, and Community Services Funding Policies and Projects.

Recommended Actions:

Concurrent approval by the Board of Supervisors and the Sonoma County Community Development Commission to:

1. Board of Supervisors and Board of Commissioners: Approve the FY 2014-15 *Funding Policies: Federal Community Development Block Grant, HOME and Emergency Solutions Grant Funding Programs and Community Services Funding Program*.
2. Board of Supervisors: Authorize submittal of Community Development Block Grant (CDBG) project funding requests to the Sonoma County Community Development Commission (CDC) by the Department of General Services, Regional Parks Department, and the Economic Development Board, and approve submittal of a CDBG project funding request by the Sonoma County Fairgrounds as a County-Owned Public Facilities project, for consideration during the CDC-administered Consolidated Plan funding process.
3. Board of Commissioners: Authorize submittal of a CDBG project funding request by the Sonoma County Community Development Commission for consideration during the FY 2014-15 CDC-administered Consolidated Plan funding process.

Executive Summary: The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency Solutions Grants (ESG) funds to local jurisdictions for a wide range of activities to benefit lower-income people. The overall federal goal of these programs is to develop viable urban communities by providing decent housing, a suitable living environment, and expanded economic opportunities. The County of Sonoma, the cities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and the Town of Windsor, have entered into a Joint Powers Agreement to form an “Urban County”, which is an entity recognized by HUD as eligible for formula grant funding under these three programs. The Joint Powers Agreement designates the County as the sponsoring agency to administer and implement the program, and the Community Development Commission (CDC) as fiscal agent for the program. As required by HUD to obtain the annual formula allocation of CDBG, HOME, and ESG funds, the County has

adopted a Five-Year Consolidated Plan covering FY 2010-11 through FY 2014-15, which generally describes community development and related activities undertaken by the County and the seven participating municipalities. A One-Year Action Plan must be adopted by the County each year to provide details about the specific projects that will be funded during each fiscal year.

Additionally, the locally generated Community Services Funding (CSF) is now integrated with the CDC's long-standing Consolidated Plan process outlined above.

The local policies that will guide decisions about which projects will be funded for FY 2014-15, and the County department and agency projects that are seeking Board authority to request CDBG and HOME funding for FY 2014-15, are the subject of this agenda item.

FUNDING ALLOCATION:

HUD has not yet announced FY 2014-15 CDBG, HOME, and ESG program allocations. It is anticipated that funding levels will be similar to allocations received in FY 2013-14. The estimated allocation for Sonoma County's share of federal CDBG, HOME and ESG for FY 2014-15 is approximately \$2.4 million. The Board of Supervisors has not yet adopted the FY 14-15 County Budget. The County general funds that would be needed to maintain the CSF program at FY 13-14 levels is \$720,000.

POLICY REVISIONS:

The draft *Funding Policies: Federal CDBG, HOME and ESG Funding Programs and Community Services Funding (CSF) Program* has been revised from the approved FY 2013-14 version. Proposed revisions were made to improve language and clarify existing procedures, to comply with the Sonoma County Five-Year Consolidated Plan and HUD regulations, and to make the three substantive policy changes discussed below.

1. CDBG funds may be used for a range of economic development activities. The regulations are fairly flexible when funds are used to assist micro-enterprises with five or fewer employees; however, use of CDBG funds for larger businesses carry complex and long-term documentation and reporting requirements that exceed the capacity of local program participants and staff. The amount of CDBG funds received by the County annually does not provide sufficient resources to expand this capacity, and competition for the limited funding is high. Proposed policy revisions therefore limit the use of local CDBG funds to assist micro-enterprises.
2. The CDBG, HOME, and ESG regulations establish time limits for expenditure of funds, which have been reflected in local policy for many years. The current policy is rigid and fails to recognize that there are instances in which a project that is proceeding more slowly than anticipated through no fault of the project proponent may be able to succeed with additional time without violating the regulations or negatively impacting the overall programs. Proposed policy revisions maintain the previously stated timelines, but permit the CDC Executive Director to approve time extensions for good cause and in compliance with regulations.
3. The ESG regulations require the grantee to have a homeless or formerly homeless person on the policy board, which in the case of Sonoma County is the Community Development Committee. For many years, the local policy has reflected staff understanding that this requirement also applied to the CDC's ESG grantees. New HUD regulations clarify that the requirement applies only to the primary funding grantee, which is the County; therefore, the related provision in the local policy is

proposed for deletion.

The policy revisions were considered by the Technical Advisory Committee, comprised of representatives of the seven incorporated jurisdictions participating in the Urban County Joint Powers Agreement, and the Community Development Committee, an eight-member citizen’s advisory panel, at concurrent public hearings on September 10, 2013. Upon conclusion of the hearings, each of the Committees voted unanimously to recommend Board approval of the attached revised policy document.

PROPOSED C.D.B.G. PROJECTS:

Under the FY 2014-15 proposed Funding Policies, 15% of the County’s CDBG allocation is available for County-Sponsored capital and economic development projects, 19.5% is available for other Unincorporated Area or Countywide capital and economic development projects, and 15% is available for Public Service projects. In addition, 30.5% of the allocation is available for capital and economic development projects in the seven participating incorporated areas in the Urban County. All projects must benefit households with incomes at or below 80% of median area income, as determined and updated annually by HUD.

County-Sponsored Projects: The following County departments and agencies seek authorization to submit these four funding proposals for consideration, and concur with and support their inclusion in this agenda item and staff report :

- 1) General Services - Los Guilicos and Juvenile Justice Center
Removal of architectural barriers to paths of travel, and restroom and lobby modifications to improve access by people with disabilities.....\$75,000
- 2) Regional Parks - Ragle Ranch
Removal of architectural barriers to paths of travel, restroom, parking, picnic, and other areas to improve access by people with disabilities.....\$50,000
- 3) Sonoma County Fairgrounds - Grace Pavilion
Removal of architectural barriers to the men’s restrooms to improve access for people with disabilities.....\$99,000
- 4) Sonoma County Economic Development Board - Micro-Lending
Application assistance, loan packaging services, and other technical assistance for eligible micro-enterprises\$50,000

Although it is a separate legal entity rather than a County department or agency governed by your Board of Supervisors, the Sonoma County Fairgrounds is requesting your Board’s approval to submit a proposal under this category. Fairgrounds staff will provide with their funding application the required resolution from the Fair Board of Directors authorizing submittal of their funding request.

Countywide and Unincorporated Area Projects: The CDC staff requests approval to submit a proposal for \$350,000 in CDBG funding under this category for the Housing Rehabilitation Loan Program. As stipulated in the Funding Policies, the CDC will allocate program income and reprogrammed funds derived from all sources, except first-time homebuyers programs, to the Housing Rehabilitation Program. Repayments of

previously loaned CDBG funds for first-time homebuyers will continue to be set-aside for new homebuyer loans.

CONSOLIDATED PLAN APPLICATION PROCESS:

A Notice of Funds Available will be publically issued on approximately 10/21/2013, and Technical Assistance Sessions will be held for all interested applicants later in October. All CDBG, HOME, ESG, and CSF funding applications must be submitted directly to the CDC by 12/20/13. The Community Development Committee will hold public hearings on all HOME applications, and on all CDBG applications for capital and economic development activities not located in the incorporated jurisdictions on 2/25/14. The Technical Advisory Committee will hold a public hearing on the incorporated area CDBG capital and economic development applications on 3/10/14. The Community Development Committee will hold a public hearing on CDBG, ESG, and CSF Public Service applications on 3/11/14. The recommendations of the Community Development Committee and the Technical Advisory Committee will be included in a draft One-Year Action Plan, which will be considered by your Board of Supervisors on 5/6/14. The adopted FY 2014-15 Consolidated Plan: One-Year Action Plan must be submitted to HUD by 5/15/14.

Prior Board Actions:

05/07/13: Board approved F.Y. 2013-14 Consolidated Plan: One-Year Action Plan.
 10/16/12: Board approved F.Y. 2013-14 Consolidated Plan Funding Policies and project submittals by County departments and agencies.

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

County funding for programs associated with this item provide social services, disabled accessibility and decent, safe and affordable housing for targeted low income households, disabled individuals and homeless persons and households.

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):

No fiscal impact to FY 2013-14. The actions are related to planning for the FY 2014-15 funding cycle where funding amounts remain unknown.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Draft Funding Policies: Federal CDBG, HOME and ESG Funding Programs and Community Services Funding (CSF) Program.

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



Sonoma County Community Development Commission

[20132014-2014-2015 Funding Policies](#)

Federal CDBG, HOME and ESG Funding Programs

Community Services Funding (CSF) Program

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I. Introduction

Consolidated Plan

The Consolidated Plan is a five-year plan required by the U.S. Department of Housing and Urban Development (HUD) in order for Sonoma County to receive federal housing and community development funds under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and the Emergency [Shelter Solutions](#) Grants (ESG) programs. The Plan, including the goals and specific objectives for the five-year period, also includes the County's One-Year Action Plans for use of CDBG, HOME and ESG funds during each fiscal year. The goals and objectives are developed through a citizen participation process conducted concurrently with the first Action Plan's CDBG, HOME, and ESG funding approval process of each Consolidated Plan. The current Consolidated Plan covers the period July 1, 2010 to June 30, 2015.

The Consolidated Plan serves the following four functions:

1. A planning document for Sonoma County, which builds on a participatory process;
2. A strategy to be followed in carrying out HUD programs;
3. An action plan that provides a basis for assessing performance; and
4. A required element of the annual application for federal funds under HUD's CDBG, HOME, and ESG programs.

The Sonoma County Consolidated Plan encompasses activities undertaken by the County of Sonoma, as well as the seven participating municipalities of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. Together, these eight jurisdictions comprise the Urban County, an entity recognized by HUD as an entitlement jurisdiction eligible for formula grant funding under the CDBG, HOME, and ESG programs. The cities of Santa Rosa and Petaluma, although located within the boundaries of Sonoma County, each qualify as separate entitlement jurisdictions and administer their respective HUD funding allocations. Each establishes an individual Consolidated Plan for their sole jurisdiction.

This document, the Urban County's Funding Policies, provides the policy framework to guide the allocation and administration of CDBG, HOME, and ESG funds, described below, consistent with federal rules, statutes and regulations, and local priorities. The references to "County" refer to the eight-jurisdiction Urban County. The references to "special needs subpopulations" in the objectives include, but are not limited to: 1) elderly households, 2) persons with physical, mental or developmental disabilities, 3) persons with HIV/AIDS and their families, 4) large families, 5) single-headed households, and 6) farm workers.

Community Services Funding (CSF) Program

Additionally, ~~beginning in Fiscal Year 2012-2013~~, the Sonoma County Community Development Commission (Commission) administers the [locally-funded County](#) Community Services Funding (CSF) ~~formerly administered by the Sonoma County Human Services Department~~.

The CSF program, per direction from the Sonoma County Board of Supervisors, is to be integrated with the CDBG Public Services and ESG funding processes to the extent possible. These three funding sources will be combined for allocation purposes and implementation

and the CSF program will follow the priorities set forth in the Consolidated Plan and these funding policies.

HUD Funding Programs

The Community Development Block Grant (CDBG) Program, as created by the federal Housing and Community Development Acts of 1974 and 1987, has as its primary objective the development of viable communities through the provision of decent housing, a suitable living environment and the expansion of economic opportunities, primarily for lower income persons. At least 70% of Sonoma County's CDBG funds must be used for activities that benefit lower income persons (i.e., persons earning less than 80% of the area median income). Any programs or projects allocated CDBG funding must meet one of the following National Objectives:

1. Benefit low- to moderate-income persons
2. Prevent or eliminate slums and blight as determined by HUD
3. Meet an urgent need

The Emergency Solutions Grants Program (ESG), originally authorized under the Stewart B. McKinney Homeless Assistance Act of 1987 as the Emergency Shelter Grants program, permits HUD to make grants to states and units of general local government for homelessness prevention and intervention services.

The Cranston-Gonzalez National Affordable Housing Act created the HOME Investment Partnership (HOME) Program in 1990. The HOME Program provides funding to local jurisdictions to increase the stock of housing affordable to very low- and low-income households. In 1991, HUD designated Sonoma County a Participating Jurisdiction under the HOME Program.

The Sonoma County Community Development Commission (Commission) is the designated local administrative body for each of the three federal funding programs.

II. Funding Goals and Objectives

As stated in the Consolidated Plan, the overall goal of the CDBG, HOME and ESG federal funding programs is to develop viable urban communities principally for low-income persons by:

- 1) Providing decent housing;
 - assisting homeless persons to obtain affordable housing;
 - assisting persons at risk of becoming homeless to retain their housing;
 - preserving and retaining the affordable housing stock;
 - increasing the availability of permanent housing that is decent, safe, sanitary, and affordable to lower-income families, particularly to members of disadvantaged minorities, without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
 - increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to

- live in dignity and independence; and
 - providing affordable housing that is accessible to public transportation and job opportunities.
- 2) Providing a suitable living environment;
- improving the safety and livability of neighborhoods;
 - eliminating blighting influences and the deterioration of property and facilities;
 - increasing access to quality public and private facilities and services;
 - reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
 - restoring and preserving properties of special historic, architectural, or aesthetic value; and
 - conserving energy resources and using renewable energy sources.
- 3) Expanding economic opportunities.
- creating and retaining jobs;
 - establishing, stabilizing and expanding small businesses microenterprises (businesses having 5 or fewer employees, one or more of whom owns the business) ~~(including micro-businesses)~~;
 - providing public services in support of employment;
 - providing jobs to lower-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
 - promoting availability of mortgage financing for lower-income persons at reasonable rates using non-discriminatory lending practices;
 - promoting access to capital and credit for development activities that support the long-term economic and social viability of the community; and
 - promoting empowerment and self-sufficiency for lower-income persons to reduce generational poverty in federally assisted housing and public housing.

Operationally, these broad goals are implemented in three areas: Homelessness, Housing and Non-Housing Community Development, as follows:

A. Homelessness

Goal: To promote new and existing day centers, emergency shelters, ~~transitional~~ housing facilities and services that will coordinate and improve the continuum of care system for homeless residents of Sonoma County.

1. Homeless Specific Objectives:

- a. Provide day center services to homeless persons, some with special needs.
- b. Provide emergency shelter beds for homeless persons, some with special needs.
- c. Provide ~~transitional~~ housing with supportive services to persons leaving homeless shelters or to persons who are living “on the streets”, some with special needs.

- d. Provide mental health, other health and social services, counseling, employment training, education, childcare, parenting education, substance abuse treatment, domestic violence intervention, [transportation assistance and self-sufficiency skills](#), ~~including, but not limited to, rental housing education, financial literacy, and independent living skills, and transportation assistance~~, to homeless persons living “on the streets” or in emergency shelters, including outreach to the “street” homeless and assessment of individual and family needs. Some of the assisted persons will be from special needs subpopulations.
 - e. Provide homeless prevention services to households who are at risk of becoming homeless, some with special needs.
2. Eligible Use of Funds:
- a. Homeless Shelter Operations (CDBG, CSF and ESG).
 - [b. Services to Homeless Persons \(CDBG, CSF and ESG\).](#)
 - c. Homeless Prevention Activities (CDBG, CSF and ESG).
 - d. Acquisition, construction, and rehabilitation of homeless day centers and emergency shelters (CDBG).
 - e. Acquisition, construction, and rehabilitation of homeless ~~transitional~~ housing facilities (CDBG and HOME).
3. Non-Eligible Use of Funds:
- a. ESG and CSF funds may not be used for acquisition, construction, rehabilitation, or other capital costs.
 - b. HOME funds may not be used for capital costs associated with day centers or emergency shelters.
 - c. HOME funds may not be used for costs of operations or services.
 - d. CDBG, HOME, CSF, and ESG funds may [generally](#) not be used for general administration costs. [Such costs are allowed in the public services category provided the Commission staff approves, in advance, an indirect expense allocation plan for the applicant agency.](#)

B. Housing

Goal: To increase the housing stock that is affordable, accessible and available to extremely low-, very low-, low-, and moderate-income residents of Sonoma County, including special needs subpopulations.

1. Housing Specific Objectives:
 - a. Develop new rental and ownership housing units that are affordable and available to extremely low-, very low-, low- and moderate-income households, some with special needs.
 - b. Develop new housing units with appropriate supportive services that are affordable, accessible and available to extremely low-, very low-, low- and moderate-income special needs households.

- c. Provide tenant-based rental subsidies to make market rate housing units affordable to extremely low-income households, some with special needs.
 - d. Provide comprehensive rehabilitation and targeted hazard mitigation assistance to make needed repairs and improvements conventional single- and multi-family housing and mobile homes owned and/or occupied by extremely low-, very low-, low- and moderate-income households, some with special needs.
 - e. Provide loans to eligible entities to acquire and/or rehabilitate existing multi-family housing affordable, accessible and available to extremely low-, very low-, low- and moderate-income households at risk of becoming market rate housing. The occupants of some of these assisted housing units will include special needs households.
 - f. Provide direct fair housing education and mediation services to low- and moderate-income renter households, some with special needs.
2. Eligible Use of Funds:
- a. Housing Development and Preservation:
 - i. Site acquisition (CDBG and HOME).
 - ii. Acquisition of existing rental housing (CDBG and HOME).
 - iii. Development impact fees (HOME).
 - iv. Site improvements for new rental housing developments (HOME).
 - v. Construction of new rental housing developments (HOME).
 - vi. Demolition associated with development of new housing units (CDBG and HOME).
 - vii. Rehabilitation of existing rental housing developments (CDBG and HOME).
 - viii. Energy-related and disabled accessibility improvements (CDBG and HOME).
 - ix. Relocation associated with development or rehabilitation of housing units (CDBG and HOME).
 - b. CBDO Housing Development (CDBG):

An approved Community Based Development Organization (CBDO) may use CDBG funds for predevelopment costs (including, but not limited to: architectural, engineering or related professional services required to prepare plans, drawing, specifications, or work write-ups), site improvements, and hard costs of unit construction for qualifying “neighborhood revitalization projects” as defined at 24 CFR 570.204(a).
 - c. Scattered-Site Housing Rehabilitation (CDBG):

The Commission will provide assistance for hazard mitigation measures and comprehensive rehabilitation of single-family houses, mobile homes, and multi-family units located on scattered sites throughout the Urban County that are occupied by low-income households.

d. First Time Homebuyer Assistance (~~and~~ CDBG):

The Commission will provide assistance to low-income households to purchase homes in designated subdivisions throughout the Urban County. CDBG funds can also be used as loan proceeds to new buyers in affordable home-ownership “re-sale” situations with properties that the Commission already has an interest.

e. Tenant-Based Rental Assistance (HOME):

The Sonoma County Housing Authority is eligible to provide rental assistance for households residing in emergency or transitional shelters that have obtained supportive services that will enable them to become self-sufficient, persons with disabilities who have obtained supportive services, senior citizens, former foster youth, and persons displaced due to locally declared disasters.

f. CHDO Operating Costs (HOME):

Up to 5% of the County’s fiscal year HOME allocation may be used for operational support for approved Community Housing Development Organizations (CHDOs) in an aggregate amount not to exceed the lesser of \$50,000 or 50% of the CHDOs total operating expenses in that fiscal year and adhering to HOME federal regulations §92.208, §92.300(e), and §92.300(f).

3. Non-Eligible Use of Funds:

- a. CDBG, CSF and ESG funds may not be used for long-term tenant-based rental assistance. “One-time only” or short-term rental assistance is eligible, with possible limitations based on the underlying funding source.
- b. CDBG funds may not be used for costs associated with construction of new, permanent housing units, except by an approved CBDO.
- c. HOME funds may not be used for ownership projects.
- d. HOME funds may not be used to pay holding or option costs.
- e. HOME funds may not be used for development soft costs, except for eligible impact fees.
- f. ESG and CSF funds may not be used for acquisition, construction, rehabilitation, or other capital costs.
- g. CDBG, HOME, CSF, and ESG funds may not be used for general administration expenses.

C. Non-Housing Community Development

Goal: To assist in creating and/or replacing infrastructure systems, public facilities and non-housing services that meet the needs of the extremely low-, low- and moderate-income residents of Sonoma County, including the homeless and special needs subpopulations.

1. Non-Housing Community Development Specific Objectives:

- a. Preserve low- and moderate-income neighborhoods and improve the quality of neighborhood-based living, including construction or reconstruction of storm/flood drain improvements, water and sewer improvements (connecting water and sewer lines to new or existing affordable housing developments, sewer mains, and rural water facilities), streets, streetlights, sidewalks, curbs and gutters (either non-existent or in need of repair or upgrade).
 - b. Construct, renovate or install access modifications to [reduce or eliminate architectural barriers to](#) meet the special needs of persons with disabilities and the elderly in accordance with the American with Disabilities Act (ADA) in public facilities, including but not limited to public parks, restrooms, youth centers, senior centers, fire stations, libraries and community recreation facilities.
 - c. Facilitate economic integration and self-sufficiency for lower income persons through self-sufficiency programs and through job training and economic development [assistance for microenterprises activities](#) to increase job opportunities. ~~This includes, but is not limited to, micro-enterprise economic development activities.~~
2. Eligible Use of Funds:
- a. Public Improvements and Facilities (CDBG):
 - i. Site acquisition.
 - ii. Acquisition of existing facilities.
 - iii. Site improvements for new facilities.
 - iv. Development and construction of new improvements and facilities.
 - v. Demolition associated with development of new improvements and facilities.
 - vi. Rehabilitation of existing facilities.
 - vii. Reconstruction of existing improvements.
 - viii. Energy-related and disabled accessibility improvements.
 - ix. Relocation associated with development of new improvements and facilities.
 - b. Public Services (CDBG, [ESG and CSF](#)).
 - c. Economic development [program assistance and services for microenterprises](#) (CDBG ~~and CSF~~).
3. Non-Eligible Use of Funds:
- a. HOME and CSF funds may not be used for any capital, operating, or maintenance costs associated with public improvements or facilities.
 - b. HOME funds may not be used for costs of services.
 - c. CDBG funds may not be used for repair (vs. reconstruction) of public improvements.
 - e-d. CDBG funds may not be used to assist businesses that do not qualify as microenterprises per 24 CFR 570.

~~e.~~ CDBG, HOME, CSF, and ESG funds may not be used for general administration expenses.

III. Eligible and Ineligible Applicants

Eligible applicants for HOME funding include non-profit and qualifying for-profit organizations, and public agencies (local government entities).

Eligible applicants for CSF and ESG funding include non-profit organizations and public agencies. Eligible non-profits must have attained their IRS 501(c)(3) status at the time the funding application is submitted.

Eligible applicant organizational types for CDBG funding are those identified in the federal CDBG regulations. The type of qualified entity varies by activity type.

Individual persons are not eligible to apply for CDBG, HOME, CSF and ESG funding; however, individuals may apply for assistance from programs assisted with these funds such as housing rehabilitation, first-time homebuyer, or tenant-based rental assistance programs.

IV. Funding Conditions and Regulations

A. Timeliness

All projects shall proceed in a timely manner as detailed below. Extensions may be granted for good cause at the discretion of the Executive Director and must be consistent with the funding source regulations.

1. Funds for program operations (i.e. non-capital programs), referred to here as “Public Services” or as “Economic Development” activities must be expended within the 12 months of the fiscal year for which funding is allocated. ~~Extensions of up to six additional months for Economic Development agreements can be granted for good cause at the discretion of the Commission’s Executive Director.~~ Public Service and Economic Development funding that is unexpended after the agreement term will be reprogrammed.
2. Funds for site acquisition must be spent within 6 months of the date on which the Funding Agreement is offered for execution. The Agreement must be offered for execution within 12 months of the start of the fiscal year associated with the award. If the site acquisition is not complete within 6 months of that date, the funds will be reprogrammed.
3. Disbursement of funds for all affordable housing projects, including hard and soft costs of new development, renovation, rehabilitation, and reconstruction projects (but excluding site acquisition costs, which are governed by IV.A.2 above), must be initiated within 12 months of the date on which the Funding Agreement is offered for execution. The Agreement must be offered for execution within 12 months of the start of the fiscal year associated with the award. All funds must be disbursed within 18 months after the date on which the Funding Agreement is offered for execution. Funding that is unexpended after this deadline will be reprogrammed.
4. Funds for all public facilities and other public improvement projects (excluding site acquisition costs, which are governed by IV.A.2 above), must be expended within 24

months of the date on which the Funding Agreement is offered for execution. Funding that is unexpended after 24 months will be reprogrammed ~~unless Commission staff determines that the project is in substantial compliance with the 24-month timeline and there is a reasonable expectation that the funds will be fully expended within an additional 30 days.~~

B. Site Control

Capital project proposals must demonstrate site control at the time funding is made available to the County by HUD (generally August of the new fiscal year). An executed long-term lease, signed option or purchase agreement or equivalent, legally enforceable instrument may satisfy this requirement. If site control is not in force at the time HUD makes the funding available to the County, the funding approval will be rescinded and the funds will be reprogrammed.

C. Environmental Conditions

Project allocation awards that have been approved by the Board of Supervisors cannot be offered a Funding Agreement for execution ~~funded~~ until the required federal environmental and contract compliance conditions have been met except for CSF awards which are not subject to these federal requirements. The Commission's Executive Director is designated by the Board of Supervisors as the Certifying Officer for all National Environmental Policy Act (NEPA) environmental review of CDBG, ESG and HOME-funded projects. Therefore, the Commission will determine and complete, or cause to be completed, the appropriate level of NEPA environmental review, the cost of which shall be the responsibility of the awardee and may be paid from the grant/loan funds allocated. The awardee must provide all requested information pertinent to completing the environmental review in a timely manner. Failure to do so will result in the reprogramming of the allocated funds to another project.

The applicant must provide the Commission with documentation verifying the satisfaction of any required environmental impact mitigation measures.

As applicable, the project also must receive local environmental clearance in accordance with the requirements of the California Environmental Quality Act (CEQA). The applicant must submit a copy of the CEQA clearance to the Commission.

D. Reasonable Cost of Real Estate Acquisition

A property appraisal carried out by a licensed real estate appraiser, or other evidence of valuation acceptable to the Commission, must be provided to the Commission prior to an offer of a Funding Agreement for execution obligating ~~any~~ funds for acquisition of real estate. Funds for direct site acquisition will not be provided if the purchase price exceeds the documented "reasonable cost" of the real property. As defined in OMB Circulars A-87, *Cost Principles for State, Local and Indian Tribal Governments*, and A-122, *Cost Principles for Non-Profit Organizations*, "A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs." Funds for

related transaction costs (e.g., title, soils tests, Phase I reports, etc.) may be allowed above the reasonable cost.

E. Land Use Approvals

Proposed projects that require land use approvals must be consistent with the General Plan of the jurisdiction in which they are located in order to meet the goals and objectives of the jurisdiction. A certification of the project's consistency with the applicable General Plan, signed by an authorized representative of the jurisdiction, must be submitted with the proposed project application.

F. Compliance with Disabled Access Requirements

All applicants for funds must be able to comply with the Architectural Barriers Act of 1968 (PL 90-480) and with 24 CFR Part 8 entitled "Nondiscrimination Based on Handicapped Status in Federally Assisted Programs and HUD Activities."

24 CFR Part 8 states that no qualified individual with disabilities shall, solely on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Housing and Urban Development.

Disabled access must be provided to the greatest extent feasible in non-housing as well as housing facilities. Proposed activities that do not provide access for the disabled may not be considered for funding. In addition, all local and state disability access guidelines must be followed.

G. Compliance with Federal Procurement and Labor Standards

Those projects that involve construction and/or rehabilitation must comply with federal procurement procedures and with federal labor standards including Davis-Bacon and Related Acts governing prevailing wage and other labor standards requirements.

Commission staff will assist with compliance on such projects and will monitor the awardee's compliance with the applicable federal labor standards. As required by HUD, the Commission will withhold allocated funding from projects that do not maintain compliance with all applicable labor standards provisions.

H. Building Standards

All capital projects must be constructed and maintained in compliance with all applicable federal, state and local codes, standards and ordinances.

I. Green Building Guidelines

All capital proposals that include building construction or substantial rehabilitation shall include a "Green Design" self-score. If the jurisdiction in which the project is located has an established "Green Design" scoring methodology, the applicant shall provide that completed scoring information along with the funding application. ~~Otherwise, the applicant shall use the criteria and methodology set forth by the Sonoma County Waste~~

~~Management Green Building Guidelines or other substitute methodologies as directed by Commission staff.~~ The reviewing bodies will use the “Green Score” in considering funding allocations but there will not be a required minimum threshold score for determining eligibility.

J. Relocation and One-for-One Replacement

If applicable, relocation and one-for-one replacement procedures outlined in 24 CFR 570.606 and in HUD’s Uniform Relocation and Real Property Acquisition Act must be followed. Projects requiring permanent displacement of families, individuals and/or businesses must also comply with the Sonoma County Residential Anti-displacement and Relocation Assistance Plan.

K. Change in Use

All properties acquired and/or improved using CDBG funds must comply with the CDBG regulations at 24 CFR 570.505, which require that the use of the property (including the beneficiaries of such use) cannot be changed from that for which the acquisition or improvement was made unless the recipient provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either: (1) The new use of such property qualifies as a CDBG-eligible activity; or (2) If the recipient determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify for CDBG funding, the recipient reimburses the Sonoma County CDBG Program in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property. Compliance with this requirement shall be secured by a deed restriction recorded on title to the acquired or improved property. For County-owned or controlled properties, compliance with this requirement shall be secured through an annual certification of the County Real Estate Manager documenting that the use of CDBG-assisted properties remains unchanged.

L. Assistance for Site Acquisition, Development, and Rehabilitation

1. Form of Assistance – Rental Housing and Public Facility Projects

All financial assistance will be in the form of loans secured by real property except for non-housing projects (i.e. public facility projects) sponsored and owned by units of local government where the assistance will be in the form of a grant. Generally, all loans will be 3% simple interest with payments deferred for the term of the loans. See *Sonoma County Community Development Commission Loan Policies* for additional information regarding interest rates and other loan parameters. Upon completion of the project, Commission loans must be fully secured by the post-completion value of the property. The term of the loan will be the longer of thirty (30) years or the longest term of any financing which is senior in lien position to the Commission loan.

2. Form of Assistance – Ownership Housing Projects

The interest rate and security requirements for home ownership projects will be the same as those for rental housing developments, as detailed above. The

Commission loan to the developer will be for a maximum five-year term and will convert to deferred-payment, subordinate loans to income-eligible buyers at the time of first sale of each unit in the ownership project. The total amount of these loans will be sufficient to recapture the initial amount of Commission loan, plus any interest accrued on the Commission loan as of the date of conversion.

3. Loan Documents and Close of Escrow

The Commission will execute a Funding Agreement and Promissory Note with each developer and record a Deed of Trust with a Rider in evidence of the Commission loan commitment and obligations.

4. Alternate Loan Terms

The Commission will consider alternate loan terms that the applicant may request for coordination with other sources of project financing. On a case-by-case basis, the Commission staff may approve requests to assign the Funding Agreement and/or Commission loan to a partnership or other assignee in compliance with HUD regulations.

M. Affordability Restrictions for Housing Projects

The following provisions identify the minimum affordability requirements for new housing development and rehabilitation of existing rental housing developments. Projects that provide greater and/or longer affordability than the minimums shown will receive a higher priority.

1. Income Limits

- a. 100% of the CDBG and HOME funds will be used to assist units occupied by households with incomes of no more than eighty percent (80%) of the Sonoma County area median income (AMI), adjusted for household size.
- b. At least eighty percent (80%) of the units assisted with HOME funds must initially be occupied by households with incomes of no more than sixty percent (60%) of Sonoma County AMI, adjusted for household size. Subsequently, these units may be occupied by households with incomes of up to eighty percent (80%) of Sonoma County AMI, adjusted for household size.
- c. At least twenty percent (20%) of the units assisted with HOME funds must be occupied by households with incomes of no more than fifty percent (50%) of the Sonoma County AMI, adjusted for household size.

1. Rent and Purchase Price Limits

Units assisted with CDBG or HOME funds may be sold or rented to income-eligible households at affordable prices and rents, as determined by the Commission in accordance with HUD regulations.

2. Term of Income and Price Restrictions

Upon completion or acquisition of a housing project, the assisted units must remain affordable for the longer of thirty (30) years or the longest affordability term required by other financing in the project. In no case shall the period of affordability be less than the original term of the loan.

N. Participation of Homeless Individuals

~~Effective 11/1/96, federal ESG regulations require that each recipient provide for the participation of at least one homeless individual or former homeless individual on the board of directors or other equivalent policy making entity.~~

ON. Homeless Management Information System (HMIS)

All funded applicants operating homeless-dedicated activities must ~~participate, in a material and timely fashion, with the HUD Continuum of Care program requirements regarding the~~ input of data into the County Homeless Management Information System (HMIS), and must provide match funding from non-McKinney-Vento, non-HEARTH Act funding sources to the agency managing HMIS. Funded homeless-dedicated programs must meet both HUD Continuum of Care and locally developed data standards for timeliness and completion.

PO. Match Requirements

1. Per federal regulation, the expenditure of HOME funds will accrue a match obligation equal to 25% of the amount of the HOME funds expended. The Commission looks to each project receiving HOME funds to generate eligible match funds during the same fiscal year in which the HOME funds are expended.
2. Each awardee must match the ESG funding with an equal amount of funds from other, non-McKinney-Vento, non-HEARTH Act funding sources. Match funds must be provided after the date of the grant award.

QP. Public Service Projects - Area of Service

Proposed Public Service projects that are located in, and will serve the residents of, one or more specific incorporated areas, but not all of Sonoma County, must receive the endorsement of the governing body of the jurisdiction(s) in which the project will operate. A Council resolution endorsing the project must be submitted with the proposed project application.

RQ. Other Federal Requirements

In addition to the requirements outlined in this document, all awardees are required to adhere to federal rules, statutes, policies and regulations associated with the underlying source of federal funds. Primary federal regulatory citations for the three funding sources, CDBG, HOME and ESG are listed below:

1. CDBG: 24 CFR Parts 91 and 570
2. HOME: 24 CFR Parts 91 and 92
3. ESG: 24 CFR Parts 91 and 576

V. Funding Allocation and Selection Process

A. Allocation of Funds

1. New annual allocations of CDBG, HOME, CSF and ESG funds shall be allocated per the table below:

Allocation Categories	Percentage of Funding CDBG	Percentage of Funding HOME	Percentage of Funding ESG	Percentage of Funding CSF
County-Sponsored projects ¹	15%			
Unincorporated Area projects ²	19.5%			
Public Service projects	15%		92.5%	85%
Tenant-Based Rental Assistance, Rental housing development and CHDO operation support, a minimum of 15% of which shall be used for CHDO development / preservation of rental housing ³		90%		
City / Town projects ⁴	30.5%			
Program Administration ⁵	20%	10%	57.5%	15%

^{1.} ~~Non-housing~~ Capital and economic development ~~microenterprise~~ projects sponsored by County departments and agencies.

^{2.} Capital, ~~housing rehabilitation~~ and economic development ~~microenterprise~~ projects located in an unincorporated area of the County.

^{3.} Rental Housing projects located in any of the 8 Urban County jurisdictions. If adequate eligible applications are not submitted to use the full amount of HOME or HOME CHDO set-aside funds, the balance will roll over for use in the next fiscal year.

^{4.} Capital and economic development projects located within the incorporated limits of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma or Windsor may be sponsored by the municipality or a ~~contractor~~ subrecipient.

^{5.} Program administration funding to Commission as allowed by federal regulation.

2. Program Income and Reprogrammed Funds

a. CDBG:

- i. The Commission will use up to twenty percent (20%) of CDBG program income for program administration and operation of the CDBG program. The remaining program income will be reallocated as follows:
- ii. Program income/reprogrammed funds derived from housing rehabilitation activities or public services activities will be used for housing rehabilitation assistance and associated direct program delivery costs in either the incorporated or unincorporated areas of the Urban County.
- iii. Program income funds derived from homebuyer [loan repayments activities](#) will be used to assist new eligible homebuyers to purchase homes in either the incorporated or unincorporated areas of the Urban County.
- iv. Program income/reprogrammed funds derived from all other sources (i.e. not from housing rehabilitation, public services or homebuyer [loan repayments activities](#)) will be used as follows: CDBG program income/reprogrammed funds derived from City / Town projects, [including reprogrammed funds from homebuyer projects](#), will be reallocated to housing rehabilitation projects within the incorporated Urban County jurisdictions, and CDBG program income/reprogrammed funds derived from Unincorporated Area projects, [including reprogrammed funds from homebuyer projects](#), will be reallocated to housing rehabilitation projects within the unincorporated County.

b. HOME:

- i. The Commission will use ten percent (10%) of program income for program administration and operation of the HOME program.
- ii. The remaining ninety percent (90%) of program income, and any non-CHDO reprogrammed funds, will be reallocated at the Executive Director's discretion to the Sonoma County Housing Authority's TBA Program or rolled-forward to the next fiscal year allocation. CHDO Set-Aside funds may only be reprogrammed to eligible CHDO projects.

c. CSF:

- i. Any reprogrammed CSF funds will be used to replace CDBG funds in a like amount in an existing public services CDBG award. The released CDBG funds will then be reprogrammed as prescribed in *V.2.a.ii* above.

3. Fair Housing Services Set-Aside Funding

Each jurisdiction receiving CDBG funds from HUD must certify that it will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. In that the provision of fair housing services is required to remain eligible for CDBG funding, adequate funding for these services shall be provided through a Set-Aside under the Public Services category.

~~The Commission shall issue a request for proposals (RFP) approximately every three to seven years to~~ The annual Notice of Funds Available (NOFA) process includes a request for Proposals (RFP) to solicit proposals from capable non-profit agencies to provide fair housing services. The CDC shall endeavor to join with other entitlement jurisdictions within Sonoma County in the RFP process to provide consistent and cost-effective service and assistance to citizens of the entire County.

In the event that there are multiple proposals for providing fair housing services, a committee made up of staff members of each jurisdiction will recommend one applicant to provide these services based on the following factors:

- a. The capacity of the applicant to provide these services.
- b. The degree to which a capable applicant can leverage additional funding sources to augment the County's funding allocation.
- c. Coordination with neighboring jurisdictions in the regional provision of fair housing services for optimizing efficiency and customer service.
- d. Cost-effectiveness.
- e. The degree to which the proposed services will overcome the effects of the fair housing barriers and issues as identified in the current Analysis of Impediments to Fair Housing Choice.

In the event no viable proposals are received from community-based non-profit agencies or no fair housing proposals are awarded funds, Commission staff will provide the required fair housing services utilizing funding from the fair housing set-aside until which time that a subsequent RFP process can be implemented to secure a qualified contract provider of Fair Housing services.

The fair housing set-aside amount shall be \$52,500, subject to adequate Public Services funding. If the Community Development Committee recommends a change to the set-aside amount for any fiscal year, the following factors will be considered:

- a. Current funding level for the CDBG, ESG and CSF.
- b. Historical funding levels of this service.

- c. Expected cost of activities required to address issues identified in the analysis of impediments to fair housing choice document.
- d. Consideration of actual or potential funding from other sources.

B. Proposal Submission Process

- 1. Details regarding the application requirements and time lines are included in the application instructions and related materials released in early- to mid-November of each year for the fiscal year that begins the following July.
- 2. Proposal Submission

Please see the Consolidated Plan Application Timetable for the proposal deadline and public hearing dates discussed in this section.

All applicants should attend a Technical Assistance Session for interested applicants to be held on the date listed on the Consolidated Plan Application Timetable. Any applicant who cannot attend the scheduled Sessions should contact the Commission staff as soon as possible.

Applicants must submit funding proposals to the Commission by 5:00 p.m. on the date listed on the Consolidated Plan Application Timetable. Project applications must be complete by the deadline date to be considered eligible for funding. Applications which do not include a Resolution from the Board of Directors, a required Certification of Consistency with the jurisdiction’s General Plan, a required City Council Resolution endorsing a Public Service project, a current operating budget, a copy of the applicant’s most recent audit, or complete answers to all applicable questions, will be deemed ineligible for funding.

Proposals may not be revised and/or submitted after the deadline date. In addition, once a proposal is awarded funding by the Commission it cannot be materially revised prior to contract execution.

- 3. City/Town Local Priority Ranking

Each municipality will review the proposals to be located within its jurisdiction and will assign priorities for funding. All proposals from the municipalities must be submitted to the Commission together with city/town council resolutions adopting priority rankings by the deadline date shown in the Consolidated Plan Application Timetable.

C. Selection Process:

- 1. Community Development Committee:

The Sonoma County Community Development Committee (CD Committee) appointed by the Board of Supervisors will assume responsibility for reviewing all proposals except those competing in the “City/Towns Projects” category.

The CD Committee conducts one or more ~~an~~ annual public hearings to take testimony regarding proposals submitted under these categories. See the Consolidated Plan Application Timetable for the CD Committee’s public hearing dates. The CD Committee will formulate a funding recommendation to the Board of Supervisors for each program year. The CD Committee’s recommendation will include a list of projects recommended for funding, the level of funding recommended and conditions to be satisfied prior to funding, if any. The CD Committee will not recommend funding for any project unless a representative from the applicant agency is present at the hearing to answer questions about the proposed project.

2. Technical Advisory Committee:

The Technical Advisory Committee (TAC), comprised of one appointed representative from each of the seven incorporated jurisdictions included in the Urban County, will assume responsibility for reviewing all capital and economic development project CDBG proposals that will be implemented within the cities/town, i.e. proposals submitted in the city/town project category.

The TAC will conduct an annual public hearing on the date shown in the Consolidated Plan Application Timetable to take testimony regarding proposals submitted to the cities/town. At the conclusion of its hearing, the TAC will develop its funding recommendation to the Board of Supervisors for each program year. The TAC’s recommendation will include a list of projects recommended for funding, the level of funding recommended and conditions to be satisfied prior to funding, if any. The TAC will not recommend funding for any project for a jurisdiction unless the duly appointed TAC representative or the duly appointed TAC alternate of the jurisdiction is present at the hearing to answer questions about the proposed project.

Action Plan – One-Year Use of Funds

The Commission will use the CD Committee and TAC recommendations to prepare the “Action Plan: One Year Use of Funds” to be included in the appropriate Sonoma County Consolidated Plan. The Consolidated Plan Summary will be published/disseminated in accordance with HUD regulations and the Sonoma County Citizen Participation Plan and thirty days allowed for written comments to be submitted to the Commission. See the Consolidated Plan Application Timetable for the publication dates and the end of the comment period.

3. Board of Supervisors Final Approval

The CD Committee and TAC recommendations, along with all written comments received during the Action Plan comment period and supplementary Commission staff comments, will be submitted to the Board of Supervisors for approval. The Board is the final decision-maker for determining CDBG, HOME, CSF and ESG awards. See the Consolidated Plan Application Timetable for the Board’s public meeting date.

D. Review and Selection Criteria

The following criteria will be the basis of evaluation by ~~both~~ the Community Development Committee and the Technical Advisory Committee, as well as the Board of Supervisors.

1. General (The following criteria apply to applications for funding to assist in the prevention of homelessness, provide affordable housing and non-housing community development.)

- a. In no event will an award be granted in an amount less than \$15,000 for non-HMIS-mandated programs and \$20,000 for HMIS-mandated programs. The larger minimum funding amount for HMIS-mandated programs is intended to partially off-set the greater administrative burden of HMIS participation.
- b. ESG, CSF and CDBG Public Services funds will be combined for allocation purposes.
- c. Proposals for housing and homeless related purposes will be given a higher priority ~~than other types of proposals for funding.~~
- d. The project will have joint funding from other sources.
 - i. Degree to which the proposal demonstrates the leveraging of other funds and in-kind contributions.
 - ii. Degree to which the applicant demonstrates a continuing effort to locate alternate sources of funding.
- e. The applicant demonstrates the administrative capacity to complete the proposed project and will have adequate provisions for long-range maintenance and operations.
 - i. Degree to which work products, Board of Director's meeting minutes, reports and reimbursement requests from previous awards were submitted in a complete, accurate and timely manner.
 - ii. Degree to which previously awarded grant funds were expended on eligible activities in a timely manner and in compliance with applicable policies, rules and regulations.
 - iii. Degree to which new applicants demonstrate a record of administrative and programmatic capacity using federal, state, local and private grant funds from other sources.
 - iv. Cost effectiveness of the project.

- f. Geographic Service Area
 - i. The reviewing bodies will endeavor to ensure that all areas of the County are appropriately served.
 - ii. For public services proposals that serve a geographic area less than all of Sonoma County, the reviewing bodies will give weight to an affected city or town's priority in making funding recommendations.
 - iii. The project is appropriate in size, scope and location to successfully address the targeted clientele and defined service area.
 - g. A funding preference for affordable housing projects will be given to non-profit developers-organizations to increase the likelihood that units will remain affordable for a longer period of time, per the Sonoma County Housing Element.
 - h. The project will not duplicate existing projects or services.
 - i. Degree to which the project provides unique, non-duplicative services.
 - ii. Degree to which a documented and verifiable need for the proposed project/service is demonstrated.
 - i. The project will impact significantly on the identified problem.
 - i. Degree to which the proposal demonstrates that the funded activities will result in outcomes that are clearly defined, measurable and directly related to alleviation of the stated problem.
 - j. The project will produce visible, permanent results in meeting the immediate needs of lower income persons.
 - i. Degree to which the proposal addresses immediate needs in a manner that promotes permanent solutions.
2. Homelessness (In addition to the General criteria, the following criteria apply to applications for funding to assist in addressing and preventing homelessness.)
- a. Projects that provide shelter, housing and/or services for people who are homeless will address needs identified in the A Roof Over Every Head: Sonoma County's 10-Year Homeless Action Plan.
 - i. Degree to which the proposal clearly fills an identified gap in the Sonoma County Continuum of Care system.
 - ii. Degree to which the provider participates in the Sonoma County Continuum of Care planning process.

iii. Degree to which the provider participates in the local implementation of the HUD-mandated Homeless Management Information System (HMIS).

iii-iv. Degree to which the proposal supports meeting one or more HEARTH Act Continuum-wide goals.

3. Housing (In addition to the General criteria, the following criteria apply to applications for funding to provide affordable housing.)
 - a. The project will impact significantly on the identified problem.
 - i. Degree to which the project targets extremely low-, very low- and low-income families and special needs populations, the households given priority in the County's Consolidated Plan.
 - ii. Degree to which the number of assisted households exceeds the minimum HOME or CDBG Program requirements.
 - iii. For rental housing, degree to which the rents will be below the maximum rents allowed by the HOME and CDBG Program regulations.
 - iv. Degree to which the proposed affordability period exceeds the minimum requirement.
 - b. The project will produce visible, permanent results in meeting the immediate needs of lower income persons.
 - i. Degree to which the project promotes greater choice of housing opportunity.
 - ii. Degree to which the project facilitates and furthers fair housing principles; specifically, full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, E.O. 11063 and HUD regulations issued pursuant thereto.
4. Upstream Investments. In reviewing funding applications and formulating recommendations for funding amounts in the Public Services category, the CD Committee will utilize principals consistent with the County of Sonoma's Strategic Plan element known as "Upstream Investments".

Specifically, funding proposals for programs that have the following characteristics will be given a higher priority for funding~~receive preferential consideration.~~

1. Evidence Based.
2. Outcomes Oriented
3. Collaborative

In addition, those program proposals that contain one or more of the following characteristics will be evaluated more favorably over those that given a funding preference over those programs which do not.

1. Programs that are prevention-focused and interventions that increase equality and reduce monetary and societal costs for all residents of the County.

2. Programs that help to eliminate poverty, promote equal opportunity for quality education and good health in nurturing home and community environments.
3. Programs that target the factors of:
 - a) Poverty and racial/ethnic disparities
 - b) Community conditions
 - c) Family dysfunction
 - d) Negative peer influence
 - e) Early antisocial behavior
4. Programs that promote the goals of:
 - a) Supporting the healthy development of children
 - b) Providing access to education and training to adequately prepare community members for challenges of the future.
 - c) Ensuring that all community members are well sheltered, safe, and socially supported.
 - d) Promoting a thriving, diverse economy and economic security for all.
5. Programs that will have an impact on the following indicators:
 - a) Reduced child maltreatment
 - b) Reduced youth binge drinking
 - c) Reduced youth drug use
 - d) Reduced youth depression
 - e) Reduced youth tobacco use
 - f) Reduced teen births
 - g) Reduced obesity
 - h) Improved pre-school attendance
 - i) Improved 3rd grade reading
 - j) Improved 3rd grade math
 - k) Improved high school completion
 - l) Improved higher education
 - m) Improved housing affordability
 - n) Reduced homelessness
 - o) Reduced juvenile arrests
 - p) Reduced adult arrests
 - q) Reduced domestic violence

- r) Reduced gang membership
- s) Improved youth connectedness
- t) Reduced poverty
- u) Reduced unemployment
- v) Improved health insurance rates

More information about the “Upstream Initiatives” and related material regarding evidence-based practices can be found here: <http://www.sonomaupstream.org/>

VI. Questions?

Information regarding these policies, funding year timelines, application, allocation and funding year reporting and reimbursement process, etc may be found online at:

<http://www.sonoma-county.org/cdc/>

Additional information about public service programs, public facilities or public improvements projects may be obtained by contacting:

Mark Krug, Community Development Manager

Sonoma County Community Development Commission

1440 Guerneville Road, Santa Rosa, CA. 95403

phone 707-565-7509 ♦ fax 707-565-7583 ♦ Mark.Krug@sonoma-county.org



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 10

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

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

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Jessica Martini-Lamb / 707-547-1903

Supervisory District(s):

Fifth District

Title: Russian River Estuary Management Project Invertebrate Research

Recommended Actions:

Authorize the General Manager to execute an agreement with the University of Washington for invertebrate research and monitoring, to comply with the Russian River Biological Opinion; (\$420,000; agreement terminates on June 30, 2016).

Executive Summary:

This item requests authority for the General Manager to execute an agreement with the University of Washington for invertebrate research and monitoring, to comply with the Russian River Biological Opinion, for the amount of \$420,000; agreement terminates on June 30, 2016.

HISTORY OF ITEM/BACKGROUND

The Sonoma County Water Agency (Water Agency) and United States Army Corps of Engineers received a final Biological Opinion, the product of a Federal Endangered Species Act Section 7 Consultation for the Russian River Project, on September 24, 2008, from the National Marine Fisheries Service. The Biological Opinion requires changes to the Water Agency's Russian River estuary sandbar management and monitoring activities.

The California Department of Fish and Wildlife issued a California Endangered Species Act Consistency Determination on November 9, 2009, for listed salmonids, including endangered coho salmon, which requires immediate mitigation for impacts associated with estuary management.

The Water Agency and University of Washington (University) performed a study pursuant to these requirements between 2009 and 2012. While conducting the study, the sampling of juvenile steelhead/salmon prey resource composition and availability produced much more complex samples than expected. In addition, sampling to date has not provided a definitive contrast between open and closed estuary conditions as the estuary has largely remained open during the study. This contrast is a critical part of the study, and extension of sampling through 2016 will provide greater opportunity to focus on open versus closed estuary conditions.

SERVICES TO BE PERFORMED

Under the proposed Agreement, the Water Agency will collaborate with the University in conducting additional studies of the ecological response of the Russian River estuary to alternative beach management actions associated with the opening and closure of the estuary mouth. The studies will directly comply with the Water Agency's estuary invertebrate monitoring requirements in the 2008 Biological Opinion and requirements of the 2009 Consistency Determination and provide: 1) an increased understanding of ecological responses to different estuarine rearing situations of juvenile salmon and steelhead listed under the Federal Endangered Species Act; 2) information relating juvenile salmon prey resource composition and availability to estuary conditions; and 3) information input to an adaptive estuary management plan framework that may be required to resolve estuary management issues.

The University will also assist Water Agency in conducting studies necessary to comply with the stipulated judgment and settlement agreement in Russian River Watershed Protection Committee v. Sonoma County Water Agency, Sonoma County Superior Court Case No. SCV-250347, by providing benthic community indices. These indices categorize the condition of invertebrates living in the upper sediments at the bottom of enclosed bays and estuaries and were developed by the State Water Resources Control Board in its 2009 Water Quality Control Plan for Enclosed Bay and Estuaries – Part 1, Sediment Quality.

The cost of services will not exceed \$140,000 in fiscal year 2013/2014, \$150,000 in fiscal year 2014/2015, and \$130,000 in fiscal year 2015/2016; the term end date is June 30, 2016. The total agreement amount is \$420,000.

SELECTION PROCESS

The University was selected to perform the work under a related 2009 agreement because its Wetlands Ecosystem Team in the Department of Fisheries and Aquatic Sciences has a great deal of specific experience in this type of work. The University's principal investigator, Professor Charles Simenstad, and his team have studied juvenile Pacific salmon diet and ecology in estuaries of the Sacramento, Salmon, Skagit, and Columbia rivers. For efficiency and continuity, it is critical to use the University team to complete these additional studies. The University's previous work has been favorably received by the project's regulatory partners, and the successful implementation of these studies is necessary to comply with the Russian River Biological Opinion. Neither the Water Agency nor other County of Sonoma departments have the resources to perform these analyses in-house.

Prior Board Actions:

06/09/2009: Approved agreement between the Water Agency and University of Washington for Estuary Invertebrate Research and Monitoring Services for Russian River Instream Flow and Restoration Project. Cost \$251,763; term end 2011.

07/31/2012: Board approved entering into a stipulated judgment and settlement agreement in case of Russian River Watershed Protection Committee v. Sonoma County Water Agency. Sonoma County Superior Court Case No.: SCV-250347 (Govt. Code Section 54956.9 (a)).

Strategic Plan Alignment

Goal 2: Economic and Environmental Stewardship

This effort is part of the Water Agency's implementation of the Russian River Biological Opinion to avoid jeopardizing populations and critical habitat of listed salmon species in the Russian River watershed.

Water Agency Water Supply Goals and Strategies, Goal 2: Protect the Water Agency's existing water rights and our clean, high-quality water supply, and improve system resiliency by continuing to develop alternative supplies.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 140,000	Water Agency Gen Fund	\$ -0-
Add Appropriations Req'd.	\$ -0-	State/Federal	\$ -0-
	\$	Water Agency Watershed Planning and Restoration Sub-Fund of the Water Transmission Fund - Fees/Other	\$ 140,000
	\$	Use of Fund Balance	\$ -0-
	\$	Contingencies	\$ -0-
	\$		\$
Total Expenditure	\$ 140,000	Total Sources	\$ 140,000

Narrative Explanation of Fiscal Impacts (If Required):

Fiscal Year 2013/2014 appropriation of \$140,000 is from the Watershed Planning and Restoration fund. Fiscal Year 2014/2015 appropriation of \$150,000 will be budgeted in that fiscal year. Fiscal Year 2015/2016 appropriation of \$130,000 will be budgeted in that fiscal year.

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 (1 Copy).



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: Board of Directors, Sonoma County Water Agency

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Kent Gylfe 547-1977

Supervisorial District(s):

First

Title: City Watersheds of Sonoma Valley - Engineering Services

Recommended Actions:

Authorize Chair to execute an agreement with ESA PWA to provide watershed engineering services for the amount of \$364,000; agreement terminates on December 31, 2015; Authorize the General Manager to execute License Agreements with property owners in an amount not to exceed \$4,000, to allow for Geotechnical and Hydrogeologic Investigations.

Executive Summary:

This item requests approval for the Chair to execute an agreement with ESA PWA (\$364,000 through December 31, 2015) for engineering services related to the City Watersheds of Sonoma Valley Project (Project). This Project is a phased, multi-benefit, multi-partner watershed project, the core objectives of which are to provide flood hazard reduction and groundwater recharge within the Nathanson and Fryer Creek subwatersheds of Sonoma Valley.

The Project supports the objectives of the Sonoma County Water Agency's 2013 Water Supply Strategies Action Plan (Strategy #4) by pursuing integrated stormwater recharge and flood control projects. Phase 1 of the City Watersheds Project focuses on the Fryer Creek subwatershed, and Phase 2 will focus on the Nathanson Creek subwatershed. The proposed consultant services will support elements of both Phase 1 and Phase 2 and include site investigation, preliminary design, and stakeholder/public outreach support services. Phase 1 services are eligible for grant reimbursement through a \$1.89 million Proposition 1E grant which the California Department of Water Resources awarded for the Phase 1 project on September 20, 2013.

History Of Item/Background

In 2012, the Sonoma County Water Agency (Water Agency) completed scoping studies in three of the watersheds in which the Water Agency conducts the majority of its flood control operations (Laguna-Mark West, Petaluma River, and Sonoma Creek watersheds). The goal of the scoping studies was to identify opportunities within these watersheds to implement integrated, multi-benefit projects that

could: 1) address multiple watershed objectives, 2) align with the Water Agency's Water Supply Strategies Action Plan in regards to combined water supply and flood control projects, and 3) be developed to be highly eligible for various grant funding opportunities.

The scoping studies were conducted by separate consultant teams - under Water Agency guidance - for each of the three watersheds. The outcome of the studies identified core and supporting objectives, opportunities and constraints, types of project concepts most likely to achieve the objectives, and generalized locations or regions where implementation is anticipated to be most effective and/or feasible within each watershed. With the completion of the scoping studies, the next step is to identify site-specific Project locations and evaluate the feasibility of project implementation in greater detail. Water Agency staff will prepare agreements to conduct these feasibility studies and bring before the Board at a future date.

The Project was developed based on the findings of the Sonoma Valley scoping study which identified the Nathanson/Fryer Creek subwatershed as one of two highest priority subwatersheds in which to pursue implementation of a multi-benefit Project. The Nathanson/Fryer Creek subwatershed has the greatest potential to reduce flood damages in the urbanized area, and stormwater recharge can benefit the groundwater in an area that is susceptible to declining groundwater levels and increased saline intrusion from San Pablo Bay.

Water Agency staff collaborated with several partner entities in the watershed to develop project concepts for Sonoma Valley – and more specifically, to identify projects for inclusion into the 2012 update of the Bay Area Integrated Water Management Plan and eligibility for Round 2 Proposition 84 and 1E funding opportunities. The collaborating entities included the City of Sonoma, Sonoma Ecology Center, Southern Sonoma County Resource Conservation District, and Sonoma County Agricultural Preservation and Open Space District. Also, outreach to the Sonoma Valley Groundwater Management Basin Advisory Panel was conducted as part of the scoping study. This effort resulted in identification of two programmatic projects: one watershed-wide project concept for Sonoma Valley and one project specific to the Nathanson/Fryer Creek subwatershed. The Nathanson/Fryer Creek project has been identified as the City Watersheds of Sonoma Valley Project.

The Project is phased and in January 2013 the Water Agency submitted a grant application for Phase 1 which is focused predominantly on the Fryer Creek subwatershed. Phase 1 includes the development of a city-wide drainage master plan within the City of Sonoma, habitat restoration and sediment removal on various reaches of Fryer Creek, Fryer Creek culvert replacement/modification at MacArthur Road, storm drain improvements on First Street West, and a stormwater detention/groundwater recharge project and public access trails and interpretive elements within the Montini Preserve area. The Project will provide flood protection, water supply, ecosystem function, water quality, and educational benefits.

Specific elements of a Phase 2 project are still being developed, but currently one detention/recharge element is proposed to be evaluated at Sonoma Valley High School. Key partners would be the Sonoma Ecology Center, City of Sonoma, and Sonoma Valley Unified School District (School District).

The grant request, authorized by the Board in January 2013, sought up to \$2 million in Flood Prevention Bond Act of 2006 (Prop 1E) funding, with a comparable commitment of local match funds and/or in-kind

support. The Water Agency has since received notice of final grant award in the amount of \$1.89 million announced by the Department of Water Resources.

Selection Process

At the initiation of the watershed scoping studies, the Water Agency issued a Request for Qualifications to 32 firms. The following eight firms submitted Statements of Qualifications:

1. Arcadis, San Francisco, CA
2. ESA PWA, San Francisco, CA
3. Prunuske Chatham, Inc., Sebastopol, CA
4. RMC Water and Environment, San Francisco, CA
5. Stetson Engineers, Inc., San Rafael, CA
6. West Consultants, Inc., San Diego, CA
7. West Yost Associates, Santa Rosa, CA
8. Winzler & Kelly, Santa Rosa, CA

The following three firms were selected to conduct the work, one for each of the watersheds listed:

1. Laguna-Mark West Watershed: Winzler and Kelly, Santa Rosa, CA
2. Petaluma River Watershed: RMC Water and Environment, San Francisco, CA
3. Sonoma Creek Watershed: ESA PWA, San Francisco, CA

Consultants were selected to perform the planning, design, and implementation support work based on their demonstrated qualifications, the strengths and the technical expertise of their respective teams, and familiarity and experience with the issues and stakeholders specific to the individual watersheds. In particular, ESA PWA's (Consultant) recent projects in the northern and southern portions of Sonoma Valley uniquely qualified them for the Sonoma Creek Watershed. The Consultant is an engineering firm with experience in watershed planning, hydrologic, and hydrogeologic analysis/design. The services of the Consultant are also supplemented with sub-consultants providing additional technical expertise.

Services To Be Performed

The proposed Consultant services will conduct on-site investigation activities at three sites, installing four pairs of groundwater monitoring wells, drilling four soil borings, constructing two infiltration pits, and testing to evaluate specific hydrologic, hydrogeologic, and geotechnical design parameters for key elements of the Project. Preliminary concept design exhibits for the Phase 1 project will be prepared, and technical support and participation in multiple public and stakeholder outreach meetings will also be provided. The Phase 2 site investigation evaluations at the high school will be conducted pending approval from the School District regarding the scope of work and terms of site access.

The currently proposed engineering services do not include detailed design or preparation of construction contract documents. Following completion of the site investigations, Water Agency staff will bring a separate item to the Board for an agreement to provide those additional services for the Project.

The cost of services will not exceed \$364,000; the term end date is December 31, 2015.

License Agreements

The site investigation work associated with the monitoring wells, soil borings, and infiltration test pits requires execution of a license agreement between the Water Agency and property owner(s) for one or more of the sites. Due to the short time span between execution of the agreements for engineering services and commencement of the services prior to adverse wet weather conditions, Water Agency staff is requesting delegation of authority to the General Manager to execute license agreements, including, if necessary, authority to compensate property owners for the value of the agreements (not to exceed \$4,000, cumulatively), allowing for the geotechnical and hydrogeologic studies to be conducted on various properties. The license agreement(s) will be executed in substantially the form on file with the Clerk following approval by County Counsel as to form.

California Environmental Quality Act

Approval of the proposed agreement is exempt under Section 15262 of the CEQA Guidelines, as it involves “only feasibility or planning studies for possible future actions which the Board has not approved, adopted, or funded...” Implementation of the Project is subject to future evaluation under the CEQA.

Prior Board Actions:

- 01-15-2013 Resolution authorizing the Sonoma County Water Agency’s General Manager to: 1) submit a grant application; 2) execute a grant agreement with State of California; and 3) take all actions necessary to carry out project and implement grant agreement for City Watersheds Project.
- 11-02-2010 Board authorized execution of consultant agreements to conduct stormwater management and groundwater recharge scoping studies, including agreement with ESA PWA for the Sonoma Valley Scoping Study. Cost \$265,819; term end December 31, 2011.

Strategic Plan Alignment Goal 3: Invest in the Future

This Project will invest in infrastructure that improves flood control and groundwater management.

Water Agency Flood Control Goals and Strategies, Goal 1: Maintain, operate, and modify flood protection facilities to meet current and future public needs.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 368,000	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$ 364,000
	\$	Fees/Other	\$ 4,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 368,000	Total Sources	\$ 368,000

Narrative Explanation of Fiscal Impacts (If Required):

Funding is available from appropriations in the Fiscal Year 2013/2014 budget for the Fund entitled Zone 3A – Valley of the Moon.

The agreement expenditures are eligible for reimbursement through an awarded Proposition 1E grant in the amount of \$1,891,822.

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:

Agreement (4 Copies); Draft License Agreement (1 copy)



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Jonathan Kadlec 565-6124

Supervisorial District(s):

Title: Sealed Bid Sale of Tax Defaulted Property

Recommended Actions:

Approval of the Resolution of the Sonoma County Board of Supervisors approving the sale of Tax-Defaulted Property by Sealed Bid pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.

Executive Summary:

In accordance with Revenue and Taxation Code Section 3691, 3692, 3694, 3695 and 3706, the Sonoma County Auditor-Controller/Treasurer-Tax Collector is required to sell by Sealed Bid, those Tax Defaulted properties that are delinquent five years or more on their secured property tax and of limited value to the general public. Approval of the sale and fixing of the date, time and place must be authorized by the Board of Supervisors and the State Controller's office.

The Sealed Bid sale differs from the Public Auction sale because the Assessor has deemed these parcels as unusable by their size, location, or other conditions and the parcels can only be offered to eligible bidders.

This approval will commence the process of Public Notification and will establish redemption dates for the current or last assessee. Notice will be given to all in accordance with Section 3702 of the California Revenue and Taxation Code.

Prior Board Actions:

The Board has approved numerous prior resolutions authorizing the Auditor-Controller/Treasurer-Tax Collector to conduct the sale of tax-deeded property in accordance with Revenue and Taxation Code Section 3691, 3692, 3694, 3695 and 3706.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

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):

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

- 1) Resolution of the Board of Supervisors of the County of Sonoma
- 2) List of Tax-Defaulted Properties for Sealed Bid Sale



County of Sonoma
State of California

Date: October 8, 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 Sale Of Tax Defaulted Property By Sealed Bid Pursuant To Chapter 7 Of Part 6
Of Division 1 Of The California Revenue And Taxation Code**

Whereas, the County Auditor-Controller/Treasurer-Tax Collector has requested approval to sell tax-defaulted property which is subject to the power of sale;

Now, Therefore, Be It Resolved that approval is hereby granted and the Auditor-Controller/Treasurer-Tax Collector is directed to sell by Sealed Bid the properties described on the attached schedule in accordance with the provisions of Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

AUTHORIZATION AND REPORT OF SALES

Under direction of the Board of Supervisors, by
 Resolution XX dated 10-8-13 and
 Authorization of the State Controller, dated xx-xx-xx
 the property listed below was offered for sale at Sealed Bid Sale
 on 12-17-13, and was disposed of as follows:

	APN-T.R.A. DESCRIPTION LAST ASSESSEE: MINIMUM BID:		DEFAULT NO. DEL. YEAR TAX DEED REC. DATA
1	017-040-058-000 LAST ASSESSEE: GONZALES ABRAHAM G JR ET AL MINIMUM BID: \$500.00	003-033	DEF050001823 2004-2005 2010061888
2	035-292-034-000 LAST ASSESSEE: WIKSE CLARENCE H TR ET AL MINIMUM BID: \$9,450.00	004-004	DEF060000913 2005-2006 2011063529
3	070-070-053-000 LAST ASSESSEE: W TRUST MINIMUM BID: \$4,400.00	093-044	DEF060000230 2005-2006 2011063524
4	070-220-039-000 LAST ASSESSEE: SERRANO RICK & EVA MINIMUM BID: \$11,050.00	093-043	DEF060000114 2005-2006 2011063526
5	070-262-068-000 070-262-069-000 LAST ASSESSEE: NATOLI PHIL MINIMUM BID: \$8,400.00	093-046	DEF040001156 DEF040001157 2004-2005 2009079101 2009079102
6	070-293-045-000 LAST ASSESSEE: GIBBONS MIKE MINIMUM BID: \$4,800.00	093-043	DEF050001578 2004-2005 2010061886

7	071-230-077-000 LAST ASSESSEE: FRANCESCHI EDNA EST OF ET AL MINIMUM BID:	093-049 \$4,700.00	DEF050001524 2004-2005 2010061874
8	072-100-063-000 LAST ASSESSEE: KRAFT JEFFREY MINIMUM BID:	093-021 \$3,250.00	DEF060000521 2005-2006 2011063556
9	072-200-032-000 LAST ASSESSEE: DIAZ SUSAN ROBINSON MINIMUM BID:	093-044 \$2,950.00	DEF060000658 2005-2006 2011063539
10	081-120-031-000 LAST ASSESSEE: ABLES FRANK R MINIMUM BID:	082-028 \$2,350.00	DEF060000913 2005-2006 2011063529
11	082-111-029-000 LAST ASSESSEE: FIRST NATIONAL OF CALIFORNIA INC MINIMUM BID:	082-028 \$14,950.00	DEF050002066 2004-2005 2010061859
12	085-132-001-000 LAST ASSESSEE: WESTERN NETWORK SOLUTIONS MINIMUM BID:	082-045 \$23,500.00	DEF030001738 2002-2003 2008070074
13	085-132-006-000 LAST ASSESSEE: DELAPAZ YOLANDA MARCELO MINIMUM BID:	082-045 \$4,300.00	DEF030001739 2002-2003 2008070090
14	095-084-015-000 LAST ASSESSEE: BUTLER BRETT B MINIMUM BID:	156-054 \$4,000.00	DEF030001860 2002-2003 2008070075
15	095-111-016-000 LAST ASSESSEE: DUAN LAM DANH ET AL MINIMUM BID:	156-054 \$3,550.00	DEF060001851 2005-2006 2011063530

16	095-135-017-000	156-054	DEF060002044
	LAST ASSESSEE: DANIELS ELIZABETH P		2005-2006 2011063531
	MINIMUM BID:	\$3,400.00	
<hr/>			
17	095-153-005-000	156-054	DEF030001863
	LAST ASSESSEE: RASH WILLIAM E II ET AL		2002-2003 2008070077
	MINIMUM BID:	\$3,800.00	
<hr/>			
18	106-100-012-000	125-007	DEF030001959
	LAST ASSESSEE: PARSHALL WILBUR W & ALICE M		2002-2003 2008070078
	MINIMUM BID:	\$1,700.00	
<hr/>			
19	109-430-003-000	083-003	DEF050003255
	LAST ASSESSEE: RUSSELL AMANDA		2004-2005 2010061864
	MINIMUM BID:	\$33,500.00	
<hr/>			



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

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Mike McGuire, 565-2241

Supervisorial District(s):

Fourth.

Title: Disbursement of FY 13/14 District 4 Advertising Funds.

Recommended Actions:

Approve Advertising Program grant awards and authorize the County Administrator to execute contracts with the following entities for advertising and promotions activities for FY 13/14: Cloverdale Rotary Club, \$500; Geyserville Chamber of Commerce, \$750; Community Action Partnership, \$500.

Executive Summary:

Category E – Local Events and Organizations of the Advertising and Promotions Program Policy provides grant allocations to each Supervisor, to be distributed at the Supervisor’s discretion. The Fourth District has reviewed applications and wishes to recommend the following FY 13/14 advertising grant awards:

- 1.) Cloverdale Rotary Club for the promotion of, and advertising efforts related to promotion of the Asti Tour de Vine event; grant award of \$500.
- 2.) Geyserville Chamber of Commerce for promotion and advertising activities related to the Fall Colors and Vintage Car Show event; grant award of \$750.
- 3.) Community Action Partnership for the promotion and advertising of the Windsor Bloco Dia de los Muertos event, grant award of \$500.

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

Prior Board Actions:

7/30/13 – Awarded FY 13/14 Category E grants.
9/10/13 – Awarded FY 13/14 Category E grants.

Previous grants were awarded through District 4 during FY 12/13.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Grant funds allow non-profit partners to advertise and grow local events and encourage tourism thereby promoting economic development and growth.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1,750	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 1,750
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 1,750	Total Sources	\$ 1,750

Narrative Explanation of Fiscal Impacts (If Required):

Funds are included in the FY 13/14 budget. The District was allocated a total of \$29,232. Following today's actions, \$7,282 will remain for award.

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:

FY 13/14 Grant Award Agreement Template

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

None.

AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, ____, by and between the COUNTY OF SONOMA, (hereinafter COUNTY) and the «Organization», (hereinafter ADVERTISER).

WITNESSETH:

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

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

WHEREAS, ADVERTISER has applied for and received funding under Category E – Local Events and Organizations category of the Advertising and Promotions Program Policy, and

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

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

1. During the fiscal year July 1, 2013 to June 30, 2014, COUNTY shall pay to ADVERTISER the total sum of \$«Amount» (hereinafter "Advertising Funds"), payable upon execution of this contract.
2. ADVERTISER must submit to the COUNTY receipts of activities performed utilizing the Advertising Funds. Activities must take place between July 1, 2013 and June 30, 2014. Receipts must be remitted to the COUNTY by July 31, 2014. If receipts are not submitted by July 31, 2014, repayment will be required of grant dollars not supported by advertising expense receipts by August 15, 2014. Failure to submit required receipts may jeopardize ability to receive future grant awards.
3. In consideration whereof, ADVERTISER promises and agrees to render the following services to COUNTY during the fiscal year July 1, 2013 to June 30, 2014:

All actions as set forth in the attached, Exhibit A (application for funding). In the case of more than one event, Advertiser will not transfer funds between events without prior approval from the COUNTY's program coordinator.

4. ADVERTISER agrees to keep complete and accurate books and records, and to make available and submit to audit by COUNTY all of ADVERTISER'S books, records, and financial statements upon COUNTY'S request and without prior notice.
5. ADVERTISER warrants to COUNTY that any Advertising funds paid to ADVERTISER by COUNTY pursuant to this Agreement shall be expended for only those purposes authorized by Section 26100 of the Government Code of the State of California and the COUNTY's Advertising and Promotions Policy.
6. Travel expenses, such as transportation and lodging, and/or meal costs, are not allowable advertising and promotions expenses. Advertising Funds may not be used to purchase or lease fixed assets.
7. ADVERTISER agrees to submit copies of all published materials to the County Administrator's Office.
8. Indemnification:
 - a. ADVERTISER 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 ADVERTISER, that arise out of, pertain to, or related to ADVERTISER's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. ADVERTISER'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 ADVERTISER's expense, subject to ADVERTISER'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 ADVERTISER or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefits acts, or other employee benefit acts.
 - b. ADVERTISER shall be liable to COUNTY for any loss or damage to COUNTY property arising from or in connection with ADVERTISER's performance hereunder.
9. Non-Discrimination: ADVERTISER shall comply with all applicable federal, state and local laws, rules and regulations in regard to non-discrimination in employment because of race, ancestry, color, sex, age, national origin, religion, marital status, medical condition, or handicap, including the provisions of Article II of Chapter 19 of the Sonoma County Code, prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection.
10. Assignment/Delegation: ADVERTISER shall not assign, sublet, transfer or delegate any interest in or duty under this agreement without written consent of COUNTY, and no assignment shall be of any force or effect whatsoever unless and until so consented.
11. Merger: This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to C.C.P. Section 1856. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

12. Termination: At any time, with or without cause, COUNTY shall have the right in its sole discretion, to terminate this Agreement by giving written notice to ADVERTISER. In the event of such termination, COUNTY shall pay ADVERTISER for services rendered satisfactorily and in good faith to such date in an amount which bears the same ratio to the total fees specified in the Agreement as the services satisfactorily rendered hereunder by ADVERTISER bear to the total services otherwise required to be performed for such total fee; provided, however, that there shall be deducted from such amount the amount of damage, if any, sustained by COUNTY by virtue of the breach of the Agreement by ADVERTISER.
13. Repayment: If ADVERTISER fails to comply with the rules and requirements of the Advertising and Promotions Program Policy or the specific Category requirements under which the ADVERTISER received funds, as specified, then ADVERTISER shall, within ten days of receipt of notice of such failure by COUNTY, return all grant funds provided by COUNTY under this Agreement; provided, however, that COUNTY may, in its sole discretion, allow ADVERTISER to retain some or all grant funds if COUNTY determines that the failure was inadvertent or immaterial, or that ADVERTISER has taken action to ensure that the failure will not reoccur.
14. Conflict of Interest: ADVERTISER covenants that it presently has no interest and shall not acquire any interest, direct, or indirect, which would conflict in any manner or degree with the performance of its services hereunder. ADVERTISER further covenants that in the performance of this contract no person having any such interest shall be employed.
15. Attorneys' Fees: In the event the COUNTY brings an action or proceeding for damages arising out of the ADVERTISER's performance under this Agreement or to establish the COUNTY's right or remedy, the COUNTY shall be entitled to recover reasonable attorneys' fees and costs as a part of such action or proceeding.
16. Statutory Compliance: ADVERTISER 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.
17. AIDS Discrimination: ADVERTISER 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.
18. 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.
19. Extra or Changed Work: Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. ADVERTISER expressly recognizes that, pursuant to Sonoma County Code Section 1-11, COUNTY personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of ADVERTISER to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter ADVERTISER shall be entitled to no compensation whatsoever for the performance of such work. ADVERTISER further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the COUNTY.

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

COUNTY OF SONOMA

DATE: _____

By _____
County Administrator, authorized by the
Chair, Board of Supervisors

ATTEST: _____
Clerk of the Board of Supervisors

«Organization»
«Street»
«City», «StateZip»

DATE: _____

By _____
«Contact»
«Event»



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: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Linda Schiltgen, Deputy County Counsel (707) 565-2421

Supervisorial District(s):

Title: Credo High School Conflict of Interest Code

Recommended Actions:

Adopt resolution approving conflict of interest code for Credo High School.

Executive Summary:

State law establishes a system where local jurisdictions adopt conflict of interest codes and submit them to the Board of Supervisors for approval as the "code reviewing body" for all jurisdictions, except cities, within the County. In this item, the Board of Supervisors is acting in its capacity as the "code reviewing body" for the recommended action.

The purpose of a conflict of interest code is to require that any person making a decision which could affect a personal financial interest disclose any such financial interests in a public record. The code consists of three parts: the body of the code, which is standard language published by the state agency in charge of administering the conflict of interest laws; one appendix specifying those interests which must be disclosed ("disclosure categories"); and a second appendix listing the positions in which employees make decisions that could affect personal interests ("designated employees").

State law requires that at the close of each even numbered year, each agency review its code and determine whether any changes should be made. Credo High School adopted its own conflict of interest code with disclosure categories and designated employees as required by state law. Newly adopted codes must then be reviewed and approved by the Board of Supervisors, as the code reviewing body for the local agencies. Credo High School has been notified that the Board would consider the matter today, and they were requested to notify their designated employees of their right to be heard on the proposed code. No one has requested an opportunity to appear.

Prior Board Actions:			
Strategic Plan Alignment			
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):			
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:			
Conflict of Interest Code Adopted by Credo High School's Board			



County of Sonoma

State of California

Date: October 8, 2013

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Approving the Conflict of Interest Code for Credo High School

Whereas, the Political Reform Act, Government Code section 81000 et seq. requires state and local government agencies to adopt conflict of interest codes; and

Whereas, state law requires that every two years agencies review their conflict of interest codes and make such changes as are necessary to keep the codes current; and

Whereas, the Board of Supervisors is the code reviewing body for agencies within the geographic jurisdiction of the County, and charged with the responsibility of ensuring that the amended codes comply with law; and

Whereas, Credo High School has adopted a conflict of interest code which sets forth disclosure categories and designated employees; and

Whereas, County Counsel has reviewed the code and determined that it complies with the Political Reform Act.

Now, Therefore, Be It Resolved that the conflict of interest code of Credo High School is approved as amended. The Clerk is directed to send a copy of this resolution to Credo High School and County Counsel.

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: Sonoma County Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Linda Schiltgen, Deputy County Counsel (707) 565-2421

Supervisorial District(s):

Title: Schell-Vista Fire Protection District Conflict of Interest Code

Recommended Actions:

Adopt resolution approving conflict of interest code for Schell-Vista Fire Protection District.

Executive Summary:

State law establishes a system where local jurisdictions adopt conflict of interest codes and submit them to the Board of Supervisors for approval as the "code reviewing body" for all jurisdictions, except cities, within the County. In this item, the Board of Supervisors is acting in its capacity as the "code reviewing body" for the recommended action.

The purpose of a conflict of interest code is to require that any person making a decision which could affect a personal financial interest disclose any such financial interests in a public record. The code consists of three parts: the body of the code, which is standard language published by the state agency in charge of administering the conflict of interest laws; one appendix specifying those interests which must be disclosed ("disclosure categories"); and a second appendix listing the positions in which employees make decisions that could affect personal interests ("designated employees"). State law requires that at the close of each even numbered year, each agency review its code and determine whether any changes should be made.

Schell-Vista Fire Protection District adopted its own conflict of interest code with disclosure categories and designated employees as required by state law. Newly adopted codes must then be reviewed and approved by the Board of Supervisors, as the code reviewing body for the local agencies. Schell-Vista Fire Protection District has been notified that the Board would consider the matter today, and they were requested to notify their designated employees of their right to be heard on the proposed code. No one has requested an opportunity to appear.

Prior Board Actions:			
Strategic Plan Alignment			
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):			
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:			
Conflict of Interest Code Adopted by Schell-Vista Fire Protection District			



County of Sonoma

State of California

Date: October 8, 2013

Resolution Number: _____

4/5 Vote Required

Resolution of the Board of Supervisors of the County of Sonoma, State of California, Approving the Conflict of Interest Code for Schell-Vista Fire Protection District

Whereas, the Political Reform Act, Government Code section 81000 et seq. requires state and local government agencies to adopt conflict of interest codes; and

Whereas, state law requires that every two years agencies review their conflict of interest codes and make such changes as are necessary to keep the codes current; and

Whereas, the Board of Supervisors is the code reviewing body for agencies within the geographic jurisdiction of the County, and charged with the responsibility of ensuring that the amended codes comply with law; and

Whereas, Schell-Vista Fire Protection District has adopted a conflict of interest code which sets forth disclosure categories and designated employees; and

Whereas, County Counsel has reviewed the code and determined that it complies with the Political Reform Act.

Now, Therefore, Be It Resolved that the conflict of interest code of Schell-Vista Fire Protection District is approved as amended. The Clerk is directed to send a copy of this resolution to Schell-Vista Fire Protection District and County Counsel.

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator/County Counsel

Staff Name and Phone Number:

Veronica Ferguson – (707) 565-2431
Jeff Brax — (707) 565-2421

Supervisorial District(s):

All

Title: Amendment to legal services agreement with Nixon Peabody LLP.

Recommended Actions:

Authorize the Chair of the Board of Supervisors to enter an amendment to the existing legal services agreement with Nixon Peabody LLP for legal services related to the litigation entitled Mishewal Wappo Tribe of Alexander Valley v. Ken Salazar, U.S. District Court (N.D. Cal.), Case No. 5:09-cv-02502-JW, to increase the contract amount by \$20,000 for a new total of \$270,000.

Executive Summary:

The County has a legal services agreement for \$250,000 with Nixon Peabody, LLP, with a termination date of July 30, 2014, for legal services in connection with a lawsuit filed in 2009 by The Mishewal Wappo Tribe of Alexander Valley. The lawsuit seeks to reverse the termination of federal recognition of the Mishewal Wappo Tribe of Alexander Valley pursuant to the California Rancheria Act. The lawsuit seeks an order compelling the federal government to officially list the plaintiff as a recognized tribe, to transfer to it public lands within its “historically aboriginal land,” and to consider such lands “restored land” under federal law, making those lands immediately available for casino-style gaming.

Nixon Peabody has provided services up to the maximum amount of the initial agreement. The proposed amendment is for a maximum additional amount of \$20,000 to retain Nixon Peabody to address additional issues related to the litigation. The lawsuit remains pending before the United States District Court and legal services may be required going forward, even though the County has been dismissed from the case.

Napa County has a separate contract with Nixon Peabody, and expenses incurred by in the litigation effort will continue to be paid equally between the County and Napa County. This agreement covers the potential costs for Sonoma County. These costs were anticipated in the preparation of the FY 13-14

budget and are included in the Non-departmental budget.

Prior Board Actions:

On November 9, 2010, the Board authorized the Chair to execute an initial agreement with Nixon Peabody LLP to represent the County and Napa County in the above-entitled litigation. On August 23, 2011, the Board authorized the Chair to enter a legal services agreement with Nixon Peabody LLP for legal services related to the above-entitled litigation, for \$125,000. On February 26, 2013, the Board authorized the Chair to execute an amendment to the legal services agreement to extend the contract term through July 30, 2014 and increase the not to exceed amount to \$250,000.

Strategic Plan Alignment Economic and Environmental Stewardship

This item provides expert legal assistance in working with the federal government to ensure that tribal recognition with its potential for development impacts occurs in proper way to afford protection and stewardship of economic and environmental resources.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 20,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 20,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 20,000	Total Sources	\$ 20,000

Narrative Explanation of Fiscal Impacts (If Required):

This cost was anticipated in the FY 13-14 Non-departmental - Other General Government budget associated with tribal development review and potential litigation costs.

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:
Amendment to Legal Services Agreement.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Wes Kitchel, 565-1156

Supervisorial District(s):

All

Title: Resolution for the Loan of Federal Excess Personal Property Agreement

Recommended Actions:

Adopt a resolution authorizing the Fire and Emergency Services Department Director/Fire Chief to enter into an agreement with the State of California, Department of Forestry and Fire Protection for the loan of Federal Excess Personal Property for the purposes of increasing emergency response capabilities.

Executive Summary:

The Federal Excess Personal Property (FEPP) Program enables the California Department of Forestry and Fire Protection (CAL FIRE) to acquire, on loan from the federal government, property that assists the Fire and Emergency Services Department in fulfilling its emergency response mission. That property includes such items as trucks, fire tools, hoses, vehicle parts, nozzles, generators, air compressors, fire protection clothing, aircraft, and aircraft parts.

Of all state fire agencies, CAL FIRE acquires approximately one-third of all FEPP nationwide with acquisitions exceeding over \$200 million since 1978. FEPP is used to support local department units and programs statewide. Approximately 70% of the property involved in the Forest Service FEPP program is sub-loaned to local fire departments. The agreement is for five (5) years and is automatically extended if no changes in signature authority or violations have occurred. The apparatus and equipment will be added via amendment as it becomes available to us.

The Department of Fire and Emergency Services (County Fire) requests authorization from your Board to execute the agreement and participate in the program. The U.S. Forest Service retains ownership; however the DMV registered owner will be Sonoma County Fire and Emergency Services. The cost to the department for loaned equipment is limited to the cost of transportation, maintenance and storage. Some equipment costs related to water tankers may include conversion costs to allow the apparatus to be used as firefighting water tenders. Some apparatus may require the costs of painting the apparatus. There are no other direct charges to the local department for the equipment. The equipment is returned only after it is no longer serviceable or as a result of not meeting the terms of the agreement.

In receiving equipment and apparatus County Fire will agree to keep it protected from theft, vandalism and weather damage, maintain liability insurance and return it back to the program for disposal at the end of its useful life.

This is a low cost method of obtaining equipment and apparatus allows County Fire to achieve its mission by allowing us to remove older, more unsafe equipment and apparatus from the fleet. The deliver fire protection services within County Fire-CSA#40 areas will be enhanced.

Prior Board Actions:

None.

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

Use of this equipment will allow us to provide fire equipment and apparatus for response to emergency calls as well as a higher level of safety for our fire personnel.

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):

No current fiscal year impacts are known as the actual equipment would be added to the agreement via amendment later. This agreement enables our eligibility for receiving the equipment. While not currently budgeted, we do expect any impacts on the current and subsequent years' budgets to be minimal.

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



County of Sonoma
State of California

Date: October 8, 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 Fire and Emergency Services Department Director/Fire Chief to Enter into an
Agreement with the State of California, Department of Forestry and Fire Protection for the
Loan of Federal Excess Personal Property**

Whereas, there is a need for Federal Excess Personal Property to help fight wildland, rural, structure or other fires in the County of Sonoma; and

Whereas, the loan of certain Federal Excess Personal Property as described in California Department of Forestry and Fire Protection, Materials Management Handbook, Section 2700 and 2782, in accordance with U.S. Forest Service Cooperative Assistance Act (CFAA) of 1978, is available for local agencies; and

Whereas, the loan of certain Federal Excess Personal Property equipment will assist the Sonoma County Fire and Emergency Services Department to better protect our citizens and fire personnel;

Now, Therefore, Be It Resolved that the Department Director/Fire Chief for Sonoma County Fire and Emergency Services is hereby authorized on behalf of the County of Sonoma to enter into an agreement with the State of California, Department of Forestry, for the loan of Federal Excess Personal Property. A copy of said Agreement is attached hereto and made a part hereof, and said Fire Chief is hereby authorized to sign the Agreement for the Sonoma County Board of Supervisors.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

AND

SONOMA COUNTY FIRE AND EMERGENCY SERVICES DEPARTMENT

This agreement for the **LOAN** of Federal Excess Personal Property (FEPP) through the US Forest Service made and entered into this _____ day of _____, **2013**, by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection, hereinafter called the STATE, and the **Sonoma County Fire and Emergency Services Department** hereinafter called the Local Fire Department, covenants as follows:

- A. WHEREAS, the State has been approved as an agent of the US Forest Service for the purpose of administering the Cooperative Forestry Assistance Act of 1978 (Public Law 95-313) Rural Fire Protection Program, hereinafter referred to as CFAA, and
- B. WHEREAS, the control of timber, grass and wild land fires in, and adjacent to, suburban areas is essential to an effective forest fire control program, and
- C. WHEREAS, the Local Fire Department is actively engaged in the prevention and suppression of all fires in and adjacent to suburban areas, and
- D. WHEREAS, the CFAA provides for the loan of FEPP available for use by the Local Fire Department to carry out this function if additional property is available, and
- E. WHEREAS, it has been determined to be advantageous to the STATE in the proper discharge of its responsibilities, to make certain FEPP available to the Local Fire Department.

NOW, THEREFORE, it is mutually agreed that, effective as the date shown above:

1. The STATE will **LOAN** to the Local Fire Department FEPP described in **Attachment A** under the following terms and conditions:
 - A. FEPP primary use must be 90% for fire. The Forest Service FEPP program is not intended for Urban Safety and Rescue, medical responses, or hazardous material on a daily basis.
 - B. All such FEPP loaned shall be for an indefinite period of time, unless cooperator is negligent of program regulations. The agreement may be terminated by either party after giving notice 180 days in advance of such termination to the other party.
 - C. Ownership shall remain with the US Forest Service; DMV registered owner shall be the Local Fire Department and lien holder to all vehicles and rolling stock shall be registered as USDA Forest Service, FEPP, P.O. Box 944246, Sacramento, CA 94244-2460.
 - D. The Local Fire Department shall complete a resolution of incorporation **and** proof of insurance in the form of an insurance policy or a self-insured statement on Board of Supervisors letterhead. Drivers shall take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).

- E. Ownership of all accessories, tools, light bars, sirens and equipment which are added to the loaned property remains with the Local Fire Department and can be removed prior to return of the property to the State.
 - F. The Local Fire Department shall paint all rolling stock to match the department equipment and apply the department logo.
 - G. The Local Fire Department shall identify the property with a Federal National Finance Center number and the US Forest Service FEPP property tag, and continue to uphold the tag so as to both identify and trace it as Federal owned property.
 - H. The Local Fire Department shall be responsible for the proper care, maintenance, security, and storage of the property.
 - I. FEPP cannot be sold, loaned, traded, cannibalized, modified, transferred or disposed of in any manner without the State and US Forest Service Property Management Officer (PMO) approval.
 - J. The State and the Local Fire Department shall maintain formal accountability records for all FEPP on loan to the Local Fire Department; such property shall be made available at all times for a physical inventory by State and US Forest Service personnel.
 - K. When any FEPP that is loaned to the Local Fire Department hereinafter, is lost, stolen, worn out, not needed, or involved in an accident, the local **California Department of Forestry and Fire Protection (CAL FIRE), Sonoma-Lake Napa Unit, located at 1199 Big Tree Road, St. Helena, CA**, shall be contacted for proper documentation and handling.
2. In the event that all of, or any one or more pieces of FEPP; provided to the Local Fire Department hereunder assigned, is lost, stolen, sold, damaged, destroyed or unavailable for its purposes intended hereunder, and it is clearly established that such assignment or loss occurred while or as a result of a use other than stated in the terms and conditions above, then the State shall have the right and the obligation to retake such FEPP and/or assess the Local Fire Department for damages; if gross negligence is declared, up to the current market value immediately prior to such assignment, loss or destruction, established by the US Forest Service, for each piece of FEPP.
 3. In the event of any dispute over FEPP **loaned** equipment or any terms or conditions contained herein, the dispute shall be decided by the State and its decision shall be binding and final.
 4. The parties hereto agree that the Local Fire Department, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the Local Fire Department, performing under the terms of this agreement, are not acting as officers, employees or agents of the State or the Federal Government.
 5. The Local Fire Department agrees to defend, indemnify, save and hold harmless the State as defined herein, and the Department of Forestry and Fire Protection, their officers, agents and employees against any and all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the Local Fire Department, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property furnished.
 6. The period of this agreement is for five (5) years from the date shown above. The agreement shall be **reviewed** biennially (every two years) for changes by the CAL FIRE Administrative Officer of each unit and automatically extended if no changes in signature authority or violations have occurred. Agreements may be terminated by either party after giving notice 180 days in advance of such termination to the other party.

7. During the term stated above, this agreement, at the option of the State, may be terminated by the State for any material breach by the Local Fire Department for any terms herein.
8. The mailing address of the parties hereto, for all notices, payments, repayments or any other activity required or contemplated under the terms of this agreement, except for eventual disposition of property in No 1 are:

LOCAL FIRE DEPARTMENT: Sonoma County Fire and Emergency Services Dept.
 Street Address: **2300 County Center Drive, B220**
 Mailing Address:
 City: **Santa Rosa** Zip: **95403-3010**
 Telephone: **(707) 526-1152**
 Email Address: www.sonoma-county.org/fire/

STATE OF CALIFORNIA - DEPARTMENT OF FORESTRY & FIRE PROTECTION
 PO BOX 944246
 SACRAMENTO, CA 94244-2460
 ATTN: FEPP
 (916) 323-3827

9. This agreement may be amended at any time by mutual consent to permit the addition or deletion of property.

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

LOCAL FIRE DEPARTMENT	
NAME OF FIRE DEPARTMENT:	
SONOMA COUNTY FIRE AND EMERGENCY SERVICES DEPARTMENT	
BY (Authorized Signature): <i>[Signature]</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING:	

STATE OF CALIFORNIA Department of Forestry and Fire Protection	
BY (CAL FIRE Unit Chief): <i>[Signature]</i>	DATE SIGNED:
BY (CAL FIRE HQ FEPP Property Manager): <i>[Signature]</i>	DATE SIGNED:

Rev. October 25, 2012

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

SONOMA COUNTY FIRE AND EMERGENCY SERVICES DEPARTMENT

	ITEM:	SERIAL #:	PROPERTY #
1.	NO PROPERTY AT THIS TIME		
2.			
3.			
4.			
5.			
6.			
7.			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Gene Clark, GS-Real Estate, 707-565-2977
Rita Scardaci, Health Services, 707-565-7876

Supervisorial District(s):

All

Title: New Lease for 490 Mendocino Avenue

Recommended Actions:

Authorize the Clerk to publish a notice, declaring the Board's intention to execute a lease with 490 Mendocino T.I.C. (Landlord), comprised of approximately 9,605 sq. ft. of office space in Suites 101, 102, 103, at 490 Mendocino Avenue, Santa Rosa, California, for the Department of Health Services for an initial rate of \$1.87 per sq. ft. per month (approximately \$17,961 per month, or \$215,536 per year), which is subject to adjustment as more particularly described in said lease, for an initial five-year term, with three, 3-year extension options.

Executive Summary:

This item requests the Board to authorize the Clerk to publish a notice declaring the Board's intent to execute a lease for approximately 9,605 rentable sq. ft. of office space located at 490 Mendocino Avenue, Santa Rosa, CA, at an initial rate of \$1.87 per sq. ft. per month for an initial 5-year term, with three, 3-year options.

Use of Proposed Lease Space. Department of Health Services (DHS) currently rents 11,547 sq. ft., at the 490 Mendocino Avenue location. The proposed lease will add 9,605 sq. ft., for a total DHS leased space of 21,152 sq. ft. Please see the attached floor plan/diagram, [Attachment 1](#). The additional office space will house 45 staff and enable the relocation and expansion of key DHS functions at the 490 Mendocino Avenue location, providing additional space capacity for departmental staff from the Public Health Division, Health Policy, Planning Division, Behavioral Health Division, and DHS Administrative Services Unit, as well as currently anticipated expansion associated with the Affordable Care Act (ACA) and other initiatives. Adequate space for the additional DHS staff does not currently exist within existing leased or County owned space. Health Services staff, General Services staff and the Gensler Group are working collaborative to ensure that the new leased space will maximize collaboration, efficiency, and work synergies between divisional staff currently located in separate facilities and provide much needed meeting space to support DHS's community outreach efforts.

New Lease Terms. According to the terms of the proposed lease, the occupancy date would occur on or about November 1, 2013, after tenant improvements are completed. Most of the tenant improvements needed are minor (i.e., removal of 2 closets and repair/replacement of floor and ceiling; installing single door in Suite 101; removal of pony walls at reception area and repair/replacement of flooring), except for the installation of a single, unisex shower and changing room in Suite 103; and relocation of the kitchenette. Tenant improvements will be completed by the Landlord at Landlord's sole cost and expense.

The lease term is five years, with three 3-year options to extend the lease term. The base rent is \$1.87 per sq. ft. (psf) full service. Based upon examination of current market rates provided through CoStar, available broker listings and other recently completed executed lease agreements, the proposed rental rate approximates market value. Included in the \$1.87 psf rental rate is the provision of 30 parking permits. For the five-year initial term and option terms, the base rent would be adjusted by 3% psf annually. The County has the right to cancel the lease for non-appropriation of funds or for any reason, upon 90 days' notice and payment of a lease termination fee. Please see Attachment 2 for a summary of the proposed lease terms.

Long Term Health Services Space Needs and County Comprehensive Facilities Plan. The County Comprehensive Facility Plan (CCFP) examined Health Services programs and clients for the purpose of determining the optimum synergy between program location and the delivery of program services. Based on this analysis the CCFP recommends an integrated service delivery model that consists of the consolidation and centralization of key DHS core functions at the County Administration Center (CAC) coupled with the utilization of outlying service delivery centers. This integrated strategy balances the accessibility of services for clients with optimizing the ability to leverage program resources to maximize efficiencies. Based on this strategy, Facilities Development & Management Division and DHS staffs have evaluated the proposed lease space expansion at 490 Mendocino and determined that the services provided by the DHS programs currently or proposed to be located within this space are in alignment with the consolidation and centralization concept proposed in the CCFP. This evaluation has been supported and confirmed by the DHS space consultant currently engaged by DHS to assist with efforts to meet the dynamic and expanding health services space needs.

Though the CCFP recommends that the DHS programs affected by the proposed lease can best be delivered if located at the County Administration Center (CAC), sufficient and adequate space to effect the relocation of these programs to the CAC is currently not available. Therefore staff has determined that the use of lease space is the most viable interim option to meet current DHS space needs. The proposed lease space expansion will, however, allow for the consolidation and centralization of the affected DHS resources and functions at 490 Mendocino, in line with the space utilization strategy in the CCFP. This consolidation would eventually be replicated in a "lift and place" exercise to the centralized DHS facility envisioned under the CCFP. During the interim period, DHS will be positioned to implement a consolidated program and services environment which will provide clients with improved accessibility to program services.

Funding. The one-time and ongoing lease expense will be managed within available Health Realignment funding.

Recommendations. Staff recommends that the Board: authorize the Clerk to publish a notice, declaring the Board’s intention to execute a lease with 490 Mendocino T.I.C., comprised of approximately 9,605 sq. ft. of office space in Suites 101, 102, 103, at 490 Mendocino Avenue, Santa Rosa, California, for an initial rate of \$1.87 per sq. ft. per month (approximately \$17,961 per month, or \$215,536 per year), which is subject to adjustment as more particularly described in said lease, for an initial five-year term, with three, 3-year options.

This matter will return to the Board at 8:30 A.M., on November 5, 2013, for possible consummation of the proposed lease.

Prior Board Actions:

None.

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

The proposed lease will promote continuity in the delivery of needed services from a centrally located office that is convenient and familiar to the clientele.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 469,291	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 469,291
	\$	Contingencies	\$ 0
	\$		\$
Total Expenditure	\$ 469,291	Total Sources	\$ 469,291

Narrative Explanation of Fiscal Impacts (If Required):

The commencement date for the proposed lease is anticipated to be approximately November 1, 2013. The figure above is based on the rental cost for Fiscal Year 13-14 as follows: \$17,961 per month X 8 months = \$143,691 (approx.). In addition, there is also a one-time furniture, fixture, equipment, network infrastructure cost of \$325,600. The total first-year capital and operating cost of \$469,291 and associated funding will be included in the first quarter Consolidated Budget Adjustment process. The rent will be subject to 3% annual increase, and the budgeted lease amount will be included in the department annual budget.

Staffing Impacts

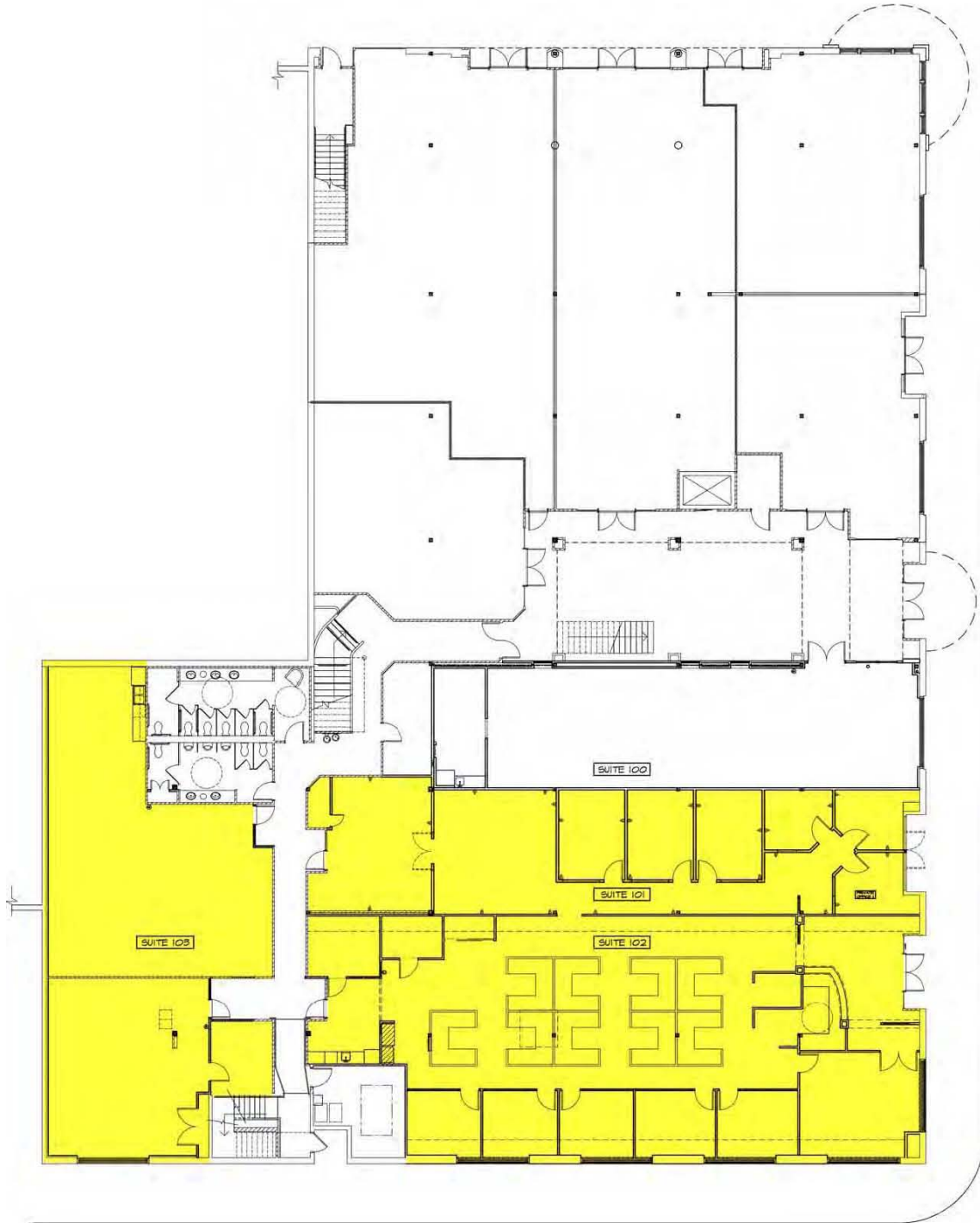
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):
None.
Attachments:
Diagram; lease terms; notice
Related Items "On File" with the Clerk of the Board:
Copy of proposed lease

FLOOR PLAN

490 Mendocino Avenue, Santa Rosa

Suites 101, 102 and 103



Attachment 2

Proposed Lease Terms

- Premises:** Approximately 9,605 rentable sq. ft. of improved office space in a two-story, office building located at 490 Mendocino Avenue, Santa Rosa. Please see the attached preliminary floor plan and site map.
- Parking:** 30 spaces in the parking area associated with the building.
- Initial Term:** Five years.
- Rental Rate:** The initial rental rate is \$1.87 per rentable sq. ft. per month, full-service, or \$17,961 per month. PG&E expense is estimated at \$0.20 per rentable sq. ft. per month. Rent shall be subject to 3% annual increases for the initial term.
- Tenant Improvements:** Landlord, at Landlord's sole cost and expense, shall: 1) remove two closets and repair/replace ceilings and flooring, as needed; 2) remove portion of pony walls at reception area and repair/replace flooring, as needed; 3) install single door in Suite 101; 4) install a single, unisex shower and changing room in Suite 103; and 5) relocate kitchenette.
- Extension Option:** Three (3) options to extend the term for three (3) years each. Rent for each year of each extended term shall be adjusted by 3% per sq. ft. for the then current rental rate.
- Cancellation Option:** The County has the right to cancel the lease, upon 90 days' notice for non-appropriation of funds. County also has the right to cancel the lease, for any reason, upon 90 days' notice and payment of a termination fee, which is the product of nine (9) times the then current monthly lease rent at the effective date of termination.

**PUBLIC NOTICE
OF INTENT OF COUNTY
TO LEASE REAL PROPERTY**

NOTICE IS GIVEN that the Sonoma County Board of Supervisors intends to authorize the Director of the Department of General Services, or his Deputy, to lease approximately nine thousand six hundred five (9,605) sq. ft. of improved office space, more or less depending on final configuration, in Suite Nos. 101, 102 and 103 of that certain two-story, office building ("Building") located at 490 Mendocino Avenue, Santa Rosa, California, for use by the Department of Health Services, Health Policy Planning & Evaluation Division. The Board intends to lease the premises from 490 Mendocino T.I.C., a California corporation, for the base monthly full service rental of One and 87/100 Dollars (\$1.87) per sq. ft. of office space, said rental subject to increase as set forth in the proposed lease, for a five (5) year term, plus options. Additional information regarding the proposed lease is available for public review at the Office of the Director of the Sonoma County General Services Department, 2300 County Center Drive, Suite A200, Santa Rosa, California 95403. The Board of Supervisors will meet on November 5, 2013, at 8:30 a.m. at the Sonoma County Administration Building, Room 102A, 575 Administration Drive, Santa Rosa, California to consummate the lease.

Clerk of the Board of Supervisors

Public notice of the County's intention to lease the Property shall be published once a week for three successive weeks in accordance with Government Code Section 25350 and 6063.



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 of Sonoma County

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Rita Scardaci, 565-7876

Supervisorial District(s):

Countywide

Title: Contract Amendment for Data Systems Improvements

Recommended Actions:

Authorize the Director of Health Services to execute the first amendment to an agreement with Ann Hamilton, for technical assistance in implementing an online animal licensing program and implementing process and workflow improvements within the environmental health data management system, increasing the contract by \$24,750 resulting in a new total not to exceed amount of \$49,750, and extending the term from December 31, 2013 to June 30, 2014.

Executive Summary:

This item requests approval to execute the first amendment to an agreement with Ann Hamilton, for technical assistance in implementing an online animal licensing program and implementing process and workflow improvements within the environmental health data management system, increasing the contract by \$24,750 resulting in a new total not to exceed amount of \$49,750, and extending the term from December 31, 2013 to June 30, 2014.

Animal Care and Control:

The Department of Health Services Animal Care and Control Unit (ACC) provides field services, sheltering, and medical care and treatment services to unincorporated areas and several cities within Sonoma County. ACC is also responsible for rabies control for the entire County.

Dog licensing is an integral component of the ACC rabies prevention strategy as licensing data is used to report compliance with state rabies vaccination requirements. As directed by the Board in August 2012, the Department continues to identify resources necessary to implement best practices in Animal Care and Control, including an enhanced licensing program.

As reported to the Board in August 2013, the Department has developed a best practice Enhanced Licensing Program for FY 13-14. The program includes the implementation of online licensing to improve customer service and increase compliance with rabies vaccination requirements and licensing.

In May 2013, under Purchasing Agent authority, the Department executed an agreement with Ann

Hamilton, a consultant with expertise in organizational development and process control, to assist with identifying streamlined business processes and procedures. As part of the project, Ann Hamilton has been providing technical assistance in planning the integration of an online licensing module into the current ACC database system. The original agreement with Ann Hamilton is for \$25,000 through December 31, 2013.

The Department would like to increase funding for the work related to the online animal licensing project by \$15,000 to support project completion.

Environmental Health:

Environmental Health and Safety Services (EHS) programs employ several strategies to prevent health hazards including education, surveillance, routine inspections, response to citizen tips, sampling and posting, and enforcement where necessary.

Envision Connect, the data management system used by EHS, provides the capability to manage all regulatory programs and processes in a single, consolidated database. It is important to maintain accurate information including tracking inspection results, evaluating risk factors and violations, and documenting compliance efforts in order to issue permits to local businesses. The scope of work in the original agreement with Ann Hamilton includes assistance with identifying streamlined business processes and business workflows and their integration within Envision Connect.

The Department would like to increase funding for the work related to the EHS data management system by \$9,750 to provide additional assistance to enhance overall effectiveness of the database.

A single-source request was submitted to and approved by the Purchasing Agent for this agreement amendment. Approval of this amendment will allow for completion of the project work initiated under the original agreement.

Prior Board Actions:

On April 23, 2013 the Board adopted increased dog license fees to recover a larger portion of the reasonable cost of providing rabies control and licensing services. On August 13, 2013 the Board accepted the Animal Care and Control and Animal Services Workgroup Update.

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

DHS is making progress toward implementation of an enhanced licensing program, one 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*.

Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 24,750	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 0
	\$	Fees/Other	\$ 24,750
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
Total Expenditure	\$ 24,750	Total Sources	\$ 24,750
Narrative Explanation of Fiscal Impacts (If Required):			
Funding for this amendment is included in the FY 13-14 budget, funded through license fees and other ACC reimbursements/revenues.			
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:			
Amendment to Agreement with Ann Hamilton.			
Related Items "On File" with the Clerk of the Board:			
None			

**MODIFICATION NUMBER ONE OF AGREEMENT FOR SERVICES
BETWEEN COUNTY OF SONOMA AND ANN HAMILTON**

On May 02, 2013, the County of Sonoma, a political subdivision of the State of California, (hereinafter referred to as "County") and Ann Hamilton, an individual, (hereinafter referred to as "Contractor") entered into a service agreement (Agreement).

Pursuant to Section 13.7 (Merger) of the Agreement, the parties hereby evidence their intent and desire to modify the Agreement as follows:

1. Attached Exhibit A1 – Scope of Work replaces Exhibit A – Scope of Work in its entirety.
2. Article 2 – Payment is hereby revised to read as follows:

2. Payment

For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms:

Contractor shall be paid on a time-and-material/expense basis at the rate of \$65 per, provided, however, that total payments to Contractor shall not exceed \$49,750, without the prior written approval of County. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

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 County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by County.

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, 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 any of the following: (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 California Form 587 be provided by Contractor in order for payments to be made. If Contractor does qualify, then County requires a completed California Form 590. California Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in their facts. By signing either form, Contractor agrees to promptly notify County of any changes in the facts. Forms should be sent to County pursuant to Article 12 (Method and Place of Giving Notice, Submitting Bills, and Making Payments). To

Exhibit A1 - Scope of Work**ACC – Web Licensing Project****Project Goals:**

1. Provide project management services to plan, implement and launch HLP's Chameleon Web Licensing module.
2. Identify and document current workflow processes; re-engineer and document HLP best-practice processes that streamline or enhance current and future business processes.
3. Train and support staff to successfully implement new business processes.

Contractor Scope of Work:

The Contractor will identify and document current and enhanced business processes for Animal Care & Control's core licensing functions. The Contractor will plan ACC's Web Licensing project to implement and launch HLP's Chameleon Web Licensing functionality.

Key Tasks and Deliverables:

- Facilitate workgroups of ACC staff to review current business processes and identify and validate enhanced future processes.
- Document "as-is" processes in Visio or other similar flowchart program.
- Document "to-be" processes in Visio or other similar flowchart program.
- Create and manage project plan to implement, test and launch HLP's Web Licensing module for Chameleon.
- Identification of training needs, training curriculum and training plan.

Environmental Health: Decade Project**Project Goals:**

1. Maximize capacity of Envision Connect (EC) software to support effective business processes and data collection throughout Environmental Health.
2. Re-engineer and document new business processes and workflows for Environmental Health that reflect best practices and are supported by the upgrades made to Envision Connect.
3. Adequately train and support staff to successfully implement new business processes and workflows.

Contractor Scope of Work:

Description: The Contractor will assist Environmental Health personnel in updating and modifying business software, business processes and business workflows to enhance overall effectiveness.

Key Tasks and Deliverables:

- Support updates to EC system configuration, including: documenting changes made to EC configuration; identification of technical elements needed for proper business workflow; review of best ISD practices from other County Environmental Health (EH) units, and: testing new workflows with technical experts.
- Review of best business practices from other County EH units.
- Facilitation of work group with front office staff to identify "as is" and "to be" business processes.
- Documentation of all updated/enhanced workflow processes.
- Identification of training needs, training audiences, training curricula and training plan.
- Provision of training to staff on changes to system and to business processes.
- Development of quality assurance (QA) and quality improvement (QI) plans for ongoing evaluation of fidelity to updated/enhanced business processes.



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

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Janie Carduff (707) 565-3473

Supervisorial District(s):

N/A

Title: Miscellaneous Classification and Compensation Changes

Recommended Actions:

Approve Concurrent Resolution amending the Salary Resolution No. 95-0926 to reflect the salary reduction for Real Estate Manager; to reflect the re-titling of the classifications of Assistant Auditor/Controller to Assistant Auditor-Controller, Assistant Treasurer to Assistant Treasurer-Tax Collector, and Revenue and Debt Manager to Investment and Debt Officer; and to abolish the classification of Assistant Tax Collector-Auditor, effective October 8, 2013.

Approve Resolution amending the Department Allocation List for the General Services Department to delete 1.0 Full-Time Equivalent (F.T.E.) Legal Secretary II and to add 1.0 F.T.E. Department Analyst, effective October 8, 2013.

Executive Summary:

General Services Department:

Real Estate Manager: With the recent retirement of the incumbent, the General Services Department underwent an assessment of the Real Estate Division. Subsequently, the General Services Department requested that Human Resources revise the job specification for Real Estate Manager to reflect the modern use of the position. Based on Human Resources' recommendation, the Civil Service Commission adopted the revised job specification at its September 5, 2013 meeting.

Salary Recommendation: Human Resources, with the concurrence of the County Administrator's Office, determined it would be appropriate to review the salary for the Real Estate Manager, when the position became vacant, to ensure it is set appropriately. Human Resources reviewed external market and internal salary data to determine the appropriate salary for the Real Estate Manager. Based on the data, the General Services Director, the Human Resources Director, and the County Administrator's Office

concur that it is most appropriate to reduce the position's salary by 10%. The current salary is \$9,655/monthly I-step, and a 10% reduction places the salary at \$8,690/monthly I-step. This maintains internal equity, sets the salary slightly less than the market average, and is within the range of salaries of the other division managers in General Services.

The recommended salary represents an estimated total compensation (including benefits) of \$14,185/monthly I-step, which is \$1,406 less per month than the current monthly I-step of \$15,590.

Auditor-Controller-Treasurer-Tax Collector Department

Assistant Auditor/Controller: Due to a recent department structure reorganization, the Auditor-Controller-Treasurer-Tax Collector Department requested that Human Resources update the job specification for Assistant Auditor/Controller. As a result of the study, Human Resources recommended that the classification of Assistant Auditor/Controller be re-titled to Assistant Auditor-Controller to be consistent with other titles in the department. On July 18, 2013, the Civil Service Commission approved the revised and re-titled job classification of Assistant Auditor-Controller.

Assistant Treasurer: The Auditor-Controller-Treasurer-Tax Collector Department requested that Human Resources update the job specification for Assistant Treasurer. As a result of the study, Human Resources recommended that the classification of Assistant Treasurer be combined with the Assistant Tax Collector-Auditor classification and re-titled to Assistant Treasurer-Tax Collector. On July 18, 2013, the Civil Service Commission approved the revised and re-titled job classification of Assistant Treasurer-Tax Collector.

Assistant Tax Collector-Auditor: Based on Human Resources' recommendation, the Civil Service Commission, at their July 18, 2013 meeting, abolished the classification of Assistant Tax Collector-Auditor as this classification was combined with the Assistant Treasurer classification.

Revenue and Debt Manager: The Auditor-Controller-Treasurer-Tax Collector Department requested that Human Resources update the job specification for Revenue and Debt Manager. As a result of the study, Human Resources recommended that the classification of Revenue and Debt Manager be re-titled to Investment and Debt Officer to reflect the responsibility for managing the public fund investment and debt financing activities for the County. On July 18, 2013, the Civil Service Commission approved the revised and re-titled job classification of Investment and Debt Officer.

General Services Department:

Legal Secretary II: At the request of the incumbent and the General Services Department, Human Resources conducted a classification study of one Legal Secretary II assigned to the Real Estate Division. Based on the overall delegated authority assigned to the position, Human Resources determined the incumbent was responsible for activities most consistent with the job classification of Department Analyst. The Civil Service Commission approved the reclassification of Legal Secretary II to Department Analyst and the promotion of the incumbent pursuant to Civil Service Rule 3.3B, at its September 5, 2013, meeting.

Prior Board Actions:

Throughout the year, each year, the Human Resources Department submits several Miscellaneous Classification and Compensation Board Items. The items contained in these reports have received Civil Service Commission approval as appropriate, and require Board approval in order to be fully adopted and implemented.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

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):

The net effect of the salary adjustment reflects an estimated total expenditure of \$13,095 for FY 2013-14, and the General Services Department has incorporated the applicable costs into its budget. The impacts this fiscal year and ongoing fiscal impacts for each respective department are as follows:

General Services/Reclassification of Legal Secretary II: Estimated cost of \$25,696 for FY 2013-2014, and an estimated ongoing annual cost of \$34,399.

General Services/Salary Reduction of Real Estate Manager: Estimated savings of \$12,601 for FY 2013-2014, and an estimated ongoing savings of \$16,870.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Legal Secretary II	\$3,648.98 - 4,435.13	0	1
Department Analyst	\$5,134.32 - 6,242.23	1	0

Narrative Explanation of Staffing Impacts (If Required):

General Services/Reclassification of Legal Secretary II: Effective October 8, 2013, one incumbent in the Real Estate Division will be reclassified to Department Analyst in accordance with Civil Service Rule 3.3B.

Attachments:

1. Concurrent Resolution with Attachment A.
2. Resolution Amending Department Position Allocation List for the General Services Department.

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

1. Real Estate Manager, Report to the Civil Service Commission.
2. Assistant Auditor/Controller, Assistant Treasurer, Assistant Tax Collector-Auditor, and Revenue and Debt Manager, Report to the Civil Service Commission.
3. Legal Secretary II, Report to the Civil Service Commission.



County of Sonoma
State of California

Date: October 8, 2013

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, 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, And The Board Of Directors Of The Northern Sonoma County Air Pollution Control District amending Salary Resolution No. 95-0926 to reflect the salary reduction for the classification of Real Estate Manager; to reflect the re-titling of the classifications of Assistant Auditor/Controller to Assistant Auditor-Controller, Assistant Treasurer to Assistant Treasurer-Tax Collector, and Revenue and Debt Manager to Investment and Debt Officer; and to abolish the classification of Assistant Tax Collector-Auditor, effective October 8, 2013.

Whereas, Human Resources conducted a study of the Real Estate Manager and revised the classification, and at the September 5, 2013, meeting, the Civil Service Commission approved the revised classification, and;

Whereas, Human Resources reviewed the current salary in light of the revised job classification and recommends the salary be amended and reduced to salary range 4109, and;

Whereas, the General Services Department and County Administrator's Office concurs with Human Resources recommendation to reduce the salary of Real Estate Manager, and;

Whereas, at the July 18, 2013, meeting, the Civil Service Commission approved the revised and re-titled job classification of Assistant Auditor-Controller, and;

Whereas, at the July 18, 2013, meeting, the Civil Service Commission approved the revised and re-titled job classification of Assistant Treasurer-Tax Collector, and;

Whereas, at the July 18, 2013, meeting, the Civil Service Commission approved the revised and re-titled job classification of Investment and Debt Officer, and;

Whereas, at the July 18, 2013, meeting, the Civil Service Commission approved the abolition of the classification of Assistant Tax Collector-Auditor.

Resolution #

Date:

Page 2

Now, Therefore, Be It Resolved that the Salary Resolution 95-0926, Salary Table – Administrative Management, is amended as described in Attachment A.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

SALARY RESOLUTION 95-0926

Appendix A
Salary Tables

ADMINISTRATIVE MANAGEMENT – BARGAINING UNIT 0050

Job Code	Job Title	A-Step 10/08/13
0763	Real Estate Manager	4567
0763	Real Estate Manager	4109
0440	Assistant Auditor/Controller	5460
0440	Assistant Auditor-Controller	5460
0433	Assistant Treasurer	4955
0433	Assistant Treasurer-Tax Collector	4955
0426	Revenue and Debt Manager	4111
0426	Investment and Debt Officer	4111
0435	Assistant Tax Collector Auditor	4955



County of Sonoma
State of California

Date: October 8, 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 Table for the General Services Department to delete 1.0 Full-Time Equivalent (F.T.E.) Legal Secretary II and to add 1.0 F.T.E. Department Analyst, effective October 8, 2013.

Whereas, the Civil Service Commission approved the reclassification of one Legal Secretary II to Department Analyst and the promotion of the incumbent pursuant to Civil Service Rule 3.3B, at their September 5, 2013 meeting.

Now, Therefore, Be It Resolved that the Allocation Table of the General Services Department is hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
General Services							
010546	0021	Legal Secretary II	1.00	(-1.00)	0.00	Ongoing	2098
010546	0826	Department Analyst	1.00	1.00	2.00	Ongoing	2952

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Sherry Alderman – (707) 565-8501

Supervisorial District(s):

All

Title: Human Services Contract Amendment with Community Child Care Council (4Cs)

Recommended Actions:

Authorize the Director of the Human Services Department to execute an amendment to the contract with Community Child Care Council (4Cs) for Workforce Investment Act Child Care Support Services to increase the contract amount by \$92,789, for a new total not to exceed \$117,789 for the term July 1, 2013 through June 30, 2014.

Executive Summary:

WIA Child Care Support Services – \$117,789

Job Link is Sonoma County's One Stop employment and training center, where job seekers can access resources and services that will aid them in their search for employment, including job skills workshops, training classes, use of a computer lab and resource library, and assistance with training scholarships. Job Link also assists local employers in their search for qualified candidates by hosting job fairs, posting job openings, and providing labor market information.

Using funds authorized by the federal Workforce Investment Act (WIA) via California's Employment Development Department (EDD), the Human Services Department contracts with a community-based agency for the provision of child care services for eligible Job Link clients enrolled in training, which includes payment for child care and administrative costs. In May 2013, the existing contractor, Professional Association of Childhood Education (PACE), declined renewal of their contract for fiscal year 2013/2014, due to the closure of their business. In order to ensure the continued provision of child care services to Job Link clients, the Human Services Department contracted with the Community Child Care Planning Council (4Cs) for a total amount not to exceed \$25,000 beginning on July 1, 2013. There was not time to negotiate an agreement for the \$117,789 and obtain required Board approval prior to July 1st, therefore the Department used the \$25,000 contract as a bridge to amending the contract for the full amount.

4Cs is the largest, most-qualified agency in Sonoma County by reason of experience, organization,

referral network, and staffing to provide the needed child care support services. 4Cs also had the capacity to take on the workload at short notice and there was not the time to re-procure without interrupting services to clients. To maintain WIA Child Care Support Services for fiscal year 2013/2014, the Human Services Department is requesting authorization from the Board of Supervisors to increase the total contract amount by \$92,789 for a new total not to exceed \$117,789.

The Department asked if 4Cs would be interested in taking over these services for one year. Procurement rules allow this type of selection due to the immediate need for the service and that there wasn't time to complete a competitive process prior the July 1st begin date. 4Cs was already absorbing the majority of PACE's business and was also hiring staff from PACE to perform some of the same duties as they did at PACE. One such hire was the staff who managed the WIA Child Care Support Services contract. Additionally, 4Cs used to hold the contract for WIA Child Care, so have history in managing the WIA client's child care needs.

The services were last procured via a Request for Proposals (RFP) issued on 11/9/2010 for services beginning 7/1/2011. At that time, PACE submitted the only proposal in response to the RFP and the Department contracted with them to perform the services. The Department plans to review the feasible and capacity of potentially doing this work in-house in the next fiscal year. If that is not a viable option, the Department anticipates initiating a procurement process for an effective date of 7/1/2014.

Prior Board Actions:

The Board of Supervisors has annually approved service agreements for the WIA Child Care Support Services program included in this item.

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

4Cs is dedicated to supporting and providing quality, accessible and affordable preschool and child care services for children, families and child care professionals through education, resources, and direct services.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 117,789		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 117,789
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 117,789	Total Sources	\$ 117,789

Narrative Explanation of Fiscal Impacts (If Required):

Funds for WIA Child Care Support Services totaling \$117,789 are included in the approved 2013-2014 Human Services Department budget. The source of these funds is the Workforce Investment Act (WIA). There is no cost to the County.

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:			
Community Child Care Council Contract and Amendment			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Melinda Grosch 565-2397

Supervisorial District(s):

Fifth

Title: Final action on a Resolution. Jeff Gilman for Redwood Gospel Mission, UPE11-0102.

Recommended Actions:

Adopt a Resolution upholding the appeal of the Board of Zoning Adjustments decision to partially deny a request to modify an existing Use Permit thus approving the original request to increase capacity, programs, and hours of operation for a residential care facility located at 1048 Wild Rose Drive, Santa Rosa; APN 037-021-054.

Executive Summary:

On September 17, 2013, the Board of Supervisors heard the appeal and took a straw vote to uphold the appeal. After discussion regarding potential impacts from traffic, noise, and potential conflicts with the ability of Emergency Services to access the site the Board of Supervisors moved to uphold the appeal and approve the request to increase the capacity from 30 to 50 women and children, allow additional services from the Manna House program, allow 24-hour a day/365-day a year operations, and a 1,900 square foot increase and remodel of the residence for an existing residential care facility. The Board of Supervisors requested several changes to the conditions and required an operational review to be conducted after the facility has been operating at the 50 person capacity for one-year. The straw vote was cast as a 5-0 vote.

The Board requested that the final Resolution for the item be brought back on October 8, 2013 on the Consent calendar.

Prior Board Actions:

On September 17, 2013 the Board of Supervisors heard the appeal and took a straw vote to uphold the appeal and approve the request.

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

Community members are sheltered and are socially supported.

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):

The project costs are paid for by the applicant/appellant as it is an "At-Cost" project.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Att: A: Final Board of Supervisors Resolution
 Att: B: Conditions of Approval, Exhibit A to Resolution

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

None.



County of Sonoma
State of California

Date: October 8, 2012

Item Number: _____

Resolution Number: _____

UPE11-0102 Melinda Grosch

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Upholding The Appeal Thereby Approving A Request To Expand An Existing Use Permit To Operate 24 Hours A Day, Seven Days A Week, To Add 1,900 Square Feet To The Residential Care Facility, Increase The Number Of Residents From 30 To 50, And The Inclusion Of Additional Rehabilitation Services As Requested By Redwood Gospel Mission For Property Located At 1048 Wild Rose Drive, Santa Rosa; APN 037-021-054.

Whereas, the applicant, Redwood Gospel Mission, filed a Use Permit application with the Sonoma County Permit and Resource Management Department for the expansion of an existing residential care facility (Use Permit UPE02-0026) to operate 24 hours a day, seven days a week, increase the number of residents from 30 to 50, to add rehabilitation programs that currently operate at another site in the City of Santa Rosa, and the addition of 1,900 square feet to the existing residential care facility located at 1048 Wild Rose Drive, Santa Rosa; APN 037-021-054; Zoned RR (Rural Residential) B6-5 acre density, VOH (Valley Oak Habitat); Supervisorial District No 5; and

Whereas, this project has been found to be categorically exempt from the provisions of the California Environmental Quality Act pursuant to the Provisions of Title 14 of the California Administrative Code, Section 15301 because it is an addition to an existing structure and minor expansion of an existing use.

Whereas, in accordance with the provisions of law, the Board of Zoning Adjustments held a public hearing on September 20, 2012, at which time all interested persons were given an opportunity to be heard; and

Whereas, the Board of Zoning Adjustments closed the public hearing and continued the matter to a time and date uncertain so the applicant could address neighborhood concerns and staff could determine how many other group homes are in the neighborhood, re-examine staff's choice of California Environmental Quality Act (CEQA) exemption, and determine crime patterns in the neighborhood; and

Whereas, at its regularly scheduled meeting on March 21, 2013, the Board of Zoning Adjustments, with a 5-0 vote, recommended partial approval to allow the facility to operate 24 hours a day, seven days a week but denied the requests to increase the

number of residents from 30 to 50 and inclusion of rehabilitation programs that operate at another site in the City of Santa Rosa. The Board of Zoning Adjustments encouraged the Redwood Gospel Mission to proceed with remodel and addition of 1,900 square feet to the existing residential care facility; and

Whereas, on April 1, 2013, an appeal of the Board of Zoning Adjustments' decision was filed with the Board of Supervisors by Jeff Gilman for Redwood Gospel Mission; and

Whereas, in accordance with the provisions of law, the Board of Supervisors held a public hearing on September 17, 2013, at which time all interested persons were given an opportunity to be heard; and

Whereas, the Board of Supervisors, on a 5-0 straw, upheld the appeal and approved the project with amended conditions to be brought back on the consent calendar for a final vote.

Now, Therefore, Be It Resolved that the Board of Supervisors makes the following findings:

1. The project is consistent with the Rural Residential General Plan land use and Zoning designations, which includes residential care facilities and temporary emergency shelters. The parcel is served by public sewer and water and the building does not exceed the maximum lot coverage criteria.
2. The establishment, maintenance or operation of the use for which application is made will not, under the circumstances of this particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such use, nor be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the area. The particular circumstances in this case are: 1) The residential care facility shall not serve more than 50 women and children at any one time; 2) Hours of operation shall be 24 hours a day, 365 days a year; 3) Outside activities shall be limited to 7:00 a.m. to 7:00 p.m.; 4) An on-site smoking area shall be established and smoking shall be prohibited elsewhere on the property; 5) Adequate trash and cigarette butt receptacles shall be provided on-site; 6) Recycling containers shall be provided on-site; 7) Private areas for phone calls shall be provided on-site to eliminate calls made outside; 8) Participants in the facilities program shall pick-up trash and cigarette butts along Wild Rose Drive from West College Avenue to Clover Drive on a weekly basis; 9) Vehicle idling times shall be limited to five minutes; and 10) Residents of the facility shall be transported only in

facility vehicles;

3. It is the determination of the department that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to the Provisions of Title 14 of the California Administrative Code, Section 15301 because it is an addition to an existing structure and minor expansion of an existing use.

Be It Further Resolved, this project has been found to be categorically exempt from CEQA Guidelines.

Be It Further Resolved that the Sonoma County Board of Supervisors upholds the appeal thereby approving the Use Permit as revised, subject to the conditions in Exhibit "A", attached hereto.

Be It Further Resolved that the Board of Supervisors designates the Clerk of the Board as the custodian of the documents and other material which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the Clerk of the Board, 575 Administration Drive, Room 100-A, Santa Rosa, California 95403.

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

SONOMA COUNTY BOARD OF SUPERVISORS
Alternative Conditions of Approval

EXHIBIT A TO RESOLUTION

Date:	October 8, 2013	File No.:	UPE11-0102
Applicant:	Redwood Gospel Missions	APN:	037-021-054
Address:	1048 Wild Rose Drive, Santa Rosa		

Project Description: Request for a new Use Permit to add a residential care facility to an existing women and children's emergency shelter previously approved under UPE02-0026, to increase the number of residents from 30 women and children to 50 women and children, to increase the size of the residence by 1,900 square feet, and to include rehabilitation programs. The hours of operation will be 24 hours a day, seven days a week on a 0.67 acre parcel. Five full-time and five part-time employees work at the facility.

Prior to commencing the use, evidence must be submitted to the file that all of the following non-operational conditions have been met.

BUILDING:

"The conditions below have been satisfied" BY _____ DATE _____

1. Prior to expansion of the use to 50 beds, tThe applicant shall apply for and obtain building related permits from the Permit and Resource Management Department (PRMD). The necessary applications appear to be, but may not be limited to, site review, building permit, and grading permit.
2. Prior to initiation of the approved use, the project shall comply with the accessibility requirements set forth in the most recent California Building Code (CBC), as determined by the PRMD Building Division. Such accessibility requirements shall apply to all new construction and remodeling and, where required by the CBC, to retrofitting of the existing structure.

HEALTH:

"The conditions below have been satisfied" BY _____ DATE _____

PRIOR TO BUILDING PERMIT AND VESTING THE USE PERMIT:

3. The Cconnection shall continue to be made to public sewer shall continue to be made as specified under the City of Santa Rosa's Utility Certificate No. UC12-001.
4. The project shall continue to be connected to City Water for all domestic use as specified in the City of Santa Rosa's Utility Certificate No. UC12-001. The existing well is for irrigation purposes only. A safe, potable water supply shall be provided and maintained.
5. Prior to issuance of a Use Permit Certificate or expanded use, provide the Project Review Health Specialist with the bacteriological (E.Coli and total coliform), arsenic and Volatile Organic Compounds by EPA Method 524.2 analysis results of a sample of your water tested by a State-certified lab. If the analysis shows contamination, the applicant will be required to treat the well per County Requirements and re-test the well.

A copy of the analysis shall be provided to the Project Review Health Specialist. If required, proof of installation of any device to remove contaminants must be shown.

6. Within 90 days of approval and prior to issuance of a building permit, If food is being prepared and served to residents prior to issuance of a Use Permit Certificate or expanded use, plans and specifications for any facility serving food must be submitted to, and approved by, the Environmental

Health Division of the Health Services Department. Contact the Environmental Health Division at 565-6565 for information. A letter of approval shall be provided to the PRMD Project Review Health Specialist from the Environmental Health Division verifying compliance with requirements of Cal-Food ~~the California Uniform Retail Food Facility Law (CURFFL).~~

7. ~~Within 90 days of approval and prior to issuance of a Use Permit Certificate, if food is being prepared and served to residents, obtain and maintain all a Food Industry Permits must be obtained from the Sonoma County Environmental Health & Safety Section prior to serving any food. Division of the Health Services Department prior to operation.~~ A copy of a current permit shall be provided to the Project Review Health Specialist to verify compliance with the requirements of Cal-Food. ~~the California Uniform Retail Food Facility Law (CURFFL).~~
8. Noise shall be controlled in accordance with Table NE-2 as measured at the exterior property line of any affected residential or sensitive land use:

TABLE NE-2: Maximum Allowable Exterior Noise Exposures

Hourly Noise Metric ¹ , dBA	Daytime (7 a.m. to 10 p.m.)	Nighttime (10 p.m. to 7 a.m.)
L50 (30 minutes in any hour)	50	45
L25 (15 minutes in any hour)	55	50
L08 (4 minutes and 48 seconds in any hour)	60	55
L02 (72 seconds in any hour)	65	60
¹ The sound level exceeded n% of the time in any hour. For example, the L50 is the value exceeded 50% of the time or 30 minutes in any hour; this is the median noise level. The L02 is the sound level exceeded 72 seconds in any hour.		

(Ongoing)

9. If noise complaints are received from nearby residents, and they appear to be valid complaints in PRMD's opinion, then the applicant shall conduct a Noise Study to determine if the current operations meet noise standards and identify any additional noise Mitigation Measures if necessary. A copy of the Noise Study shall be submitted to the Project Review Health Specialist within sixty days of notification from PRMD that a noise complaint has been received. The owner/operator shall implement any additional Mitigation Measures needed to meet noise standards. (Ongoing)
10. ~~Within 90 days of approval and prior to issuance of a Use Permit Certificate or expanded use,~~ Adequate trash and cigarette butt receptacles shall be provided on-site. Recycling containers shall also be available on-site. ~~Prior to issuance of a Use Permit Certificate or expanded use,~~ ~~the~~ applicant shall submit a design for trash enclosures for review and approval to the Division of Environmental Health (Fees may apply). A copy of the approval letter from the Solid Waste Section of the Division of Environmental Health shall be provided to the Project Review Health Specialist.

PUBLIC WATER AND SANITATION:

"The conditions below have been satisfied" BY _____ DATE _____

11. ~~The Applicant shall obtain a continue to comply with the City of Santa Rosa Utility Certificate No. UC12-001 to provide evidence that the Applicant and the City of Santa Rosa have entered into an agreement for sewer and water service to this project., and The applicant shall submit a copy to the Sanitation Section of the Sonoma County Permit and Resource Management Department prior to issuance of a building permit.~~

PLANNING:

"The conditions below have been satisfied" BY _____ DATE _____

12. This Use Permit allows the site to be utilized as a large residential community care facility for the operation of an emergency homeless shelter for women and children for a maximum of 30-beds for women and children during the first year and 50 women and children thereafter (pending a favorable one-year review), operating 24 hours a day, seven days a week and in Phase 2 an expansion to add 1,900 square feet (for a total of 7,173 square feet) and increase the resident occupancy to 50-beds for women and children. Rehabilitation services are included for residents. Five full-time and five part-time employees work at the facility. A maximum of four employees and two volunteers will be on the site at any one time. A minimum of two employees will remain at the facility from 6:00 p.m. to 8:00 a.m. ~~The permit includes the addition of 1,900 square feet to the existing.~~ The use shall be operated in accordance with the proposal statement and site plan located in File No. UPE11-0102 and as modified by these conditions.
13. This Use Permit (UPE11-0102) shall supersede all prior Use Permits (UPE02-0026), upon implementation or when all the pre-operational conditions have been met and this Use Permit is vested. The expansion to add 1,900 square feet and increase resident occupancy to 50 beds shall not vest until the building permit for the addition is issued and the pre-operational conditions are met.
14. The residential community care facility shall provide screening, care, assessment, transportation, and education to its residents in accordance with the operational aspects of the proposal statement, except as modified by these conditions. (On-going Operational Condition)
15. The hours of operation shall be 24 hours a day, seven days a week. Outside activities shall be limited to 7:00 a.m. to 7:00 p.m. (On-going Operational Condition)
16. A "Designated Smoking Area" shall be established in an unenclosed area consistent with Sonoma County Code section 32-3. Designated Smoking Areas must be at least 25 feet away from any building or area where smoking is prohibited, must be conspicuously identified by signs as a smoking area, and shall be equipped with ash trays or ash cans. (This condition must be completed within 90 days of approval and prior to 24-hour operation and is also an On-going Operational Condition)
17. Private areas for phone calls shall be provided on-site to eliminate calls made outside. (This condition must be completed within 90 days of approval and prior to 24-hour operation and is also an On-going Operational Condition)
18. Participants in the facility's programs shall pick-up trash and cigarette butts along Wild Rose Drive from West College Avenue to Clover Drive on a weekly basis. (On-going Operational Condition)
19. A six foot high, solid wood fence shall be constructed along the property's northerly boundary to help provide noise mitigations, subject to review and approval by the PRMD project planner. (This condition must be completed within 90 days of approval and prior to 24-hour operation and is also an On-going Operational Condition)
20. Vehicle idling times shall be limited to a maximum of five minutes. (On-going Operational Condition)
21. ~~Prior to 24-hour operation or issuance of the Use Permit Certificate the On-site parking shall be developed. A maximum of limited to seven spaces is allowed~~ and shall conform to Sonoma County design standards. The parking area and driveway design are subject to review and approval of Project Review Staff prior to construction ~~and prior to issuance of the Use Permit Operational Certificate.~~ There shall be no off-site parking associated with the facility unless a lease agreement is secured first. (This condition must be completed within 90 days of approval and prior to 24-hour operation and is an On-going Operational Condition)
22. All new residents shall be transported to and from the facility in vehicles operated by the applicant. Residents may utilize private vehicles as long as on-site parking capacity is not exceeded. ~~No on street parking is allowed.~~ (On-going Operational Condition)

23. No parking along the driveway leading into the site is allowed. (On-going Operational Condition)
24. No on street parking is allowed. (On-going Operational Condition)
25. The applicant shall install 8 bicycle parking rack spaces. The bike racks shall be installed prior to issuance of the Use Permit Operational Certificate. A bike rack is defined as a securely mounted stand or other device constructed so as to enable the user to secure the bicycle by locking the frame and at least one wheel. Racks must be easily usable with both U locks and cable locks. Racks must hold bicycles in a stable upright position and support bicycles so they resist falling over when bumped. Racks supporting a bike by wheel only, such as standard 'wire racks', are not acceptable. Racks must hold bikes with at least two points of contact. Please use Bicycle Parking Guidelines by the Association of Pedestrian and Bicycle Professionals which can be found here: http://www.apbp.org/resource/resmgr/publications/bicycle_parking_guidelines.pdf (This condition must be completed prior to operation and is also an On-going Operational Condition)
26. Prior to issuance of building permits for the expansion to 50 residents, an exterior lighting plan shall be submitted for review by PRMD. Exterior lighting shall be low mounted, downward casting and fully shielded to prevent glare. Lighting shall not wash out structures or any portions of the site. Light fixtures shall not be located at the periphery of the property and shall not spill over onto adjacent properties or into the night sky. Flood lights are not permitted. All parking lot lights shall be full cut-off fixtures. Lighting shall shut off automatically after closing and security lighting shall be motion sensor activated. (This condition must be completed prior to operation and is also an On-going Operational Condition)
27. Development on this parcel is subject to the Sonoma County Fire Safe Standards and shall be reviewed and approved by the County Fire Marshal/Local Fire Protection District. Said plan shall include, but not be limited to: emergency vehicle access and turn-around at the building sites), addressing, water storage for fire fighting and fire break maintenance around all structures. Prior to occupancy, written approval that the required improvements have been installed shall be provided to PRMD from the County Fire Marshal/Local Fire Protection District. Review by the Fire Marshal/Local Protection District will be required even if no new construction is undertaken. (This condition must be completed prior to operation and is also an On-going Operational Condition)
28. This use shall be constructed, maintained, and operated in conformance with all applicable county, state, and federal statutes, ordinances, rules, and regulations. A violation of any applicable statute, ordinance, rule or regulation shall be a violation of the Use Permit, subject to revocation. (On-going Operational Condition)
29. The applicant shall pay all applicable development fees prior to issuance of building permits for the expansion. (This condition must be completed prior to building permit for expansion or vesting the expanded use to 50-beds operation and is also an On-going Operational Condition)
30. One-Year Review. A review of activities under this Use Permit shall be undertaken by the director one (1) year after commencement of the expanded use to 50 residents to determine compliance with the conditions of approval and continued neighborhood compatibility. The director shall give notice of this Use Permit review to all owners of real property within three hundred feet (300) of the subject site plus any additional property owners who have previously requested notice. The director shall allow at least ten (10) days for comment. ~~If the facility has been operating appropriately and no issues are raised by the neighbors then the maximum number of women and children served will be raised to 50.~~

If the director determines that there is credible evidence of non-compliance with the Conditions of Approval or that activities constitute a public nuisance, the director shall refer the matter to the Board of Zoning Adjustments for possible revocation or modification of the Use Permit. Any such revocation or modification shall be preceded by a public hearing noticed and heard in compliance with the Zoning Code.

31. Any proposed modification, alteration, and/or expansion of the use authorized by this Use Permit shall require the prior review and approval of PRMD or the Board of Zoning Adjustments, as appropriate. Such changes may require a new or modified Use Permit and additional environmental review.
32. The Director of PRMD is hereby authorized to modify these conditions for minor adjustments to respond to unforeseen field constraints provided that the goals of these conditions can be safely achieved in some other manner. The applicant must submit a written request to PRMD demonstrating that the conditions is infeasible due to specific constraints (e.g. lack of property rights) and shall include a proposed alternative measure or option to meet the goal or purpose of the condition. PRMD shall consult with affected departments and agencies and may require an application for modification of the approved permit. Changes to conditions that may be authorized by PRMD are limited to those items that are not adopted standards or were not adopted as mitigation measures or that were not at issue during the public hearing process. Any modification of the permit conditions shall be documented with an approval letter from PRMD, and shall not affect the original permit approval date or the term for expiration of the permit.

The owner/operator and all successors in interest, shall comply with all applicable provisions of the Sonoma County Code and all other applicable local, state and federal regulations.

33. This permit shall be subject to revocation or modification by the Board of Zoning Adjustments if: (a) the Board finds that there has been noncompliance with any of the conditions or (b) the Board finds that the use for which this permit is hereby granted constitutes a nuisance. Any such revocation shall be preceded by a public hearing noticed and heard pursuant to Section 26-92-120 and 26-92-140 of the Sonoma County Code. (On-going Operational Condition)

In any case where a Use Permit has not been used within two (2) years after the date of the granting thereof, or for such additional period as may be specified in the permit, such permit shall become automatically void and of no further effect, provided however, that upon written request by the applicant prior to the expiration of the two year period the permit approval may be extended for not more than one (1) year by the authority which granted the original permit pursuant to Section 26-92-130 of the Sonoma County Code. ~~(On-going Operational Condition)~~



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisorial District(s):

Board of Supervisors (707) 565-2241

Title: Minutes of September 17, 2013

Recommended Actions:

Approval.

Executive Summary:

Approval of Minutes –

(A) Minutes of the Meeting of September 17, 2013 for the following: Community Development Commission, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and

(B) Minutes of the Meeting of September 17, 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

SEPTEMBER 17, 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.

8:33 A.M. CALL TO ORDER

8:33 A.M. Chairman Rabbitt called the meeting to order.

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

Present: Veronica A. Ferguson, County Administrator and Sheryl Bratton, Assistant 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 Closed Session Item #27 had been withdrawn.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor McGuire announced that he had attended the Day of Service at the Cloverdale Regional Park, and he invited the public to attend the upcoming Paws and Pasta Fundraiser event on September 21, 2013. He made a request to the Board to agendize consideration of an ordinance that temporarily allows above ground waste water storage at temporary Labor Camps that would go in effect prior to the harvest of 2014. The Board agreed to move forward with the request.

Supervisor Zane reported that she had attended the Pacific War memorial ceremony at Sonoma State University; chaired the Rohnert Park Oversight Board meeting; and traveled to Washington D.C. on behalf of the National Committee to Preserve Social Security and Medicare Foundation. She shared a quote from Senator Diane Feinstein regarding the shootings at the Washington Navy Yard.

Supervisor Gorin announced that she spoke at the Food System Alliance meeting; invited members of the public to attend the Kenwood Depot 125th Anniversary celebration September 21, 2013; and echoed Supervisor Zane's comments on the Navy Yard massacre and the devastation and victims of the Colorado floods.

Supervisor Carrillo invited the public to participate in the Coastal Clean Up Day on September 21, 2013; acknowledged Sonoma County employees who participated in the United Way Day of Caring; provided the Board with an SB 804 Waste Energy Bill update; and announced that he was appointed to the National Association of Counties Energy Environment and Land Use Committee, and will continue to serve on the Next Generation and Immigration Task Force Committees.

BOARD ANNOUNCEMENTS (Continued)

Chairman Rabbitt stated that he attended the California Seismic Safety Commission meeting and the Sonoma County Employees Retirement Association Investment Committee meeting. He announced that on the 23rd Annual Day of Caring, 200 Sonoma County employees participated out of 1,000 volunteers, 29 non-profit agencies participated and 42 projects were completed.

III. CONSENT CALENDAR

(Items 1 through 21)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 7)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution celebrating the 30th Anniversary of the Community Foundation Sonoma County. (Third District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0351

2. Adopt a Gold Resolution proclaiming September 15th through October 15th as Latino Heritage Month in the County of Sonoma. (Countywide)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0352

3. Adopt a Gold Resolution proclaiming September 21, 2013 as International Day of Peace in the County of Sonoma. (Countywide)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0353

4. Adopt Gold Resolutions acknowledging Leland Fly Fishing Outfitters, Green Valley Consulting Engineers, Syar Industries and Republic Services for sponsoring the 2013 Parks Celebration and Russian River Festival. (Regional Parks)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0354 a, b, c, d

PRESENTATIONS AT DIFFERENT DATE

5. Adopt a Gold Resolution proclaiming October 13th through October 22nd as ARTrails Sonoma County OPEN STUDIOS Season. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0355

CONSENT CALENDAR (Continued)

6. Adopt a Gold Resolution congratulating the active adult community of Oakmont on the occasion of their 50th Anniversary. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution by No. 13-0356

7. Adopt a Gold Resolution congratulating the Kenwood Depot on the occasion of their 125th Anniversary. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution by No. 13-0357

SONOMA COUNTY WATER AGENCY

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

8. Authorize the Chair to execute an agreement with Town of Windsor for the Water Agency to provide as needed wastewater collection and treatment facility maintenance services to the Town of Windsor; agreement terminates on September 17, 2018; and Authorize the Water Agency's General Manager to amend the agreement each year to extend the term of the agreement by one year, provided the extensions do not exceed a total of four years. (Fourth District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

OCCIDENTAL COUNTY SANITATION DISTRICT
RUSSIAN RIVER COUNTY SANITATION DISTRICT
SOUTH PARK COUNTY SANITATION DISTRICT

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

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

9. Authorize the Chair to execute an agreement with Mary Constance Cloak dba C2 Alternative Services to provide multicultural public outreach and education services for an amount not to exceed \$50,000; agreement terminates on June 30, 2015.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Sonoma Valley County Sanitation District

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt

ABSENT: Ken Brown

CONSENT CALENDAR (Continued)

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

AND

RUSSIAN RIVER COUNTY SANITATION DISTRICT

SONOMA COUNTY WATER AGENCY

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

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

10. Fiscal Year 2013-14 Tax Rates -

- (A) Adopt a Concurrent Resolution of the Board of Supervisors of the County of Sonoma, the Board of Directors of the Sonoma County Water Agency, and the Board of Directors of the Russian River County Sanitation District setting the Fiscal Year 2013-14 tax rates for all debt service funds within their jurisdictions.
- (B) Adopt a Resolution of the Board of Supervisors setting the Fiscal Year 2013-14 unitary, operating non-unitary, and railroad unitary tax rate for voter approved indebtedness.
- (C) Adopt a Resolution of the Board of Directors of the Sonoma Valley County Sanitation District setting the Fiscal Year 2013-14 tax rates for all debt service funds within its jurisdiction.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by Nos. 13-0358, 13-0359

Sonoma Valley County Sanitation District

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt

ABSENT: Ken Brown

Approved by Resolution No. 13-0360

BOARD OF SUPERVISORS

11. Disbursement of Fiscal Year 2013-14 Advertising Funds (First District) - Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entities for advertising and promotions activities for Fiscal Year 2013/14: Cittaslow, \$2,500; Sonoma International Film Festival, \$2,500; Valley of the Moon Natural History Association, \$2,000; Farm Bureau Foundation for Ag Days advertising, \$500; Farm Bureau Foundation for Love of the Land event advertising, \$2,000; Sonoma Valley Museum of Art, \$2,000; Valley of the Moon Vintage Festival, \$2,500; Law Enforcement Chaplaincy of Sonoma County for Tour de Fuzz advertising, \$500; Transcendence Theatre Company, \$3,000; Sonoma Valley Chamber of Commerce, \$2,000; Chicuchas Wasi: Free School for Girls in Peru, \$500.

CONSENT CALENDAR (Continued)

Item #11 Continued

Supervisor Zane noted a correction to the title on item #11, the advertising funds disbursement should reflect the First District, not the Third.

Board Action: Approved as Recommended
UNANIMOUS VOTE

12. Adopt a Resolution taking original jurisdiction over a Use Permit application for a Materials Recovery Facility (MRF) / Recycle Operation for inert construction debris and other recyclables inside an existing building at the County's Central Transfer/Processing Facility (Landfill) on a portion of approximately 395 acres located at 500 Mecham Road, Petaluma (APNs 024-080-019 and 024-080-030), File No. UPE13-0065. (Second District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution by No. 13-0361

COUNTY ADMINISTRATOR

13. Approve the Board of Supervisor's responses to the 2012-2013 Grand Jury Report.

Speakers:

Dawna Gallagher
Marlene Lily
Colleen Fernald

Board Action: Approved as Recommended
UNANIMOUS VOTE

PROBATION

14. Authorize the Chief Probation Officer to execute a Memorandum of Understanding (MOU) allowing the Probation Department to reimburse the Superior Court of California for costs associated with the DUI Treatment Court (\$306,815) and P.C. 1368 Mental Competency Assessment (\$92,400) programs.

Speaker: Presiding Judge Rene Chouteau

Board Action: Approved as Recommended
UNANIMOUS VOTE

SHERIFF'S OFFICE

15. Adopt a Resolution ratifying submission of the Selective Traffic Enforcement Program (STEP) grant application to the State of California Office of Traffic Safety, and authorizing the Sheriff's Office on behalf of the County to execute the grant agreement and administer

CONSENT CALENDAR (Continued)

Item #15 Continued

the grant award amount of \$70,000 for the term October 1, 2013, through September 30, 2014, for the benefit of the City of Sonoma Police Department. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0362

SUCCESSOR AGENCY FOR THE SONOMA COUNTY COMMUNITY REDEVELOPMENT
AGENCY

16. Adopt a Resolution of the governing Board of the Successor Agency for the Sonoma County Community Redevelopment Agency, approving the Recognized Obligation Payment Schedule for the period January 1, 2014 to June 30, 2014. (First and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0363

TRANSPORTATION AND PUBLIC WORKS

17. Adopt a Resolution declaring intention to purchase real property in the Airport area located at 1480 Sanders Road, Windsor, CA (APN 164-150-010); setting 10:00 a.m., October 15, 2013 for the consummation of said purchase; giving direction to staff; and giving direction to the Clerk to post and publicize the Notice of Intent. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by No. 13-0364

18. Adopt a Resolution authorizing the granting of a 2-year loan in the amount of \$15,000 to Bodega Water Company from the Special Projects - Small Water Systems Loan Assistance Fund; and adopt a Resolution authorizing a budgetary adjustment to the Special Projects-Small Water Systems Loan Assistance Fund to appropriate \$15,000. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution by Nos. 13-0365, 13-0366

19. Authorize the Chair to sign the second amendment to the services agreement for Reuse and Recycling Operations at the Sonoma Transfer Station with Sonoma Garbage Collector amending the scope of services, revenue sharing and extending the term of agreement to September 25, 2023 in the amount of \$55,240 in Fiscal Year 2013-14. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

APPOINTMENTS/REAPPOINTMENTS

(Items 20 through 21)

20. Appoint Jenny Chamberlain to the Commission on Human Rights for a two-year term effective September 1, 2013 through August 31, 2015. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

21. Reappoint Jim McCord to the Aviation Commission for a coterminous term effective September 17, 2013. (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

10:11 A.M. The Board recessed

10:30 A.M. The Board reconvened

IV. REGULAR CALENDAR (Items 22 through 26)

ECONOMIC DEVELOPMENT BOARD

22. Receive presentation and accept Annual Report from the Building Economic Success Together (BEST) Program.

10:35 A.M.

Present: Ben Stone, Executive Director - Economic Development Board, Carolyn Stark, Executive Director of BEST, and Mike Purvis, Chair of the BEST Board

Speakers:

Tom Chambers

Anthy O'Brien

Blair Kellison

Information only.

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

23. Conduct a public hearing and adopt a Resolution to approve a tax exempt bond financing to be issued by the California Municipal Finance Authority to benefit Resident Owned Parks with respect to the refinancing of Windsor Mobile Country Club. (Fourth District)

10:30 A.M.

Present: Jonathan Kadlec, Assistant Treasurer

10:32 A.M. Public hearing opened

10:32 A.M. Public hearing closed

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0367

SONOMA COUNTY WATER AGENCY

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

24. Receive a staff presentation on the findings from the 2013 Water Agency Community Survey.

11:52 A.M.

Present: Brad Sherwood, Sonoma County Water Agency Public Information Officer and Ruth Bernstein, Consultant - EMC Research, Inc.

Information Only.

REGULAR CALENDAR (Continued)

COUNTY ADMINISTRATOR

25. Approve Draft Amended Joint Powers Authority Agreement for the Sonoma County Library; and direct staff to return to Board for approval of final amended Joint Powers Authority agreement after further review by the Cities and Towns in the County.

12:17 P.M.

Present: Don Schwartz, County Administrator Analyst

Speakers:

Tim May

Kirsten _____

The Board gave staff direction to provide the following recommendations for the draft amended Joint Powers Authority Agreement for the Sonoma County Library to the Library JPA Review Committee:

1. Include language regarding Libraries role in bridging the gap of literacy and anchoring communities
2. Require a 2/3 vote approval from the Library Commission to increase hours per Library branch
3. Require a strategic plan every 5 years
4. Expand membership to include two representative from Sonoma County and two representatives from the City of Santa Rosa

Board Action: Approve the Draft Amended Joint Powers Authority Agreement for the Sonoma County Library to include recommended changes from the Board as noted below; and direct staff to return to Board for approval of final amended Joint Powers Authority agreement after further review by the Cities and Towns in the County.

Recommended Changes to Draft Amended JPA:

1. Include language regarding Libraries role in bridging the gap of literacy and anchoring communities
2. Require a 2/3 vote approval from the Library Commission to increase hours per Library branch
3. Require a strategic plan every 5 years
4. Expand membership to include two representative from Sonoma County and two representatives from the City of Santa Rosa

UNANIMOUS VOTE

1:44 P.M. Supervisor Zane left the meeting.

REGULAR CALENDAR (Continued)

BOARD OF SUPERVISORS

26. Approve Board Sponsorship of \$710 for the Russian River Sisters' annual free community Christmas dinner at the Guerneville Veteran's Memorial Building on December 25, 2013. (Fifth District)

1:46 P.M.

Board Action: Approved as Recommended

AYES: Susan Gorin, David Rabbitt, Mike McGuire, and Efren Carrillo.

ABSENT: Shirlee Zane.

1:46 P.M. The Board recessed

V. CLOSED SESSION CALENDAR (Item 27)

2:20 P.M. Chairman Rabbitt reported on Closed Session Item #27.

27. 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)).

Withdrawn

VI. REGULAR AFTERNOON CALENDAR (Items 28 through 32)

2:20 P.M. - RECONVENE FROM CLOSED SESSION

Supervisors Present: Susan Gorin, David Rabbitt, Mike McGuire, Efren Carrillo

Present: David Hurst, Deputy County Counsel and Veronica A. Ferguson, County Administrator

2:35 P.M. Supervisor Zane joined the meeting

28. Report on Closed Session.

2:20 P.M. Chairman Rabbitt announced that Closed Session Item #27 had been withdrawn.

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.)

2:21 P.M. Public Comment Opened

Mary E. Morrisson
Maureen DeVoe
Richard E. Hannan
John Jenkel
Harvey Goldberg
Peter Tscherneff
Karen Fraser
Omar Eljumaily
Lois Pearlman

2:46 P.M. Public Comment Closed

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) Acts and Determinations of Landmarks Commission
 - e) Administrative Determinations of the Director of Permit and Resource Management

2:47 P.M.

No Acts or Determinations were acted on or reviewed.

PERMIT AND RESOURCE MANAGEMENT

31. UPE11-0102 - (FIFTH DISTRICT)
- a) APPLICANT: Redwood Gospel Mission
 - b) APPELLANT: Redwood Gospel Mission
 - c) LOCATION: 1048 Wildrose Drive, Santa Rosa

REGULAR AFTERNOON CALENDAR (Continued)

Item #31 Continued

- d) ASSESSOR'S PARCEL NO.: 037-021-054
- e) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- f) REQUEST: Conduct a public hearing and consider adopting a Resolution to deny the appeal of the Board of Zoning Adjustments decision to approve a Use Permit.

2:47 P.M.

Present: Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department; and Melinda Grosh, Project Planner, Permit and Resource Management Department

Speaker: Rev. Jeffery Gilman, Executive Director, Redwood Gospel Mission

3:46 P.M. Public Hearing Opened

Lorraine M. Dickey
Rick Hall
David McGillicuddy
Tim Hughes
Steve Birdlebough

4:01 P.M. Public Hearing Closed

Straw Vote: Motion to continue to make a final decision in the consideration of adopting a Resolution upholding the appeal and thereby approving a request to expand an existing Use Permit by Redwood Gospel Mission for property located at 1048 Wildrose Drive, Santa Rosa; APN 037-021-054 (File No. UPE11-0102) to October 8, 2013 at 8:30 A.M. Direction given to staff to modify the BZA Alternative 3 for operational review to be included with the final resolution.

UNANIMOUS VOTE

Board Action: Adopt a Resolution continuing the final decision to October 8, 2013 at 8:30 A.M.
Approved by Resolution No. 13-0368

32. ADJOURNMENTS

4:37 P.M. the Board adjourned the meeting in memory of Evelyn Pollard, John J. Pupus, the Colorado flood victims and the Washington, D.C. Navy Yard victims. The meeting was adjourned to September 24, 2013 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano, Chief Deputy Clerk of the Board



County of Sonoma
Agenda Item
Summary Report

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

Agenda Item Number: 24
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Susan Gorin, 565-3752

Supervisorial District(s):

First District

Title: Appointment

Recommended Actions:

Appoint Marcia Kunde Mickelson to the Fair and Exposition Board at the pleasure of the Board (First District).

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

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):

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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:

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

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County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 25
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

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

Staff Name and Phone Number:

Rita Scardaci, 565-7876

Supervisorial District(s):

Countywide

Title: Community Health Needs Assessment

Recommended Actions:

Accept a report on the Community Health Needs Assessment for 2013-2016, a joint project of Sutter Medical Center of Santa Rosa, St. Joseph Health System – Sonoma County, Kaiser Permanente Medical Center – Santa Rosa, and the Department of Health Services.

Executive Summary:

In 1994, state law (SB 697) required not-for-profit hospitals to conduct a local needs assessment every three years and use that assessment as the basis for community health planning. The assessments, then conducted independently by each of the County's three largest hospitals, Sutter Medical Center of Santa Rosa, St. Joseph Health System – Sonoma County, and Kaiser Permanente Medical Center – Santa Rosa, were required to identify community health needs to guide the hospitals' mandated community benefit planning and investment activities.

In 2001, under the Health Care Leadership Council (HCLC), the three hospitals began to pool their resources to produce a joint Community Health Needs Assessment (CHNA). Two years later, the HCLC merged with Sonoma Health Alliance and the Sonoma County Department of Health Services joined the CHNA collaborative. In 2006, Healthysonoma.org began to provide a forum for communicating CHNA data, priorities and assess progress through tracking of various health indicators. In 2007, Health Action formed, rooting efforts to mobilize community partners to address priorities and gaps in health across Sonoma County in a network of leaders representing diverse sectors and geographic areas.

In 2013, the Affordable Care Act (ACA), began requiring not-for-profit hospitals throughout the United States to file their community health needs assessment with the Internal Revenue Service. ACA regulations include additional requirements to prioritize community health needs through a comprehensive review of local health data and the gathering of local community input. In 2014, each not-for-profit hospital will be required to prepare an implementation plan that shows how the hospital will use its community benefit resources and the assets of local communities to address the prioritized health needs.

In early 2013, the Department began a complementary data collection and analysis project with Social Science Resource Council (SSRC). On May 7, 2013 the Board approved a contract with SSRC to produce a detailed report titled *A Portrait of Sonoma County. A Portrait of Sonoma County*, which has an anticipated release date in Spring 2014, will include census tract level data on health, education, and income indicators that will support community and Department efforts to target resources in areas marked by significant health disparity.

Together, the CHNA and *A Portrait of Sonoma County* will support the County’s 2020 vision of becoming the healthiest county in California, the work of Health Action in community input and prioritization of need across the County, and the Department’s efforts related to public health accreditation.

2013 Community Needs Assessment

A broad range of community stakeholders provided input to the 2013 CHNA. Contributors to the 2013 CHNA included the Sonoma County Department of Health Services; Sonoma County Human Services Department; Sonoma County community health centers and hospital systems; Partnership HealthPlan of California; Santa Rosa Family Medicine Residency Program; community-based health and social services organizations such as Community Action Partnership, Drug Abuse Alternatives Center, and Northern California Center for Well-Being; Sonoma County Economic Development Board; Sonoma County Office of Education; and members of Sonoma Health Alliance.

Charged with assessing the health needs of Sonoma County residents and identifying critical areas for health improvement, the hospitals and Department gathered, analyzed, and summarized local data on community health status, and a variety of features and conditions that impact health, development, and quality of life.

The 2013 CHNA identified the following 13 health priorities:

1.	Healthy Eating and Physical Fitness	8.	Adverse Childhood Exposure to Stress (ACES)
2.	Gaps in Access to Primary Care	9.	Access to Health Care Coverage
3.	Access to Substance Use Disorder Services	10.	Tobacco Use Reduction
4.	Barriers to Healthy Aging	11.	Coordination and Integration of local health care system
5.	Access to Mental Health Services		
6.	Disparities in Educational Attainment	12.	Disparities in Dental Health
7.	Cardio Vascular Disease	13.	Breast, Lung and Colorectal Cancer Prevention

For each of the health priorities, the CHNA provides local data to document the key issues, identifies contributing factors, highlights local efforts to address the issue, and recommends improvement actions, detailed in the full report on file with the Clerk. Particular emphasis was given to health disparities and existing efforts around the County to address these important issues. For more information regarding the 2013 CHNA development process; demographics and leading health indicators; prioritized community health needs and next steps please see the attached Sonoma County Community Health Needs Assessment (2013-2016) Executive Summary. The report can be found on file with the Clerk of the Board, and online at:

<http://www.healthysonoma.org/index.php?module=Article&func=collection&cid=1>

2013 CHNA Use and Implementation

The CHNA points to numerous efforts already underway to improve health, while simultaneously identifying key areas of need. The CHNA will be used to develop Community Benefit Implementation strategies as required by the ACA. In addition, the CHNA participants are in a critical leadership position to engage in collaborative efforts through the Sonoma Health Alliance and Health Action to address health issues and to highlight the importance of these priorities across the community. The CHNA partners will present this information on October 10, 2013 at the Annual Latino Health Forum and each hospital's Board is scheduled to review and approve the plan prior to January 1, 2014.

The 2013 Community Health Needs Assessment and Portrait of Sonoma County

The ACA and the National Prevention Strategy shape, inform, and stimulate more effective and efficient community health improvement with prevention at the foundation of these efforts. The emphasis on prevention and elimination of health disparities is the platform to address basic issues of access, affordability, and quality tied to the social determinants of health. DHS is undertaking a complementary data collection effort to develop a Portrait of Sonoma County. This local data will specifically inform our knowledge related to key priorities identified in the Action Plan (2013-16) of Health Action: economic security, educational attainment, and health system improvement. This work is intended to serve two purposes: it is an additional component of our Department's accreditation process. Second, the effort will provide additional richness to our data sources on a local level, complementing the CHNA with data focused on broad, foundational drivers of health such as income and education. Together, the CHNA will provide a more complete picture of health in our County and move us to take action toward achieving our 2020 vision. The Department is simultaneously launching a community engagement plan to engage the Health Action Council leadership, Health Action Chapters, aligned initiatives, and community partners that both ensures a robust dialogue related to health disparity in Sonoma County alongside action-oriented steps to use data to drive long-term health outcome improvement that will position us to become the healthiest county in California.

Additional Information

Please visit www.healthysonoma.org for copies of each organization's implementation plan and for more information about community health issues in Sonoma County.

Prior Board Actions:

9-13-2008 – Accepted report on the Community Health Needs Assessment for 2008 through 2011

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

The Community Health Needs Assessment supports the Department's efforts in providing health services.

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):
 There is no fiscal impact associated with this item.

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:
 Executive Summary of Community Health Needs Assessment.

Related Items "On File" with the Clerk of the Board:
 Community Health Needs Assessment Sonoma County 2013-2016.

Sonoma County Community Health Needs Assessment

Sonoma County 2013–2016

I. EXECUTIVE SUMMARY

Since 1994, the Internal Revenue Service (IRS) has required not-for-profit hospital systems to report on charity care. In the mid-90's California passed state legislation (AB 697) requiring a community needs assessment every three years, and the development of a Community Benefit Plan that reports on both charity care and other community benefit activities. Beginning in 2009, the IRS also required not-for-profit hospitals to complete a needs assessment and prepare a Community Benefit Plan. The Affordable Care Act adds additional emphasis on incorporating community leaders, residents and public health experts in the development of the CHNA and that the CHNA be made available to the public online. In 2014, each not-for-profit hospital will also be required to prepare an implementation plan that shows how the hospital will use its community benefit resources and the assets of local communities to address the prioritized health needs.

The Sonoma County Community Needs Assessment 2013 is a collaborative effort by Sutter Medical Center of Santa Rosa, St. Joseph Health – Sonoma County, Kaiser Permanente Medical Center – Santa Rosa and the Sonoma County Department of Health Services to assess the health status of Sonoma County residents and to identify critical areas for health improvement. The 2013 Assessment continues a successful collaboration between the hospital partners and local health department, begun in 2000, to identify and jointly address significant community health issues.

Data Collection and Analysis

The goal of the CHNA data development process was to gather, analyze and summarize current local data on the residents of Sonoma County, their health status and the variety of features and conditions which impact their health, healthy development and quality of life. To accomplish this, the CHNA partners developed and utilized both primary and secondary data sources. Over the course of 6 months (April – September 2012), the partners conducted the following activities to create the 2013 Sonoma County CHNA:

- Developed a demographic summary of Sonoma County's current population along with population growth projections when available. Information is provided on a variety of demographic indicators including population distribution, age, ethnicity, income, healthcare coverage, education and employment.
- Assembled summary data from a variety of secondary sources identifying health behaviors and conditions that compromise the health and healthy development of children and contribute most prominently to illness and injury, disability and death for Sonoma County adults and children. Where known, information on contributing factors is presented along with each health indicator. Health disparities are highlighted.

- Conducted key informant interviews, community-based focus groups and a countywide random telephone survey to gather data on health status and elicit information on community health issues of greatest concern and perspectives on local opportunities to improve population health and/or the healthcare delivery system.

Results of the Community Needs Assessment Priority Setting Process

With completion of the information-gathering phase in September 2012, the Community Health Improvement (CHI) Committee convened a priority-setting session engaging 20 Sonoma County health leaders and experts to review the data and work together to select priority health issues for inclusion in CHNA document. Recommendations were developed using a set of selection criteria developed by the CHNA planning group along with information from the CHNA data profile, findings from the key informant, focus group and telephone survey and other local data sources.

The health priorities identified are:

- 1. Healthy eating and physical fitness.** Poor nutrition and lack of physical activity are driving a national and local obesity epidemic and are contributing to increasing rates chronic disease, disability and premature mortality in Sonoma County. Low-income children and families are especially at risk when they reside in neighborhoods that offer few options to obtain healthy, nutritious food or engage safely in physical activity. Expansion of current efforts in schools and communities to improve nutrition and fitness among youth and adults can help to reduce the growing burden of disease.
- 2. Gaps in access to primary care.** Strong primary care systems are associated with improved health outcomes and reduced health care costs. While most Sonoma County residents have a regular source of care and can access health care when they need it, too many do not. Those who are uninsured, low-income, or are members of racial and ethnic minorities are less likely to have an ongoing source of care and more likely to defer needed care, medicines and diagnostics, often at the cost of unnecessary suffering and poor health outcomes. Increasing access to affordable, prevention-focused primary care can help to eliminate health disparities and promote health and wellbeing.
- 3. Access to services for substance use disorders.** Treatment works. Early screening, intervention and appropriate treatment for harmful substance use and addiction behaviors is critical to intervening with teens, pregnant women and others who can benefit from treatment. Unfortunately, despite increasing levels of addiction, access to substance abuse treatment in Sonoma County is severely limited for low-income individuals without healthcare coverage. Insuring timely access to culturally competent substance abuse treatment, tailored to the specific needs of those seeking help can break the cycle of addiction and benefit individuals, families and the community.

- 4. Barriers to healthy aging.** People over 60 now make up a larger proportion of the population of Sonoma County than ever before. As growth in this population continues, it will challenge families and communities to provide the support seniors need to stay healthy, safe, engaged and independent. Current senior service “systems” are fragmented, under-funded and often difficult for seniors and their families to understand and utilize. Low-income seniors are especially at risk for neglect, abuse and isolation. Lack of adequate, local supportive services often result in early institutionalization, poor health outcomes and reduced quality of life for many vulnerable seniors. Further development of community-based systems of services and supports for seniors can improve health outcomes and quality of life and significantly reduce costs for long-term institutional care.
- 5. Access to mental health services.** Many mental health problems can be effectively treated and managed with access to early detection, assessment, and links with ongoing treatment and supports. In Sonoma County, however, many individuals with mental health concerns do not have access to the treatment they need based on income. Insufficient private insurance coverage for mental health services and insufficient availability of publicly-funded treatment services are significant barriers for many who seek mental health services and support. Lack of an integrated approach to mental health within the health care system can lead to missed opportunities for early problem identification and prevention.
- 6. Disparities in educational attainment.** Educational attainment is the single greatest predictor of both income and employment status in later life and both factors are powerful determinants of health and wellbeing. In Sonoma County, Hispanics currently lag behind their White counterparts in educational attainment at all levels. Just over 6% of Whites do not have a high school diploma as compared with 45.9% of the Hispanic population. Among current students, 93.6% of White 9th - graders graduate from high school 4 years later as compared with only 64.4% of Latino students.
- 7. Cardio vascular disease.** Cardiovascular disease is the third leading cause of death for people ages 18-59 in Sonoma County. For residents, age 60 and older, coronary heart disease and stroke are the second and third most common cause of death, behind cancer. Major behavioral contributors to cardiovascular disease include tobacco use, physical inactivity, unhealthy diet and harmful use of alcohol. Education and prevention efforts targeting these “lifestyle” choices and behaviors should be expanded along with continued emphasis on early detection and management of chronic disease.
- 8. Adverse childhood exposure to stress (ACES).** “Adverse childhood experiences (ACES),” a variety of ongoing conditions or events that can be categorized as recurrent childhood trauma, have been documented to lead to health and social problems, risk-taking behaviors and a shortened lifespan for the adults who survive them. ACES have been

linked to a range of adverse health outcomes in adulthood, including substance abuse, depression, cardiovascular disease, diabetes, cancer, and premature mortality. The prevalence of ACES underscores the need for additional efforts to reduce and prevent child maltreatment and associated family dysfunction and the need for further development and dissemination of trauma-focused services to treat stress-related health outcomes associated with ACES.

- 9. Access to health care coverage.** Insuring access to affordable, quality health care services is important to protecting both individual and population health, eliminating health disparities and promoting overall quality of life in the community. The cost of both routine and emergency care for uninsured patients can be financially devastating. Individuals without health care insurance coverage may defer needed care, diagnostics and medicines for themselves and their families and may, as a result, experience higher rates of preventable illness, suffering, disability and mortality than those who have insurance. While a significant portion of Sonoma County's uninsured population will be eligible for more affordable health care coverage under health care reform, financial barriers may still exist for low-wage earners who are unable to meet premium requirements. And, undocumented individuals will continue to be ineligible for publicly-funded coverage, leaving many individuals and families vulnerable.
- 10. Tobacco use.** Approximately one-third of all tobacco-using Americans will die prematurely from lung cancer, emphysema, cardio-vascular disease and other causes related to their dependence on tobacco. Chewing tobacco is a principal contributor to oral cancers. Most smokers become addicted before the age of 19. Those who start smoking young are more likely to have difficulty quitting and more likely to develop smoking-related illness and disability. Sonoma County's adult smoking rate does not meet the Healthy People 2020 target and is higher than the California average. Smoking rates for teens also exceeds both national and state-level benchmarks. Education programs to prevent smoking initiation among youth should be strengthened along with efforts to expand access to cessation programs for both youth and adults.
- 11. Coordination and integration of local health care system.** Integration of health care services may take a variety of forms, but essentially consists of the coordination of care to reduce fragmentation and unnecessary use of services, prevent avoidable conditions, and promote independence and self-care. The ability of care providers to effectively develop and use Electronic Medical Records will be critical to the coordination and integration of care. The Affordable Care Act expands health care coverage options for more Sonoma County residents. To maximize resources and provide high quality health care for newly insured patients and those already established in care, local health care services must be better coordinated and integrated with an emphasis on those most

vulnerable – the aged, those living in poverty or geographic isolation and those with multiple disabilities.

- 12. Disparities in oral health.** Poor oral health status can threaten the health and healthy development of young children and compromise the health and wellbeing of adults. Low-income children suffer disproportionately from dental caries in Sonoma County. Low-income residents have few options for affordable oral health care and even those with insurance find access to preventive services severely limited. Fluoridated drinking water has proven to be an effective public health measure for prevention of tooth decay, yet only 3% of the public water supply in Sonoma County is fluoridated. Among the cities, only Healdsburg fluoridates its water. Stronger prevention initiatives and expanded access to prevention-focused oral health care are critical to protecting the health and wellbeing of low-income children and adults.
- 13. Breast, lung and colorectal cancer.** With the exception of stomach cancer, Sonoma County's all-cancer incidence is higher than the California rate. Research shows that routine screening for certain cancers, including breast, cervical and colorectal cancers, can increase detection at an early and often treatable stage, thereby reducing morbidity and mortality. Breast, lung and colorectal cancer were identified as priorities because they are significant contributors to morbidity and mortality in Sonoma County and present significant opportunities for early detection through expanded education and screening.

Health Priority Summaries and Community Assets

Summaries were prepared for each of the thirteen top priorities. The summaries highlight the rationale for selecting each issue as a priority and include a list of identified community assets which present opportunities for collaboration and leveraging to address each selected issue.

Next Steps

The purpose of the Community Health Needs Assessment (CHNA) 2013-2016 is to document key information on the health and well being of Sonoma County residents. The CHNA will be used by the hospital partners to develop Community Benefit implementation strategies as required by the Affordable Care Act (ACA). The CHNA will also be made available as a resource to the broader community. It is hoped that, in this way, the CHNA be a useful resource for further communitywide health improvement efforts.

Please visit www.healthysonoma.org <<http://www.healthysonoma.org>> for copies of each organization's implementation plan and for more information about community health issues in Sonoma County.



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 26
(This Section for use by Clerk of the Board Only.)

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

To: Sonoma County Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): Human Resources – Commission on the Status of Women

Staff Name and Phone Number:

Christina Cramer, 707-565-2988

Supervisorial District(s):

Title: Commission on the Status of Women 2013-2015 Biennial Work Plan

Recommended Actions:

Approve the CSW 2013-2015 Biennial Work Plan.

Executive Summary:

Background:

The Sonoma County Commission on the Status of Women was established by the Board of Supervisors in 1975. The Commission was charged with the task of eliminating discrimination and prejudice on the basis of sex in the areas of education, employment, health, housing, community services and other related fields. The Commission is requesting Board approval of its 2013-2015 Biennial Work Plan.

CSW 2013-2015 BIENNIAL WORK PLAN

The Commissioners developed a focused plan for 2013-2015.

The Commission continues to discuss and re-addressed priorities, goals and commitments to the women and girls in Sonoma County and their ability to meet the goals of the Commission. Mindful of limited human power, the Commission has chosen to focus on a few key goals for the upcoming year.

The following committees have been identified to carry out the work of the Commission:

- Junior Commissioners – this program, a cornerstone of the Commission’s work, will continue providing high school age girls with the opportunity to learn and engage in civic, community and human activities and projects.
- Women’s History Luncheon – The Commission will host its fourth annual luncheon to recognize women whose work has impacted the status of women and girls in the County in positive ways.
- Marketing – We continue to look for meaningful methods of increasing the visibility of the Commission

with a marketing committee who will develop and coordinate social media tools and other means of informing the public of events and efforts of the Commission.

- Focus Groups – The Commission will hold local community focus groups, at least one in each district, at which we will learn what issues are impacting and of interest to the women and girls of this County. We will take that information, combine it with reputable statistics and, in two years’ time, hope to have a report that accurately shows the Status of Women in Sonoma County. This year we will focus on data collection and next, on synthesizing that data and writing the report.

In addition to the Committee work, Commissioners will continue current activities:

- Legislation – Stay apprised of legislation for possible impact on women and girls and will bring those items to the attention of the whole Commission for possible action.
- Human Trafficking prevention – Stay informed about the work being done by numerous organizations in the community and determine if the Commission can assist in this effort.
- Elder Abuse and Domestic Violence Prevention – Attend local meetings to determine if the Commission can assist in this effort.
- Domestic Violence Awareness – Attend local meetings and inform the Commission of the various activities on this subject.
- Membership with Association of California Commissions of Women-ACCW.
- Host monthly speakers from organizations and agencies.

The Commission continues to provide meaningful oversight in Sonoma County regarding issues affecting women and girls. The Commission looks forward to reaching out to the community to learn what issues are directly impacting women and girls in this County and being able to present that information, not only to the Board of Supervisors, but to the rest of the County as well. The Commissioners are honored to be a part of this Commission and look forward the work ahead.

Prior Board Actions:

10/18/11 – Board of Supervisors approved and accepted The Commission on the Status of Women’s 2011-2013 Biennial Work Plan. CSW Work Plans have been approved biennially since 2003.

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):
 None.

Attachments:
 Attachment A – CSW Biennial Work Plan for 2013-2015

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

Sonoma County
Commission on the Status of Women
Biennial Work Plan for Fiscal Year 2013-2015

Mission Statement: The purpose of the Commission on the Status of Women is to promote equal rights and opportunities that enhance the quality of life for all women and girls and to address issues of discrimination and prejudice that negatively affect women in Sonoma County.

The Commission's Ordinance defines the general role of the Commission as studying prejudice; consulting with public agencies and referring matters as appropriate; disseminating information related to discrimination and prejudice; initiating inquires; and recommending programs. The Commission has identified its duties, consistent with the Ordinance, as follows:

- Study, research, report and disseminate information on the needs of women and girls in the County, as well as on conditions that demonstrate discrimination or prejudice affecting them.
- Advocate for women and girls.
- Consult, cooperate with, and recommend to the Board of Supervisors, and other appropriate public agencies, procedures, programs or legislation necessary to promote and ensure equal rights and opportunities for women and girls.
- Highlight the often unrecognized contributions of women and girls throughout all sectors of our community.
- Refer Sonoma County residents to appropriate resources for help and assistance with inquiries and issues involving discrimination or prejudice on account of gender.

Review of Achievements - 2012-2013

1. Junior Commissioner Project: Commissioners guided 16 high-school age students in learning about the Commission, issues affecting women and girls, relevant legislation and local government, in an effort to better prepare them for leadership roles in their communities. The Junior Commissioners also worked on individual or small group projects, gathering information regarding specific issues relevant to them, distilling the data gathered, putting in a written form and presenting it directly to State legislators, members of this Board and members of the community. The subjects of these projects ranged from how the definition of rape in the minds of teenagers has changed (or not) over the years to whether teens felt influenced by society's opinions regarding gender roles.
2. Women Honoring Women in Women's History Month: In 2013, the Commission hosted its third annual women's appreciation luncheon and award ceremony, Women Honoring Women. Honorees in 2013 were: Chris Castillo, Executive Director of Verity Rape Crisis & Trauma Center; Dana Bryant, Executive Director and Founder of Crossing the Jordan, who brought a handful of young women Verity had helped escape the clutches of human trafficking; and Professor Lynn Cominsky, PhD, Chair of the Physics and Astronomy Department of Sonoma State University. Special recognition was also given to Helen

Rudee, Sonoma County's first female Supervisor. Our next event will be in March, 2014, and again, nominations for women to recognize will be solicited from the public.

3. Increased outreach efforts: The Commission's logo was updated and we invested in banners and brochures that detail our existence, purpose and role in the community. We began tabling at events, talking to people, one on one, to let them know what we do.
4. In 2012-2013, liaisons worked to reach out in the community and gather information that was then brought back to the Commission for possible further action. Those liaisons were in the following subject areas:
 1. Legislation – Stay apprised of legislation being considered at the State and Federal level that would impact women and girls in this County. Commissioners would then write letters encouraging that certain action be taken regarding this legislation.
 2. Human Trafficking – Stay informed about the work being done by numerous organizations in this community regarding this issue and determine if the Commission can help those organizations achieve their goals.
 3. Elder Abuse – By attending local meetings regarding elder abuse prevention and learning about the issue of elder abuse, generally, this liaison reports to the Commission on these issues and the Commission can then discuss if there is any action it can take to help further eliminate elder abuse.
 4. Domestic Violence Awareness - This liaison attends local meetings to learn what local organizations are doing to ensure that the issues surrounding domestic violence are not forgotten and apprises the Commission of these activities.
5. The Commission continued to host speakers at monthly meetings, hearing from representatives of organizations, and individuals, concerned with specific women's issues.

2013-2015 CSW WORK PLAN

The Commissioners developed one of its most focused plans for 2013-2015.

The Commission continues to discuss and re-address priorities, goals and commitments to the women and girls in Sonoma County and the ability of the Commissioners to meet the goals of the Commission. Mindful of limited human power, the Commission has chosen to focus on a few key goals for the upcoming years.

The following will comprise our emphasis for the upcoming year:

- Junior Commissioners – This program, a cornerstone of the Commission's work, will follow the timeline that was established last year, starting later and ending earlier than in the past. This change allowed the students to complete the program during the academic year and, importantly, finish their project before their attention as diverted to final exams. Each year the Junior Commissioners work to improve a particular bedroom in the YWCA safehouse, adding carpet, repainting, staining furniture, etc. This year the Junior Commissioners will discuss starting on another bedroom in the safehouse or possibly another community project entirely. Efforts will be made to coordinate meetings for the

Junior Commissioners to meet with State representatives, either in local offices or in Sacramento.

- Women's Honoring Women Luncheon – The Commission will host its fourth annual luncheon to recognize women whose work has impacted the status of women and girls in the County in positive ways. As in prior years, all proceeds from this event will go towards funding a scholarship fund the Commission established with the Junior College. (The scholarship is awarded annually to a female re-entry student.)
- Marketing – We will continue to look for meaningful methods of increasing the visibility of the Commission and the work we do including setting up a Facebook page, continuing to issue press releases for our events and finding opportunities for tabling.
- Focus Groups – In 2007, the Commission published a lengthy report detailing the status of women and girls in the County. As informative as that document is, it is based on data from 2005, the data is now outdated. The Commission has decided to put a great deal of its energy this year into gathering new data for an updated report. Not only will we be looking at statistics provided by reputable sources, such as the US Census Bureau, but we will also be holding community outreach events, at least one in each district, at which we will be reaching out to the community and learning from them directly, what is important to them and what issues they face. Only when we listen to the community can we learn how best direct our efforts to help the community and better do our jobs representing that same community. We know that gathering information will take time and plan on having all information gathering completed by the end of our 2013-2014 year so that the following year can be focused on drafting a new, updated, report on the status of women in Sonoma County.
- Our liaisons will continue their work, reaching out to specific segments of the community and relevant organizations to report back to the Commission on specific issues regarding elder abuse, domestic violence awareness, and human trafficking.

The Commission continues to provide meaningful oversight in Sonoma County regarding issues affecting women and girls. The Commission looks forward to reaching out to the community to learn what issues are directly impacting women and girls in this County and being able to present that information, not only to the Board of Supervisors, but to the rest of the County as well. We are honored to be a part of this Commission and look forward the work we have ahead of us.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 27
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator and Sonoma County Fair

Staff Name and Phone Number:

Tawny Tesconi 545-4218

Supervisorial District(s):

All

Title: Sonoma County Fair and Temporary Employees

Recommended Actions:

Accept report on the status of temporary employees of the Sonoma County Fair & Exposition, Inc., a non-profit corporation

Executive Summary:

This report responds to the recent request from the Board of Supervisors for the County Administrator and Fair Manager to provide a report on the status of Fair employees.

Since 1955, the Board has contracted with the Sonoma County Fair and Exposition, Inc. herein called the non-profit corporation, to operate the Sonoma County Fair. The latest contract, effective from October 2010 through September 2015 notes that the Fair has been "authorized and appointed County's agent for the purpose of managing, using, possessing, and operating" the Fair and Fairgrounds. Section 17 of the contract states that all permanent employees of the Fair are County employees.

During the 16-day County Fair, approximately 600 temporary employees are hired by the non-profit corporation. Typically the temporary positions include: ticket seller, ticket taker, usher, special events staff, janitor, maintenance worker, greeter, parking seller, parking flagger, building monitors, exhibit staff, and livestock crew. Hiring temporary workers allows the Fair to meet the peak demand of the event.

The non-profit temporary employees are not covered by the County's Memoranda of Understanding with labor organizations or the Salary Resolution. The Personnel Policy distinguishes between permanent employees and temporary or seasonal employees. Under the Fair's Policy, permanent employees are County employees, but seasonal or temporary employees are not County employees; they are employees of the non-profit corporation. The Fair personnel policy also explicitly states that as seasonal employees, the Fair Manager sets their compensation. Also, the County's HR Department

recruits permanent employees for the Fair, but it does not do any of the recruitment for the Fair's temporary or seasonal employees. The non-profit's temporary or seasonal employees are not paid through the County payroll system. They are paid by the non-profit corporation through an outside payroll processor, not the County system used to pay the Fair's permanent employees.

Wages for temporary employees range from \$8 to \$30 per hour, with most in the \$8 - \$10 range. In 2013, different from other years, the Fair decided to not pay overtime for temporary employees. This is permitted as the Fair comes under Section 13(a)(3) of the Fair Labor Standards Act (FLSA), which provides overtime rules for seasonal amusement or recreational establishments when, as is the case with the Fair, revenues during the peak season are substantially higher than during the off-peak season. These provisions allow these establishments to pay straight time for all hours worked over 8 hours a day or 40 hours in a week; further explanation is included in the attached Fact Sheet. On an annual basis, the State Division of Fairs and Expositions validates the eligibility of every Fair in the State for this provision in the FLSA. The Sonoma County Fair, along with a majority of the fairs in the State, was validated this year. Out of 63 Fairs polled in the State, 46 use the exemption. The others who do not use the exemption report that they only authorize a limited amount of overtime and tightly control hours worked by temporary employees.

Consistent with the Fair Labor Standards Act, Fair employees work a 6 day week during the County Fair, with most of the shifts ranging from 7-9 hours per day. Because the schedule of the County Fair includes an all-day closure on Mondays, the amount of time requested of employees does not substantially exceed a normal 40 hour work-week. All temporary employees sign an acknowledgement about this exemption, and no temporary employees are required to work overtime.

The cost of paying overtime to the temporary Fair employees would vary depending on the number of hours of overtime worked. For the 2013 Fair, staff estimated that the total in overtime would be approximately \$26,000. However, if the Fair was required to pay overtime, it would substantially reduce the availability of this option, and instead hire additional temporary staff to cover the necessary hours. Thus, the temporary staff who volunteers to work overtime would not have the opportunity since the Fair would hire more workers to cover the extra shifts.

In December 2012, when the 2013 Fair budget was discussed and approved by the Board of Supervisors, it was the Fair Board's belief that the Board of Supervisors requested a a more sustainable business plan to allow for annual operating surpluses and the elimination of the long-term debt associated with major capital improvements.

The Fair is currently researching and compiling information on this topic which will be considered during the 2014 calendar year budget preparation and the Department representatives will discuss this topic as part of their Board of Supervisors agenda item in December when the Fair's 2014 budget is presented for discussion and approval.

Prior Board Actions:

1955 and periodically since then, most recently in 2010: Contracted with Sonoma County Fair and Exposition, Inc. for operation of the County Fair and management of the County Fairgrounds.

Strategic Plan Alignment		Goal 4: Civic Services and Engagement	
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):			
There is no financial impact from accepting this report.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Fact Sheet on FLSA Exemption			
Related Items "On File" with the Clerk of the Board:			
2010 Agreement between the County and Sonoma County Fair and Exposition, Inc. Fair Personnel Policy			

Fact Sheet #18: Section 13(a)(3) Exemption for Seasonal Amusement or Recreational Establishments Under the Fair Labor Standards Act (FLSA)

The [FLSA](#) requires that most employees in the United States be paid at least the federal [minimum wage](#) and [overtime pay](#) at time and one-half the regular rate of pay after 40 hours in a workweek. In addition, the law includes [youth employment](#) and [recordkeeping](#) provisions. However, the Act provides some specific exemptions from these requirements for employees employed by certain establishments and in certain occupations. This fact sheet provides general information concerning the application of the Section 13(a)(3) exemption from [minimum wage](#) and [overtime pay](#) to seasonal and recreational establishments under the FLSA.

Some State wage laws may not recognize or permit the application of this exemption, and since an employer must comply with the most stringent of the State or Federal provisions, it is strongly recommended that [State laws](#) be reviewed prior to applying this exemption.

General Provisions of Section 13(a)(3)

Section 13(a)(3) provides an exemption from the [minimum wage](#) and [overtime](#) provisions of the FLSA for "any employee employed by an establishment which is an amusement or recreational establishment, if (A) it does not operate for more than seven months in any calendar year, or (B) during the preceding calendar year, its average receipts for any six months of such year were not more than 33-1/3 per centum of its average receipts for the other six months of such year."

Tests for the Exemption

(a) An "amusement or recreational establishment" will be exempt under Section 13(a)(3) of the Act if it meets either Test (A) or Test (B) as explained in the following paragraphs.

(b) "Does not operate for more than seven months in any calendar year." Whether an amusement or recreational establishment "operates" during a particular month is a question of fact, and depends on whether it operates as an amusement or recreational establishment. If an establishment engages only in such activities as maintenance operations or ordering supplies during the "off season" it is not considered to be operating for purposes of the exemption.

(c) 33-1/3 % Test. Because the language of the statute refers to receipts for any six months (not necessarily consecutive months), the monthly average based on total receipts for the six individual months in which the receipts were smallest should be tested against the monthly average for six individual months when the receipts were largest to determine whether this test is met. To illustrate:

An amusement or recreational establishment operated for nine months in the preceding calendar year. The establishment was closed during December, January and February. The total receipts for May, June, July, August, September and October (the six months in which the receipts were largest) totaled \$260,000, a monthly average of \$43,333; the total receipts for the other six months totaled \$75,000, a monthly average of \$12,500. Because the average receipts of the latter six months were not more than 33-1/3% of the average receipts for the other six months of the year, the Section 13(a)(3) exemption would apply.

"Employed by" an Exempt Establishment

For purposes of applying Section 13(a)(3), the general principles set forth in IB 779.307 - 779.311 apply. Thus an employee, to be exempt, must be "employed by" the exempt establishment. If the concessionaire and host establishment constitute a single establishment, as is usually the case, the tests apply on the basis of all the operations of the establishment, including those of the concessionaire. Central functions of an organization operating more than one such establishment, as in the case of employees of a central office, warehouse, garage, or commissary which serves a chain of exempt "amusement or recreational" establishments would not be within the exemption under Section 13(a)(3).

"Receipts" of a publicly operated amusement or recreational establishment. Section 13(a)(3) contains certain percentage tests for "receipts" of the establishment. As used here, receipts are fees from admissions. A publicly operated amusement or recreational establishment whose operating costs are met wholly or primarily from tax funds would fail to qualify under Section 13(a)(3)(B).

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 28
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: October 8, 2013

Vote Requirement: Majority

Department or Agency Name(s): County Administrator, Fire and Emergency Services, Health Services

Staff Name and Phone Number:

Chris Thomas, Peter Rumble x 2431

Supervisorial District(s):

Two and Three

Title: Fire and Emergency Medical Services for Graton Casino Opening

Recommended Actions:

Receive a presentation on the opening of the Federated Indians of the Graton Rancheria Casino and Authorize the Chair to execute agreements with Sonoma County Central Fire Authority, Rancho Adobe Fire Protection District, City of Rohnert Park, and American Medical Response totaling for the provision of fire and emergency medical services associated with the opening of the Federated Indians of the Graton Rancheria Casino for the period of November 1, 2013 to June 30, 2014

Executive Summary:

This item requests authority to mitigate the fire and emergency services impacts of the opening of the Federated Indians of the Graton Rancheria casino through four contracts with providers in the area. Mitigation will include added resources on site at the casino and staged in other locations to handle an expected increase in calls for fire and emergency services. The contracts are on a time and materials basis since the actual increase in calls for services can only be estimated at this time and are expected to vary from day to day after the opening until a more regular pattern is established over time. Together the payments under the contracts will not exceed \$1.5 million in total and are to be in place for the remainder of the fiscal year.

The funding to pay for these additional services comes from the monies forwarded to the County pursuant to the agreement reached with the Federated Indians of the Graton Rancheria and approved by the Board of Supervisors in October 2012. This agreement advanced \$1.5 million to the County before beginning of the casino operations in order to pay for costs necessary to ramp up and provide fire and emergency medical services.

Background

The Federated Indians of the Graton Rancheria are in the process of building a resort and casino which will develop approximately 66 acres of a 254-acre site held in trust for the tribe by the federal

government. This site is located between Wilfred Avenue, Business Park Drive, and Labath and Langner Avenues in the unincorporated county adjacent to the City of Rohnert Park. The project is being constructed in two phases and, if fully built-out, will total approximately 534,900 square feet. Phase I is approximately 317,750 sq. ft. of casino and entertainment space, with approximately 100,000 sq. ft. dedicated to gaming, including up to 3,000 slot machines. Entertainment space will include numerous restaurants and bars, a nightclub, lounge, and banquet facilities. Phase II will add a 200-room hotel, pool, and spa. The project will include one or more multi-level parking structures and surface parking for a total of approximately 5,511 spaces. The casino portion of Phase I is expected to be open to the public by approximately November 5, 2013.

Pursuant to the terms of the compact between the state and the tribe which provides for gaming in this development, the tribe and the County negotiated an agreement to mitigate the environmental impacts associated with this project to be funded by the revenues generated by the project. This agreement, approved by the Board of Supervisors in October of 2012, contains provisions for non-recurring mitigation payments to the County for law enforcement, fire and emergency services, tribal relations, and traffic mitigation prior to the opening of the casino for gaming. These payments were to provide the County with the funding to prepare for the opening in adding staffing and related costs and to cover the period of operation before on-going revenues generated by the project are received to pay for services going forward. Regular on-going payments per the agreement are expected in the beginning of FY 14-15. The non-recurring payments received in advance of the casino opening are accounted for by reducing the on-going payments over three years after the first full year that the casino is in operation.

While these non-recurring payments were included in the development of the FY 13-14 budget in total, the \$1.5 million for fire and emergency services impacts was to be provided to the four fire agencies responsible for services in the vicinity of the casino in a manner to be determined by the County. These four fire agencies are: the Sonoma County Central Fire Authority (Central Fire), the Rancho Adobe Fire Protection District (Rancho Adobe), the City of Rohnert Park, and the Sonoma County Fire and Emergency Services and they all operate in a mutual aid system to ensure emergency response coverage is provided in the area.

Planning Efforts

Staff of the Coastal Valleys Emergency Medical Services Agency, American Medical Response (the ambulance provider in the area), REDCOM (the fire and emergency dispatch provider), and the County Administrator's office have been meeting with representatives of the casino to develop the plans for providing and coordinating fire and emergency services for the opening of the casino and beyond, including the needed resources to ensure the services provided to citizens today are not diminished. In addition, plans are also to address adding or subtracting resources as necessary since the actual increased number of calls for service associated with the casino can only be estimated at this time and will vary from day to day until a more regular pattern emerges.

Since many calls for emergency service are medical in nature and to avoid adding unnecessary traffic to provide for initial response during the opening period of the casino, the current model calls for both fire and emergency medical personnel to be present on site, similar to many large scale public events or venues like the fairgrounds or the Sonoma Raceway. The onsite fire resources will be provided on a

rotating basis by Central Fire, Rancho Adobe, and Rohnert Park and the additional paramedics and emergency medical personnel will be provided by American Medical Response under contract to County Fire and Emergency Services. County Fire and Emergency Services will also provide any hazardous materials response services as necessary. The number and location of these additional resources on site as well as others staged off site in the area will be adjusted in accordance with an Incident Action Plan that is currently under more detailed development consistent with fire and emergency response protocols. The approach for development and implementation of the plan is collaborative and focused on a unified command model, common and effective in the fire service for managing a multi-agency effort in response to emergency events. The number of resources anticipated to be needed is based upon information from similar casino operations and an analysis of service level impacts on the surrounding agencies combined with the traffic impacts from the environmental analysis conducted for the project. This information is included on file with the clerk.

Contracts

This item authorizes the Chair to execute time and material cost based agreements (included as attachments) with the three external fire agencies and, through County Fire and Emergency Services, an agreement with American Medical Response. American Medical Response was chosen for this set of services since they are the ambulance and emergency medical services provider in the core area of the county, including the area in and around the casino site, and are best positioned to increase or decrease resources needed at the site dynamically in response to changes in calls for services.

The agreements anticipate approximately equal amounts of time from each of the three fire agencies for first response. More time is anticipated for the other emergency medical personnel in order to perform overall medical oversight and continuity of care until any needed transport occurs.

Authorization to execute the agreements today, in advance of a final Incident Action Plan, is needed in order to allow each of the agencies time to adjust staff schedules and provide for the additional resources necessary for the opening.

Next Steps

Staff will continue to work closely together and with casino personnel to refine the incident action plan for use with the opening. Staff will also return in the October Consolidated Budget Adjustments with budgetary adjustments in County Fire and Emergency Services to handle the contract with American Medical Response. During the initial opening weeks, staff will monitor the resources used and provide regular status reports to the Board. In addition, staff will include an update in the January mid-year report on the activities to date and the projections for the on-going resources needed once a more regular pattern of calls for services is established. Adjustments to the agreements to address the on-going resources needed will be brought forward before the end of the fiscal year. It is anticipated that these will include permanent staffing adjustments for one or more of the agencies as well as potentially contributions toward equipment replacement, facility improvements and/or other operational costs over time.

Prior Board Actions:			
Approved the Intergovernmental Mitigation Agreement – October 2012			
Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community			
This facilitates implementation of mitigation for the health and safety impacts of the casino by providing funding and coordination for additional public safety resources for fire and emergency medical services.			
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ \$1.5 million	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ \$1.5 million
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ \$1.5 million	Total Sources	\$ \$1.5 million
Narrative Explanation of Fiscal Impacts (If Required):			
<p>\$1.5 million in mitigation payments from the Federated Indians of the Graton Rancheria (75% received to date) is provided to four agencies for additional staffing and related costs to cover increased demand for services anticipated with the opening (and operation through the end of the County fiscal year) of the casino</p>			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
No staffing changes for county agencies, just in agencies providing services under agreement with the County.			
Attachments:			
Draft agreements; Draft analysis report for Fire and Emergency Services Associated with the Federated Indians of the Graton Rancheria Casino, Traffic Information from Environmental Analysis on the Casino Project			
Related Items "On File" with the Clerk of the Board:			



MEDICAL STANDBY SERVICES AGREEMENT

THIS AGREEMENT is made between the American Medical Response company (“AMR”) and County of Sonoma (the “Customer”) set out on the signature page of this Agreement. This Agreement is effective as of the Commencement Date as defined in Schedule “A”.

WHEREAS, AMR is in the business of providing medical standby and medical transportation services;

WHEREAS, Customer has conducted an analysis of its medical standby and medical transportation needs, and has determined that such needs will be best met through a medical standby agreement with AMR;

NOW, THEREFORE, AMR and Customer do hereby agree as follows:

1. **Provision of Services.** AMR will provide the ambulance medical standby services described in Schedule “A” hereto (the “Services”) to Customer on the terms and conditions specified herein for the venues or events described in Schedule “A” (the “Venues”). AMR agrees to supply the ambulance(s), personnel described on Schedule “A” and radios to communicate with the applicable emergency medical services agencies and communication centers. Customer agrees to supply radios for internal communications between AMR personnel and Customer personnel if desired by Customer.
2. **Compliance.** The parties will comply in all material respects with all applicable federal, state and local laws and regulations, including the federal Anti-kickback Statute. AMR’s ambulances will conform to applicable state and local regulations for medical equipment for ambulances and be duly licensed for the transportation of patients. All personnel providing Services will be licensed or certified at the level specified on Schedule “A”, as required by applicable law.
3. **Standards.** The Services shall be provided in accordance with prevailing industry standards of quality and care applicable to the emergency medical services industry.
4. **Scheduling of Services and Responsibilities of Customer.** During the term of this Agreement, and all extensions thereto, Customer agrees to:
 - a. Provide a written plan, referred to as the Incident Action Plan at least three (3) days in advance of the opening of the casino of the Federated Indians of the Graton Rancheria and any approved updates to the plan thereafter at the same time and in the same manner as provided to other agencies providing services under the plan.
 - b. Provide a secure area, to be agreed upon mutually by AMR and Sonoma County Fire and Emergency Services, for parking AMR’s vehicles during each event. The parking area must provide for reasonable access in order to facilitate the timely transportation of any patients who require medical transportation.
5. **Compensation and Billing.** The Customer will pay AMR the amounts set out in Schedule “A” for Services set forth therein. Payment shall be due within thirty (30) days of receipt of invoice by Customer. Any payments not timely made shall accrue interest at the rate of twelve percent (12%) per annum. In addition, AMR shall be solely entitled to bill any ill or injured patrons, employees, event performers or other patients (collectively, “Patients”) requiring medical transportation, and any responsible third party payor, including workers’ compensation carriers, for medical transport that may result from the Services. AMR agrees that the rates to be billed to Patients or third party payors shall comply with applicable laws. AMR shall be solely entitled to all collections resulting from such billing.
6. **Indemnification.** Each party will indemnify and hold the other party harmless from and against liability claims resulting from or alleged to result from any negligence or willful misconduct of the indemnifying party related to the performance of this Agreement.
7. **Insurance.** AMR represents that it has and will maintain comprehensive automobile insurance, comprehensive general liability insurance, and professional liability insurance all in minimum amounts that are customary and usual within the emergency medical services industry and workers’ compensation insurance in the statutory required amounts.
8. **Record Retention.** AMR will retain books and records respecting Services rendered to Patients for the time periods required under all applicable laws (including the requirements of the Secretary of Health and Human Services (“HHS”)) and allow access to such books and records by duly authorized agents of the Secretary of HHS, the Comptroller General and others to the extent required by law.
9. **Term.** The initial term of this Agreement shall commence on the Commencement Date set out in Schedule “A” hereof and end on the Expiration Date. The initial term and all renewal periods that the parties may agree to shall be cumulatively referred to as the “Term”.
10. **Termination.** Each party may terminate this Agreement at any time, without cause and at its sole discretion, upon thirty (30) days written notice to the other party. In addition to the foregoing: (i) AMR may terminate this Agreement upon

a default by the Customer in the payment of monies due and owing to AMR if such breach is not cured within ten (10) days of notice thereof to the Customer; (ii) the Customer may terminate this Agreement immediately upon notice to AMR following AMR's loss or suspension of licensure necessary for the provision of the Services.

11. **Notices.** Any notice required or permitted by this Agreement shall be in writing and shall be delivered as follows, with notice deemed given as indicated: (a) by personal delivery, when delivered personally; (b) by overnight courier, upon written verification of receipt; (c) by facsimile transmission, upon acknowledgment of receipt of electronic transmission; or (d) by certified or registered mail, return receipt requested, upon verification of receipt. Notice shall be sent to the following addresses:

If to Customer:

County of Sonoma
ATTN: Director – Fire and Emergency Services
2300 County Center Drive, Suite 220B
Santa Rosa, CA 95403

If to AMR:

General Manager
American Medical Response, West
930 South A Street
Santa Rosa, CA 95404

With Mandatory Copy to:

Legal Department
American Medical Response, Inc.
6200 South Syracuse Way, Suite 200
Greenwood Village, Colorado 80111

12. **Confidentiality.** All information with respect to the operations and business of a party (including the rates charged hereunder) and any other information considered to be and treated as confidential by that party gained during the negotiation or Term of this Agreement will be held in confidence by the other party and will not be divulged to any unauthorized person without prior written consent of the other party, except for access required by law, regulation and third party reimbursement agreements.
13. **Referrals.** It is not the intent of either party that any remuneration, benefit or privilege provided for under this Agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated providers, if any, or the purchasing, leasing or ordering of any services other than the specific services described in this Agreement. Any payments specified herein are consistent with what the parties reasonably believe to be a fair market value for the services provided.

14. **Relationship.** In the performance of this Agreement, each party hereto shall be, as to the other, an independent contractor and neither party shall have the right or authority, express or implied, to bind or otherwise legally obligate the other. Nothing contained in this Agreement shall be construed to constitute either party assuming or undertaking control or direction of the operations, activities or medical care rendered by the other. AMR and Customer administrative staff shall meet on a regular basis to address issues of mutual concern related to the provision of Services and the parties' respective rights and obligations hereunder.

15. **Force Majeure.** AMR shall not be responsible for any delay in or failure of performance resulting from acts of God, riot, war, civil unrest, natural disaster, or other circumstances not reasonably within its control.

16. **Compliance Program and Code of Conduct.** AMR has made available to the Customer a copy of its Code of Conduct, Anti-kickback policies and other compliance policies, as may be changed from time-to-time, at AMR's web site, located at: www.amr.net, and the Customer acknowledges receipt of such documents. AMR warrants that its personnel shall comply with AMR's compliance policies, including training related to the Anti-kickback Statute.

17. **Non-Exclusion.** Each party represents and certifies that neither it nor any practitioner who orders or provide Services on its behalf hereunder has been convicted of any conduct that constitutes grounds for mandatory exclusion as identified in 42 U.S.C. § 1320a-7(a). Each party further represents and certifies that it is not ineligible to participate in Federal health care programs or in any other state or federal government payment program. Each party agrees that if DHHS/OIG excludes it, or any of its practitioners or employees who order or provide Services, from participation in Federal health care programs, the party must notify the other party within five (5) days of knowledge of such fact, and the other party may immediately terminate this Agreement, unless the excluded party is a practitioner or employee who immediately discontinues ordering or providing Services hereunder.

18. **Miscellaneous.** This Agreement (including the Schedules hereto): (a) constitutes the entire agreement between the parties with respect to the subject matter hereof, superseding all prior oral or written agreements with respect thereto; (b) may be amended only by written instrument executed by both parties; (c) may not be assigned by either party without the written consent of the other party, such consent not to be unreasonably withheld; (d) shall be binding on and inure to the benefit of the parties hereto and their respective successors and permitted assigns; (e) shall be interpreted and enforced in accordance with the laws of the state where the Services are performed, without regard to the conflict of laws provisions thereof, and the federal laws of the United States applicable therein; (f) may be executed in several counterparts (including by facsimile), each of which shall constitute an original and all of which, when taken together, shall constitute one agreement; and (g) shall

not be effective until executed by both parties. In the event of a conflict between this Agreement and any Schedule hereto, the terms of this Agreement shall govern.

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

AMR West

By: _____
Dean B. Anderson, General Manager

County of Sonoma

By: _____

Chair, Sonoma County Board of Supervisors

Attest:

Clerk of the Board

Approved as to Form

County **Counsel**



MEDICAL STANDBY SERVICES AGREEMENT

ATTACHMENT-A

PRIMARY DATA

Graton Rancheria Casino

Date, Location & Times of events: November 1, 2013 to June 30, 2014

Graton Rancheria Casino
630 Park Court
Rohnert Park, CA 94928

Staffed Hours:
(Subject to change based on Incident Action Plan and mutual agreement of the parties)

ALS Ambulance (Paramedic & EMT) 1000-2200 (12 hr shift)
ALS Ambulance (Paramedic & EMT) 1500-0300 (12 hr shift)

STAR Paramedic 24 hour coverage
STAR EMT 24 hour coverage

Responsible Billing Party: Director of Fire and Emergency Services
or
Roberta MacIntyre, County of Sonoma

Primary Contact: Director of Fire and Emergency Services
or
Roberta MacIntyre
Cell: 707-696-2902

SERVICE DESCRIPTION

<u>SERVICE LEVEL</u>	<u>RATE</u>
ALS Ambulance (Paramedic & EMT)	\$175/Hour
STAR Medic	\$100/Hour
STAR EMT	\$85/Hour

SCHEDULE Coverage and schedules to be determined based upon the Incident Action Plan, or actual demand and agreement of the parties, subject to change as needed. Both parties will strive to provide as much as 72 hours advance notice to the other of changes but shall perform the services per the plan and at the direction of the incident commander and both parties recognize that at times, particularly during the early weeks of the casino operations, such advance notice may not be possible. Services will be billed monthly using an hourly basis for actual hours deployed and records shall be kept by AMR for inspection by Customer to document services provided.

MANPOWER All crewmembers shall be licensed and/or certified according to State and Sonoma County EMS guidelines.

SUPPLIES All of the necessary and required Advanced Life Support equipment required by the State and local governing agencies shall be provided by AMR. The parties agree to review medical supply usage periodically for disproportionate consumption and possible reimbursement as needed.

Reviewed By: _____ Date _____
AMR West

_____ Date _____
Client

AGREEMENT FOR PROFESIONAL FIRE AND EMERGENCY SERVICES

This Agreement for Professional Fire and Emergency Services (“Agreement”), dated as of October 8, 2013 (“Effective Date”) is made and entered into by and between the County of Sonoma, a political subdivision of the State of California (hereinafter “County”), the City of Rohnert Park, a general law city in the State of California, Central Fire Authority of Sonoma County, and Rancho Adobe Fire Protection District (hereinafter “Agencies”).

RECITALS

WHEREAS, Agencies are local governments within Sonoma County with the responsibility to provide fire and emergency services including first response for emergency medical services to citizens of Sonoma County and visitors to Sonoma County; and

WHEREAS, pursuant to the authority provided in Government Code section 8631 and 54980 *et seq.* and other laws, Agencies participate in a statewide mutual aid system with other agencies with similar responsibilities for the provision of such services; and

WHEREAS, a new casino and resort is expected to increase the need for such services in the areas served by Agencies, and the new casino and resort is anticipated to open to the public on November 5, 2013; and

WHEREAS, the increase in services related to the opening of the new casino and resort is expected to be required for a limited period of time; and

WHEREAS, County has entered into an intergovernmental mitigation agreement with the Federated Indians of Graton Rancheria, the owners of the new casino and resort, in order to mitigate the impacts of the casino and resort on such fire and emergency services, among others (“Intergovernmental Mitigation Agreement”); and

WHEREAS, County wishes to mitigate the increased need for such services, in part by providing additional resources to Agencies paid for by the funds provided under the Intergovernmental Mitigation Agreement.

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

AGREEMENT

I. Scope of Services.

Agency shall perform Fire and Emergency Services as defined and required under the Incident Action Plan, which is attached hereto as Exhibit “A,” and is incorporated herein by this reference. The Parties acknowledge that the Incident Action Plan may be modified subject to the parties governed by the Incident Action Plan (which include Rohnert Park Public Safety Department, Central Fire Authority of Sonoma

County, Rancho Adobe Fire Protection District, and County of Sonoma Fire and Emergency Services Department) meeting and conferring and reaching a majority decision.

Agencies shall cooperate with County and other agencies and private providers in accordance with the Incident Action Plan in the performance of all Fire and Emergency Services hereunder.

2. Payment.

Agencies shall be paid in accordance with the following terms, so long as the County retains sufficient funds pursuant to Section 2(a)(ii) of the Intergovernmental Mitigation Agreement:

The City of Rohnert Park shall be paid on an hourly rate for time and material/expense basis in accordance with the rates set by the Rohnert Park Fire Division Fee Schedule and related information, which is attached hereto as Exhibit "B" and incorporated by this reference. The Central Fire Authority of Sonoma County and Rancho Adobe Fire Protection District shall be paid on an hourly rate for time and material/expense basis in accordance with the rates set each year in the Agreement For Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies, using the definitions and forms used with that agreement for documentation of work performed and payment therefore.

Agencies shall be advanced the estimate of costs for services for the Operational Period identified in the IAP. Such estimation shall be made jointly with each Agency and the County Director of Fire and Emergency Services or designee and Agencies shall provide such assistance as reasonably necessary to conduct the estimation.

Advanced funds in each Agency's possession that remain unused for the purposes of performing services required under the Incident Action Plan at the termination of this agreement shall be returned to the County within 30 days of the termination unless otherwise mutually agreed by Agency and County.

Agencies shall also cooperate with County in any required review of services performed and payments made under this contract including those of the County's annual audit and any review required under the terms of the Intergovernmental Mitigation Agreement between the County and the Federated Indians of Graton Rancheria which is providing mitigation payments for the services performed hereunder.

No other expenses are authorized except those required under the Incident Action Plan and shall not be reimbursed.

3. Term of Agreement.

The term of this Agreement shall be from October 8, 2013 to June 30, 2014 unless terminated earlier in accordance with the provisions of Section 4 below. This Agreement shall also terminate upon the expiration of funds available pursuant to Section 2(a)(ii) of the Intergovernmental Mitigation Agreement.

4. Termination.

Any Party shall have the right to terminate this Agreement by giving thirty (30) days written notice to the other Parties.

5. Waiver of Claims

Except as provided for in this Section and Section 2 (Payment) above, the Parties to this Agreement hereby waive all claims between and/or against each other arising from the performance of this Agreement, including, but not limited to, claims for compensation for loss or damage to each other's property, and personal injury, including death, of employees, agents, and contractors, except that this waiver shall not apply to intentional torts.

With respect to loss or damage to equipment where the loss or damage is directly attributable to the services performed as required by the Incident Action Plan and not due to normal wear and tear or negligent or unlawful operation by Agency such loss or damage shall be eligible for compensation. The Parties agree to work in good faith to determine the appropriate amount and timeframe and method for such compensation and agree that insurance may provide such compensation if available.

6. Changes to the Agreement.

Changes to the Agreement may be authorized only by written amendment to this Agreement, signed by the 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 County Administrator and/or City Manager. The Board of Supervisors and/or City Council must authorize all other extra or changed work.

7. Assignment and Delegation.

No Party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

8. Notices.

All notices shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO: COUNTY: Chris Thomas County Administrator's Office 575 Administration Drive
Santa Rosa, CA 95403

TO: CITY: Darrin Jenkins, Assistant City Manager, 130 Avram Avenue, Rohnert Park,
CA 94928

TO: CENTRAL FIRE: Doug Williams, Fire Chief, 8200 Old Redwood Hwy Windsor, CA 95492

TO: RANCHO ADOBE: Frank Treanor, Fire Chief, 11000 Main Street, Penngrove, CA.

9. Miscellaneous Provisions.

The waiver by County or any Agency of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

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. Agencies 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 another. Agencies and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

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

Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

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.

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.

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 the Parties.

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

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.

AGENCY: CITY OF ROHNERT PARK

By: _____

Name: _____

Title: _____

Date: _____

AGENCY: CENTRAL FIRE AUTHORITY

By: _____

Name: _____

Title: _____

Date: _____

AGENCY: RANCHO ADOBE FIRE PROTECTION DISTRICT

By: _____

Name: _____

Title: _____

Date: _____

COUNTY: COUNTY OF SONOMA

By: _____ Chair Board of Supervisors

Date: _____

ATTEST:

Clerk of the Board of Supervisors

APPROVED AS TO FORM FOR COUNTY:

By: _____ County Counsel

Date: _____

Exhibit B

The Parties acknowledge that the FS 59 fee for standby engine is a service fee for providing a fire engine staffed with a minimum of two personnel. The basis for the fee is calculated by multiplying the hourly base rate times two Public Safety Officers ($2 \times \$120.00 = \240.00 per hour. The fee is calculated at a minimum of 1 hour and then thereafter at the billable hourly rate of \$240.00. Each additional officer assigned to a fire engine will be billed at \$120.00 each.

Fire Captain - Contract OT Rate 120.00 an hour

Fire Engineer - Contract OT Rate 120.00 an hour

Firefighter - Contract OT Rate 120.00 an hour

Total for 12 hour coverage with 3 person crew at contract rate = \$4320.00

Total for 12 hour coverage with 2 person crew at contract rate (supplemented with patrol staffing for 3rd person, if needed) = \$2880.00

Analysis of Fire and Emergency Services
Associated with the Opening of the Federated
Indians of Graton Rancheria Casino

Prepared by
Robert E. Marcucci
September 2013

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Executive Summary

Purpose:

The purpose of this report is to review the anticipated impact, of call volume and traffic attributed to the opening of the Federated Indians of Graton Rancheria Casino, on local fire, and EMS agencies.

The primary focus of the study is to determine the capacity of existing resources to handle the increased and anticipated call volume generated by the Casino, essentially during the initial opening periods when there will be ongoing and added demands placed on the emergency services systems.

The paramount issue for public safety and EMS agencies is traffic generation and congestion on city streets, roadways, and Highway 101. Of equivalent concern is the emergency call volume attributed to the Casino's operation and the present capacity of first responders, both in the public and private sector, to handle the new demands for service with existing resources and current call volume. In addition, it is expected that there will be an increase in travel time to the scene of emergency incidents, caused by traffic congestion and other traffic impediments, which would slow down or delay the arrival of first and ALS responders. Furthermore, each call impacts many different system components starting with REDCOM, fire -based first responders, EMS transport responders and hospital emergency departments.

Until accurate attendance numbers can be determined during peak periods, it is difficult to predict the potential impact of the casino operation on first and EMS responders, and the consequences of traffic, and call volume. However, based on trip generation formulas for casinos, one can forecast with a degree of certainty, that peak traffic periods may have an adverse effect on travel times of first and subsequent responders. A parallel issue is simultaneous calls for service and availability of fire department units and ambulances to handle these Casino-related calls, which may require units further from the emergency scene to respond, causing extended response distances and arrival time delays and an additional cumulative effect on the EMS resources.

It is also the intent of this report to recommend mitigation measures in anticipation of the Casino opening, in addition to pre-planning or gaining insight into any areas which may cause divergence or run afoul of jurisdictional authority.

Furthermore, it is encouraged that local government develop a partnership with the Casino to address mitigation issues both short and long term, and to insure that neighborhoods and business districts affected by the increased call volume at the

Casino, receive a level of service consistent with the usual and expected service demands that existed prior to the Casino commencing operation.

Findings:

- A primary finding is that a coordinated and collaborative approach, of all first and subsequent responders and impacted agencies, is essential to meet the new and potential increases in service demands. Without a coordinated approach, with mutual understanding of roles and responsibilities, conflict may occur which will diminish the overall capacity to effectively meet the future and continued service demands.
- Trip generation, as credited to Casino operation and if materializes as expected, will prompt increased Travel Time, including delayed responses to emergencies. Expected Increases in travel time to both the community and Casino, will require alternative deployment strategies during the peak traffic periods. This may include the addition or relocation of fire engines and ambulances to planned tactical sites to cover the increased projected demand.
- The capacity of all existing emergency resources, to handle the anticipated increase in call volume generated by the Casino, may tax those resources causing difficulty in maintaining the current levels of service.
- Unit utilization, or the time a unit is not available to respond to another call, will grow as the volume of calls for service increases. REDCOM data indicates that calls for service are presently increasing at the average rate of 2.3% per year or 9.3% over the past five year period.
- To date, emergency medical incidents have been occurring with increased frequency. Over the past 5 years, medical incidents have increased 21.9%. Evidence from other casinos of like proportions or size indicates that call volume for medical assistance could be as much as 8-10 per 24 hour period.
- The dispatch of fire units to medical emergencies is the starting point of entry into a multi-faceted medical system. This includes: receipt of the 9-1-1 call at communication centers, fire, ambulance and possible helicopter dispatch, patient treatment, hospital transport designation and emergency room and hospital admission processes, all of which could result in a lengthy procedure. In addition, increased demand on the system can exacerbate the delay at the hospital turnover, leaving fewer available resources system-wide.
- Two- 9-1-1 Public Safety Answering Points (PSAP).

- Sonoma County Sheriff's Office (PASP) which transfers 9-1-1 fire related, public assist and EMS calls to REDCOM and Rohnert Park (PSAP), as presently configured, could receive 9-1-1 calls associated with the Casino. If the call is initiated from Casino property, which is in an unincorporated area and within the Rincon Valley Fire District, the call terminates at REDCOM. If the 9-1-1 call is initiated in the City of Rohnert Park, the call terminates with Rohnert Park communication center, or both communication centers could receive 9-1-1 calls for the identical emergency. The unintended consequences of two PSAP's operating without established and agreed upon procedures, on who dispatches what, when and how as it relates to the Casino, can only add to the complexity of the issue.
- Two traffic generation studies were reviewed to determine the methodology in predicting Peak Trip generation at the Casino. One study, San Pablo Casino Traffic Analysis Preliminary Findings, used a formula postulated by the Institute of Transportation Engineers (ITE) which used a factor of 13.6 trips per slot machine. The second study commissioned by Station Casinos, titled Graton Rancheria Casino and Hotel Sonoma County, used a factor of trip generation per 1000 square feet of casino space.

Recommendations

The following recommendations are primarily intended to create a foothold toward meeting the anticipated challenges attributed to the initial opening of the Casino. This is in addition to the implications of both short and midterm affects in traffic and call volume, without diminishing the current and existing demand levels, until optional deployment strategies are implemented.

General Conditions

- All public safety agencies shall coordinate and collaborate in meeting the new service level demands generated by the Casino, both in call volume and traffic generation.
- During the initial opening period of the Casino, establish a command post at Rohnert Park City Hall, or other acceptable location, with appropriate agency representatives; i.e., fire agencies, police, CHP, Caltrans, REDCOM, EMS and ambulance companies.

- Through a supportive and collaborative process involving fire, EMS, REDCOM, CHP, Sheriff and Rohnert Park Department of Public Safety, develop an Incident Action Plan (IAP) to reflect the overall strategy and tactical action, that maybe necessary during the initial opening period of the casino.

Traffic/Congestion

- Ensure that a plan is in place for the immediate availability of all participating agencies including the CHP, Caltrans, Rohnert Park, Rincon Valley, Rancho Adobe and Sonoma County Sheriff's Office for consultation and/or resolution of issues involving traffic on highways, city streets and roadways leading to and in the vicinity of the Casino.
- Establish a process to monitor traffic congestion on highways, city streets and roadways, including access routes for fire, police and ambulance units, including Casino parking availability. Create a process to relay this current information in a timely manner to communication centers and fire stations that may be responding into the area.

Staffing Personnel and Equipment

- Working in partnership with the casino, fire agencies and the ambulance company shall configure a staffing arrangement of resources at the Casino, which will meet the needs of the respective emergency responders and the Casino during the initial opening period, until a point of normalcy occurs in Casino operation. *The starting point for this discussion should be the Additional Resource chart on page 16 of the report.*
- Based on call volume during the initial opening period of Casino operation, consider staffing an additional engine on the east side of Highway 101 in addition to the engine(s) currently staffed.
- Ensure that staffing is provided to eliminate the "Browning Out" of a fire station in Rancho Adobe to correspond to the staffing pattern at the Casino.
- Ambulance availability should correspond to the anticipated call volume and hospital ER admission processes during the peak periods of Casino operation. *See page 16, Additional Resource chart, as a starting point of discussion.*

Communication/Dispatch

- REDCOM and Rohnert Park communication centers shall coordinate and collaborate in a plan for the receipt of 9-1-1 calls and dispatching units to emergency incidents at the Casino, Rohnert Park and surrounding areas. .
- Based on anticipated call volume, consider an increase in the staffing of REDCOM and Rohnert Park Communication Centers to support peak period activity.
- Establish a process of Casino notification when 9-1-1 calls are received at REDCOM for emergencies occurring in or on Casino property.

Medical/EMS

- Coastal Valley EMS and the Casino shall collaborate on the Policies, Procedures and Protocols for the treatment of minor injuries and illness on Casino property.
- The Casino shall evaluate the model already used and practiced for large capacity venues in Sonoma County; which will integrate Casino EMT-Security staff into the Sonoma County EMS System.
- Coastal Valley EMS shall offer, and make available, training for the EMT-Security staff in the local EMS Policies Procedures and Protocols specific to the needs of the Casino and its patrons.
- Data shall be collected on Casino patrons transported by ambulance to emergency rooms by Coastal Valley EMS, to determine the type and severity of injuries and illnesses occurring at the casino and their impact on hospitals and the EMS system.

Introduction

This document attempts to assemble what documentation and data is available to assist in determining the impact to existing service levels and subsequent additional workloads with regard to the opening of The Federated Indians of Graton Rancheria Casino. There are some limits to the availability of information to assist in determining the anticipated "traffic surge," and concurrent consequences that may occur on area highways, city streets and roadways. In addition, there is also some limits regarding the impact to existing service levels and possible additional work loads.

A prospective look at associated traffic and its long term affect can be viewed in a Sacramento Bee article of December 16, 2004, regarding the Thunder Valley Casino near Lincoln. This article profiled traffic accidents on three roadways around the Casino, which had increased by 92% since the gaming facility opened in June 2003. Statistics from the California Highway Patrol also show arrest of driving under the influence of alcohol or drugs (DUI) had increased 600% on the same roads. The above data, however, must be viewed in context, that prior to the Thunder Valley Casino; these roads were country roads with little traffic.

The paramount issues for fire departments regarding a new venue, be it a sport or gaming facility, is call volume, traffic generation and congestion, along with fire department access, not only to the new venue but within the environs of the venue's location, and including the community in general. Additionally, the major issue with a casino is its operation of 24/7 vs. specific opening and closing times as with other venues.

As noted, it is difficult to predict with a high degree of precision the attendance at the initial opening of a casino and both the short and long term traffic implication. Unlike a sports event, the casino does not rely on ticket sales, so the number attending is questionable. However, one indication may be the available parking spaces (5500) and the number of slot machines, which will provide a starting point by which to determine traffic implications. An assumption can also be made that attendance on weekends will be greater that on weekdays, and that on weekdays there may eventually be a large number of buses transporting patrons (usually seniors) from locations outside Sonoma County. There is, however, a formula developed by the Institute of Transportation Engineers, which will provide insight regarding attendance, as discussed below under Traffic Implications.

Responsibility rests with fire agencies, in concert with police, CHP, Cal Trans, city and county planners, along with traffic managers, to develop a plan for the initial and long term anticipated traffic impact. The plan should include the areas of probable impact

on both the east and west sides of Highway 101 in Rohnert Park and the capacity of Highway 101 and its off-ramps to handle the likely attendance at the casino.

Prior to an expanded discussion of traffic impacts, a summary of the fire and EMS potential generated by the casino and associated impact on the existing emergency responders is appropriate.

Fire and EMS Related Issues

The National Fire Protection Association's April 2013 report on Structure Fires by Occupancy 2007-2011, under the classification Casino, Gambling Clubs, provides the following statistics: (The definition of a Gambling Club is open to interpretation.)

NFPA 2007-2011 Structure Fires Casino and Gambling Clubs			
Fires	Civilian Deaths	Civilian Injury	Property Damage in Million
930	0	3	\$1

Figure 1: NFPA Structure Fire Casino

In viewing the statistics, the title Casino, Gambling Clubs has a broad definition, on a Nation-wide basis. It is realistic to consider that during the start-up phase of a casino there will be incidents involving malfunctioning of elevators, appliance problems, cooking fires which would be minor in scope, in addition to alarm system malfunctions. Fortunately, great change has been made in both Fire and Building Codes following the MGM Grand Hotel and Casino fire on November 21, 1980, where 85 patrons lost their lives. Buildings of the Federated Indians of Graton Rancheria Casino size are required to have automatic sprinkler systems installed and other life safety issues. That is the case with the Graton Casino, with the exception that the multi-story parking garage is not equipped with automatic sprinklers, but a standpipe system.

Parking garage fires without automatic sprinklers are much like a high rise building fire in that all the equipment required will need to be carried from the fire engine to the fire in the garage and requires pre-planning of fire tactics. Parking garages, in most cases, do not have adequate vertical clearance for fire apparatus, and require inordinate number of firefighters for extinguishment. The cadre of firefighters needed may require the use of mutual or automatic for suppression purposes.

Risk management is the analysis of the probability of an event occurring and the resulting damage that could occur as result of the event. A structure fire is relatively infrequent compared to the more frequently occurring medical incidents. This would be the case with the casino, where medical emergencies would most likely be a daily occurrence and fires particularly limited. Fires may occur with increased frequency in

vehicles and dumpsters, and less frequent in electrical and cooking appliances. Comparatively, a dumpster fire may be of high probability but have little consequence outside of the fire response. With an understanding of the different levels of probability and consequence, proper strategic planning in respect to risk management, and resource deployment, can take place. Risk assessment can be divided into four quadrants. Each area imposes a different requirement for commitment of resources, as seen below.



Figure 2: Probability and Consequence Matrix

One risk, for example, is the survival of cardiac arrest and is time-driven. The brain can only be without oxygen for a short period of time, i.e., six minutes. Rapid intervention is necessary to prevent brain death from occurring. Generally speaking most people relate this to a cardiac problem, but in actuality any injury can result in the same outcome. It is for this reason that bystander CPR is a critical component in cardiac arrest survival.

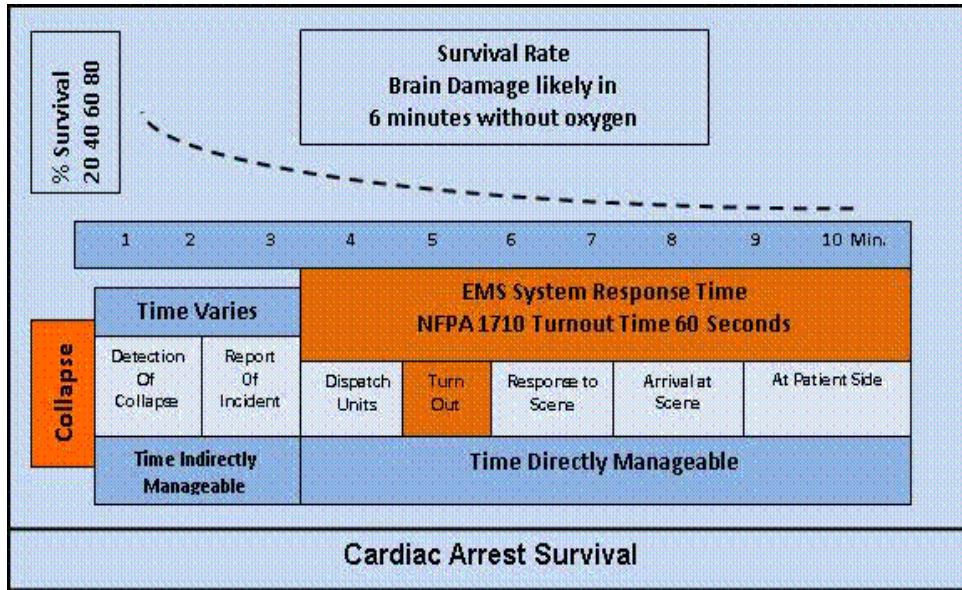


Figure 3: Cardiac Arrest Survival

From an emergency medical perspective, as noted, the service-level objective typically is to commence medical interventions within a six-minute time frame. However, in a cardiac arrest situation, survivability dramatically decreases beyond four minutes without appropriate intervention. Intervention includes early recognition and bystander CPR. In addition, Automatic External Defibrillators should be located throughout the casino and the staff trained to perform CPR in addition to AED's

Traffic Implications

Traffic congestion occurs when a volume of traffic generates a demand for space greater than the available road capacity can handle or when the roadway reaches a point of saturation. When traffic demand is great enough that the interaction between vehicles slows the speed of the traffic stream, the resulting condition is congestion. As the demand approaches the capacity of a road or intersection, extreme traffic congestion sets in. When vehicles are fully stopped for periods of time, this condition is commonly known as a traffic jam.

According to the Department of Transportation 45% of traffic congestion is the result of reoccurring causes. These reoccurring causes are insufficient road capacity, unrestrained demand and ineffective management of capacity, which are interrelated because there are too many vehicles that pile up on the same road at the same time, but there isn't enough room on these roads for everyone. When people are forced to make sudden stops, swerve out of the way for a variety of reasons or rush to get somewhere, accidents are more likely to occur.

The recurring question is *"What impact will the casino have on the existing traffic pattern?"* A more appropriate question however, would be: *"What impact will the casino have on the existing traffic pattern and how will it impact and effect emergency responders, i.e., fire, police and EMS personnel responding to the casino and within the environs of the casino?"*

The baseline to answer that question is to identify the existing traffic pattern and add to the daily trips the anticipated trips in accordance with the casino's operation. Another option is to determine travel times of emergency responders to the incidents under existing conditions, and using projected daily trips, foresee the impact on travel times.

The question that also needs answering is *"What affect will the casino have on call volume, and do the existing fire resources have the capacity to handle the increased call volume, or will a queuing effect take place, further delaying response to emergencies?"*

The question can begin to be answered by analyzing Trip Generation as postulated in the May 2002, issue of the Institute of Transportation Engineers Journal. The article provides a trip generation rate for casinos based on the number of gaming positions. The Institute of Transportation Engineers (ITE) Trip Generation informational report provides trip generation rates for numerous land use and building types. ITE procedures estimate the number of trips entering or exiting a site at a given time. ITE rates are functions of the type of development, square footage, or other standard measurable effects, usually produced in site plans. They are often estimated based on very few observations, and their use is to ensure adequate public facilities for growth management approval. A study prepared by Parsons Brinckerhoff, titled Position 68 Traffic Impact Analysis, also used these published rates, as indicated in the table below:

Trip Generation						
Land Use	AM Peak Hour			PM Peak Hour		
	Total	In (57%)	Out (43%)	Total	IN (52%)	Out (48%)
Casino						
Trips/Gaming Positions	0.047	0.2679	0.22021	0.788	0.40976	0.37824
2,500 Gaming Positions	1175	670	505	1970	1024	946
5,000 Gaming Positions	2350	1340	1011	3940	2049	1891

Figure 4: Trip Generation

Based on the findings of this analysis Katz, Okitsu and Associates prepared the January 28, 2005 report on San Pablo Casino Traffic Analysis Preliminary Findings. Their assumptions were as follows:

- Daily trip generation rate of 13.6 trips per gaming position/slot machine
- Peak hour trip generation rates of 0.47 for AM and 0.788 for PM respectively for each gaming position/slot machine.
- Estimated average duration of visit of two hours per patron and an occupancy factor of approximately 1.18 persons per car.
- Each parked care requires 350 square feet of space.
- A typical 4-lane roadway becomes congested above 30,000 vehicles per day.

If their assumption of 13.6 trips per weekday per slot machine is correct, then an additional 40,800 trips would be generated with 3000 slot machines. If transportation (buses) is provided by the casino for patrons, then the trip generation may be less.

Based on the above analysis, if the 13.6 trips per day is reflective of the Graton casino, then the additional 40,800 trips per day, generated by the 3,000 slot machines, would need to be added to the already existing daily trips which would provide a combined traffic profile generated by the casino and current businesses in the area. Without consideration for peak periods, the 40,800 daily trips equates to 1700 trips per hour. It is with this profile in mind that local police, public safety and fire managers need to develop alternative deployment strategies corresponding with Peak Hour traffic generation and anticipated call volume increases that may be created during the peak hour periods.

In contrast, the Kimley-Horn and Associates Traffic Impact Study for the Graton Rancheria Casino dated January 2013, indicates that trip generation for Native American gaming facilities generally peaks on Saturday evening. However, background traffic on adjacent streets is lower than during peak weekdays periods making the overall number of vehicles on the road lower as well. Instead, casino traffic follows a smoother curve that builds steadily from early morning until about 7:00pm.

In addition, casinos facilities are open 24/7 and typically do not generate extreme peaks like other users. Research has been performed for hotel/casinos such as commonly found in Las Vegas and Reno, but the information is generally not applicable to the Graton Casino. Data from four northern California Naive American Casinos indicated that weekday PM peak hours were between 4:00 and 6:00 p.m., which is the time in which the greatest amount of combined traffic congestion

commonly occurs. The trip generation rate proposed by Kimley-Horn for the Graton Casino is based on a 1,000 per square feet of casino area as the formula for both AM and PM trips and differs from the ITE formula of 13.6 trips per slot machine.

Current Deployment

Throughout history, fire stations and associated equipment were originally located to achieve or perform to meet certain community expectations. Understanding the reasons for the historical location of fire stations, as well as their contributions to public safety should be acknowledged. Understanding the nature under which the current level of service was established also must be recognized.

Historically, the basic service provided by a fire department was to suppress fires. Today, a component of a fire department delivery system relates to a variety of service types which are provided through a fire department's discretionary commitment. However, today the majority of calls for service are medical in nature, not fire related. This will certainly be the case with the casino, where it is projected, that during the start-up phase there could be 30 calls per day, eventually leveling off to a lower number.

Developing a Community Baseline, for delivery of emergency services, is essential in establishing a starting point for the community to appreciate the current performance that may be expected from existing resources. The Baseline then forms a point of reference to gauge the delivery of current services and travel times.

However, when a large venue similar to a casino requires a service level which may not have been included in the original service level being provided, the alternative may be to revise or modify the Baseline and community's expectations. This may be the case, if the Institute of Transportation Engineers is correct and an additional 40,800 trips is added to the current trip generation of the area, resulting in extended response times. If this condition persists long term and additional resources are not provided to correspond with the new service demand, a lower level of service can be expected.

A projected or new service level demand should be viewed within the context of the existing service level and whether or not the existing resources can accommodate the new service requirements. The question is; "*Do the existing resources have the capacity to provide the new service demands, and what will the potential effects be in providing the service to areas already being serviced by those same resources?*" It may be that existing resources can handle the new service demand, but the consequences, again, could be longer travel times, delayed responses and a lowered level of current service.

The starting point in developing an understanding of the possible cause and effect of new service requirements is to examine the current service demands on existing resources over a 5 year period. During an extended period, the anomalies that may exist in any particular period of time have a tendency to flatten out and provide a realistic portrayal of the existing service level requirements.

The three charts below provide information on Emergency Incident Activity by Year, Total Calls by Year and Total Calls by Hour of Day. It should be noted that call volume, since 2008 through 2012, has increased 9.3% (606 Calls) or an average yearly increase of 2.3%. There is evidence to suggest that during 2013 there will be a marked increase in calls for service, void of any calls from the casino. It should be further noted that REDCOM data indicates, during the period 2008 to 2012, Rohnert Park experienced a 11.7% increase in medical emergency or a total of 10,818 medical calls. See below:

Emergency Incident Activity Rincon Valley 7504 - Rancho Adobe 9101 and Rohnert Park							
Type	2008	2009	2010	2011	2012	Total	%
Structure Fires	220	194	157	171	165	907	2.7
Vehicles Fires	52	45	46	32	43	218	0.6
Wildland Fires	105	66	70	61	70	372	1.1
Medical Aid	3163	3491	3471	3647	3858	17630	51.8
Medical Miscellaneous	50	40	49	61	61	261	0.8
Vehicle Collisions	406	402	410	386	326	1930	6.0
Vehicle Extrication	61	64	70	54	64	313	0.1
Fire Miscellaneous	203	195	168	160	228	954	3.0
Mutual Aid	23	8	4	4	7	46	0.1
Investigations	111	159	132	145	172	719	2.1
Fire Alarm	648	479	524	505	498	2654	8.0
Public Assist	407	364	340	373	348	1832	5.5
Other	1070	1221	1381	1248	1285	6205	18.2
Cumulative Total	6519	6728	6822	6847	7125	34041	100

Figure 5: Emergency Incident Activity 2008-2012

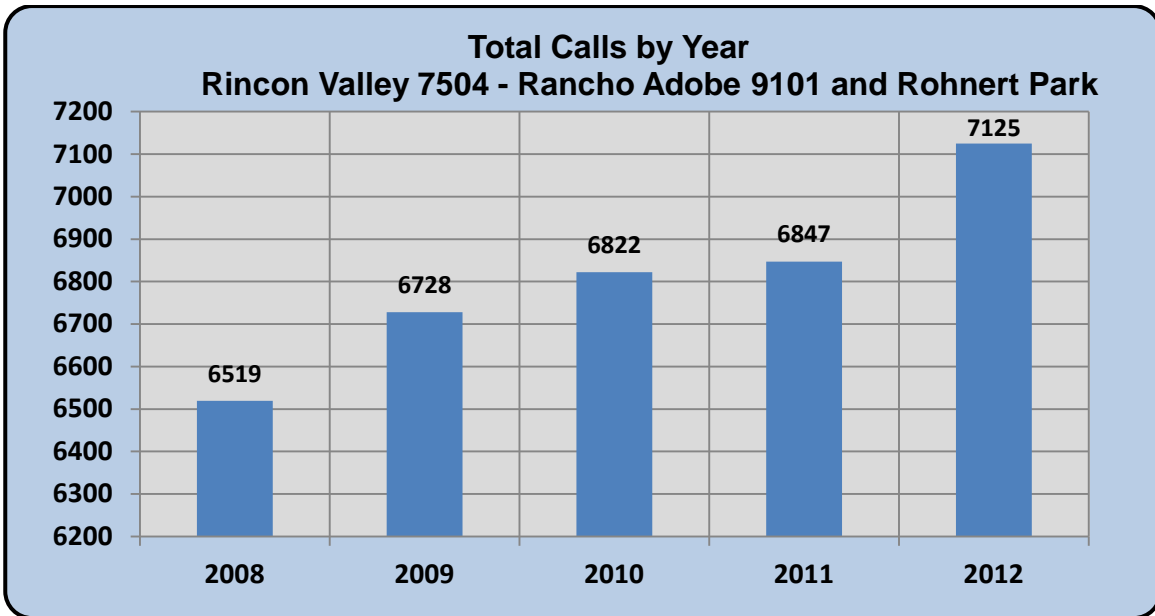


Figure 6: Total Calls by Year

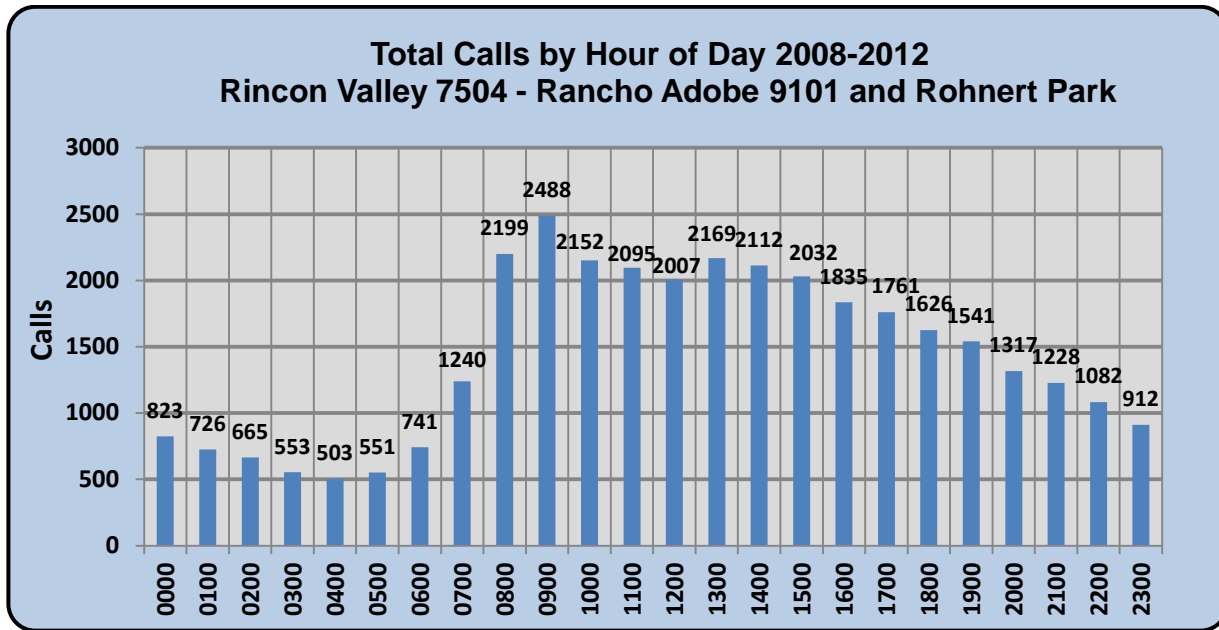


Figure 7: Total Calls by Hour of Day

Call Volume Increase

The sum total of time an engine company is committed to an incident is an important factor in determining the unit's ongoing availability, and its capability to respond to additional calls for service. If all the calls were equally distributed throughout the day, there would be limited issues. However, simultaneous calls or calls during a specific

time period may place unreal expectations on the capacity of existing resources to handle the increased call volume.

Considering that the average medical incident requires between 30-45 minutes, the added new calls may place an additional burden on fire department and EMS resources. Existing, or new calls for service, should not be considered only on a daily basis, but within the context of potential or future impact on both the monthly and yearly call volume. In turn, the impact should be viewed within the organizational structure or ability of the department and EMS agencies to handle the increased call volume, and what affect the call volume will have on the existing Levels of Service.

The chart below portrays the daily call volume and its results on monthly and yearly workloads. These totals would be in addition to the already occurring incidents.

Daily	Monthly	Yearly
2	60	720
4	120	1440
6	180	2160
8	240	2880
10	300	3660
12	360	4320
14	420	5040
16	480	5760

Figure8: Call Volume

Adopting Performance Measures is a process that establishes the criteria for determining Levels of Service. Performance measures are used to measure the value of service the fire department provides the community and can be seen as a community yard stick to judge the services they are being provided.

Performance measures creates a foundation to begin understanding the effects of additional calls and what improvements or modifications to the existing deployment system are available, that can be used to mitigate the effects of increased call volume. Example of a Performance Measure:

For 80% of all calls for service the first due unit shall arrive with __minutes__ seconds Travel Time. The first unit shall be capable of advancing the initial hose line, attempting fire control, initiating rescue operations or emergency medical intervention.

Using Figure 7: Total Calls by Hour of Day, page 14, as a starting point to draw some assumptions which may provide insight into the impact of the call volume generated by the Casino's operation.

The below assumptions are based on the premise that call volume is already increasing 2.3% per year or 9.3% since 2008, and that the existing resources may be reaching a saturation point of handling 18.7 calls per day. We can assume, based on Figure 7 that the greatest impact in call volume will be between the hours of 8am to 6pm.

The assumption is also based on the Kimley-Horn Association Traffic Impact Study on the Graton Casino. The report indicates that casinos' traffic levels follow a curve that builds steadily from early morning until about 7pm, after which the traffic levels slowly decline. The study reports that data from other casinos' trip generation analysis indicates that the weekday highest one hour period is between 4pm to 6pm, which is when the greatest amount of combined traffic congestion commonly occurs. Graton's PM rate represents a 36% increase over Thunder Valley data and a 148% increase over data from five combined Northern California gaming facilities.

Based on the above information and intuitive experiences the following assumption was configured as a starting point in determining the need for additional resources.

Number of New Incidents per day	Number of Additional Engine Companies with Congestion	Number of Additional Engine Companies without Congestion	Number of New Transport Resources without Congestion with on-site EMT	Number of New Transport Resources with Congestion with on-site EMT	Number of New Transport Resources without on-site EMT	Number of New Transport Resources without on-site EMT and continued ED Inundation	Future Daily Total Based on Present Average Responses of 18.7
1	0	0	0.1	0.12	0.14	0.16	19.7
2	0	0	0.3	0.36	0.42	0.48	20.7
3	1	0	0.6	0.72	0.84	0.96	21.7
4	1	0	0.9	1.08	1.26	1.44	22.7
5	1	0	1.2	1.44	1.68	1.92	23.7
6	1	0	1.5	1.8	2.1	2.4	24.7
7	2	1	1.8	2.16	2.52	2.88	25.7
8	2	1	2.1	2.52	2.94	3.36	26.7
9	2	1	2.4	2.88	3.36	3.84	28.7
10	2	1	2.7	3.24	3.78	4.32	29.7
11	2	2	3	3.6	4.2	4.8	30.7
12	2	2	3.3	3.96	4.62	5.28	31.7
13	2	2	3.6	4.32	5.04	5.76	32.7
14	3	2	3.9	4.68	5.46	6.24	33.7
15	3	2	4.2	5.04	5.88	6.72	34.7
16	3	2	4.5	5.4	6.3	7.2	35.7
17+	4+	3+	4.5+	5.4+	6.3+	7.2+	35-50

Figure 9: Additional Resources

Hospital Ambulance Transports

Transporting of patients to area hospitals by ambulance is a vital link in the EMS continuum of care. In Sonoma County, ambulance transports are primarily provided by private sector ambulances, transporting patients to seven (7) area hospitals.

Of Sonoma County's population of 491,819 (U.S. Census Bureau), 28.1% of the population is over the age of 60 years. The Census Bureau's population figure represents a permanent population and does not include weekend travelers or visitors and those attending special venues in the county. Those over 60 years of age, living in the nine (9) Bay Area Counties, including Sonoma County, represents an average population base of 20.3%. It can be assumed that the over 60 year olds may be a most likely group to be Casino patrons during specific day time hours. It is also the group that would presumably require medical intervention and ambulance transport.

The Center for Disease Control and Prevention (CDC) indicates that increased chronic health conditions among Medicare beneficiaries have far reaching implications. The CDC includes the conditions of hypertension, high cholesterol, heart disease and diabetes as highly prevalent, and these Medicare beneficiaries are the heaviest users of health care services, including emergency room visits.

REDCOM data indicates that during the years of 2011 to 2012, there were 53,876 transports, or approximately 74 per day or 2280 monthly. There was a 3.18% increase from 2011 to 2012, or 842 additional transports, an increase of 2.31 per day. Totaling the 2.31 transports with the anticipated call volume created at the Casino, would increase the number of daily transports an additional 10 to 15, and increase the daily countywide transports from 80 to 100. There is nothing to suggest that this increase will not multiply in coming years as the county population ages and becomes increasingly more diverse. It should be noted that Sonoma County, with a census bureau population of 491,829, created 55 transports per 1000 population in 2012.

Hospital	2011	2012	Total
Healdsburg General Hospital	729	744	1473
Kaiser	5726	5711	11437
Memorial Hospital	10179	10230	20409
Palm Drive Hospital	1252	1262	2514
Petaluma Valley Hospital	2869	3046	5915
Sonoma Valley Hospital	1865	2010	3875
Sutter Santa Rosa	3897	4356	8253
Total	26517	27359	53876

Figure 10 Hospital Transports

As the population ages, in addition to a population surge as anticipated by the opening of the Casino, it can be expected that ambulance transports will also be on the rise and the availability of ambulances limited, unless additional ambulances are placed in service. Even with additional ambulances, increased transports may very well mean ambulances backing up at hospital ER's, as hospitals struggle with patient management, which will further impact the system. Hospitals will need to collaborate in a strategic planning process to meet the future challenges of an anticipated increase in ambulance transports.

In addition, ambulance availability or it delayed response has a direct correlation with patient care and on scene fire units' availability. Fire units cannot abandon the patient, and must await the arrival of the ambulance, for Advance Life Support (ALS) care and eventually placing the fire unit and crew in service.

Travel Time

Travel time is the time interval that begins when the unit is en-route to the emergency incident and ends when the units arrive at the scene. Travel times are an important factor in both fire and EMS outcomes.

The longer the travel times to the scene, the greater the differences in incident outcome. The phenomenon of flashover and the impact of medical emergencies follow the same exact rules in all areas: If a condition starts to deteriorate, it will continue to get worse until intervention occurs.

The National Fire Protection Association (NFPA) has established Standard 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Career Fire Departments, which includes recommended practices for the deployment of fire suppression resources, which reads: "...*fire departments shall deploy to provide for the first arriving engine company within 240 seconds (4 minutes) travel time in 90 percent of the incidents.*" The Standard also reads: "*that within 240 seconds (4 minutes) travel time a unit with first responders and automatic external defibrillator (AED) or higher capability arrive at the scene of the medical emergency.*" The Standard also delineates the time elements for dispatching the call and the turnout time for engines to respond or leave the station. Both of these time elements, in addition to the travel time (4 minutes), results in a 6 minute total response time or the time in which a cardiac arrest patient experiencing loss of oxygen begin to suffer brain damage. See chart below average 5 year Travel Time's.

The chart below presents "routing" times. These times are basic driving times from fire stations on clear roads without traffic congestion, and do not reflect Code 3 responses which would shorten the travel times.

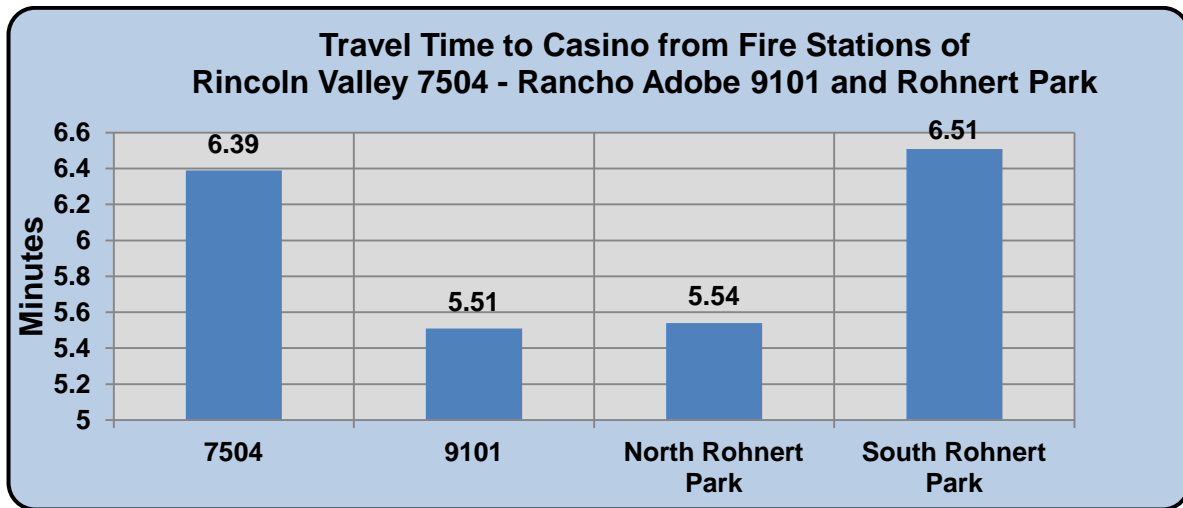


Figure 11: Travel Time to Casino

Conversely, the chart titled "Travel Time to Scene All Calls 2012" reflects the average response time from each station to Any and All calls for service.

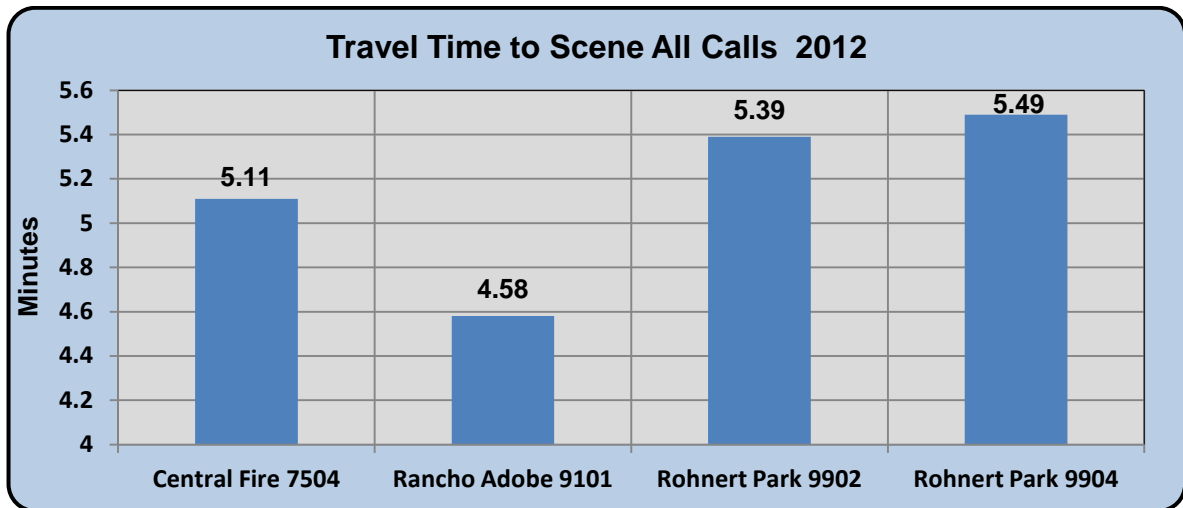


Figure 12: Travel Time to Scene

Note: With the projected Casino's Trip generation, especially during the Peak periods Travel Times could increase 1 to 2 minutes.

Flashover is a critical stage of fire growth. It creates a quantum jump in the rate of combustion, and hence, a significantly greater amount of extinguishing agent is needed to reduce the burning. With flashover it is usually too late to save anyone in the room of origin, and a greater number of firefighters are required to extinguish the fire. A post-flashover fire burns hotter and moves faster, compounding the search-and-

rescue problems. It is within the time period of 8-10 minutes that the extension of fire beyond the room origin, to other uninvolved sections of the structure occurs.

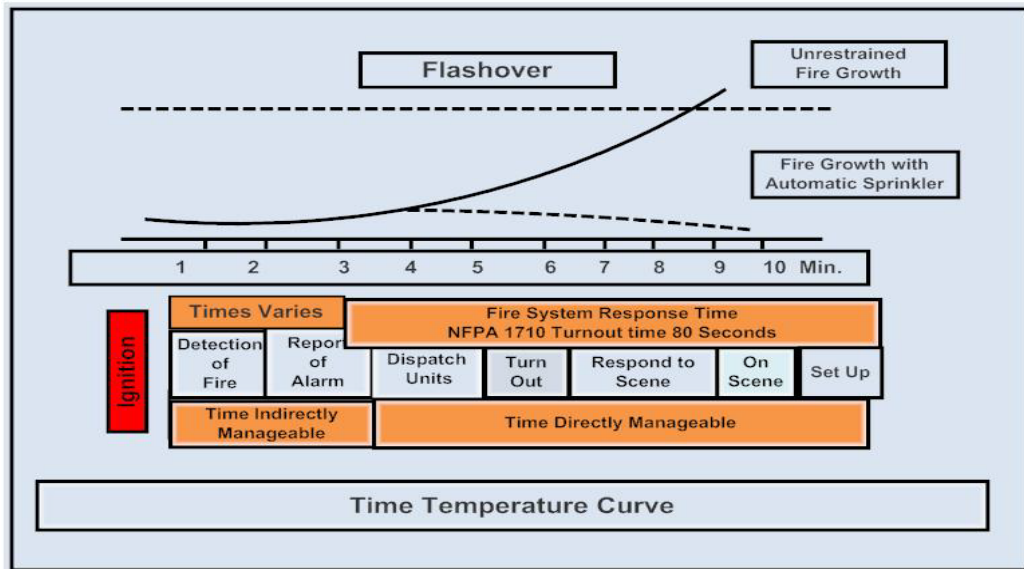


Figure 13: Time Temperature Curve

Additionally, just as preventing flashover is time-sensitive, so is survival of cardiac arrest. The brain can only be without oxygen for a short period of time, i.e., six minutes. Rapid intervention is necessary to prevent brain death from occurring. There are two scenarios relative to medical emergencies that need to be explored; the first being an incident at the casino and the second are those occurring in residential neighborhoods or business and commercial districts.

The first scenario involves a cardiac arrest at the casino, which is most likely a witnessed event and therefore more quickly attended to. Immediately CPR is started by casino staff or by-stander, in addition to the application of an Automatic External Defibrillator (AED), and simultaneously 9-1-1 is being dialed. Travel time is not as critical, since survivability of cardiac arrest patients where the event is witnessed and CPR started and as well as the use of an AED has the more successful results.

The second scenario may have much different results, and is contingent on travel time. The cardiac arrest may not be witnessed and there is a time delay in dialing 9-1-1. There may be no one trained or capable of performing in CPR. The availability of an AED most likely is non-existent. In this scenario, fire department's travel time is extremely critical and any delay in arriving at the scene is truly a matter of life or death. In this scenario, if travel time of the fire department is extended or delayed due to traffic or a traffic surge the survivability of a cardiac arrest patient may not have the

positive results as the one described as being witnessed and attended to within the casino.

Casino Workload Comparison

It can be difficult to realistically predict calls for service for casinos due to their diversity and variability; which may include the age and demographics of the patrons, the number of slot machines, and gaming tables, square footage, layout, venues offered to their patrons, including transportation offered to the casino, and whether they have a hotel complex, entertainment and/or dining facilities. This diversity makes it difficult to predict call volume impact, and its effect on Unit Utilization, as discussed below. It has been estimated, however, that as many as 30 calls per day at the casino is possible during the initial start up phase. Without actual call volume data, specific to the casino, fire departments must initially use data from other casinos and make value judgments on call volume impact.

The call volume figure may also include calls not only within the interior of the casino, but within the exterior and be associated with the facility in some fashion. Based on the location of Graton Rancheria's casino in an urban setting, highway access, accessibility to the North and East Bay counties, square footage, number of slot machines, projected call volume could be in the realm of 8-10 calls per day at the casino and environs. This call volume needs to be added to the already existing call volume per department. Below is data from three California casinos in addition to a projection for Graton Rancheria.

River Rock, Casino, Geyserville	Slot Machines 1250, Floor Size 35,500 square feet, Table Games 20, 3 dining venues	Has a 5 year call volume experience of 565 calls, or 113 per year, with .31 calls per day
Cache Creek, Brooks	Slot Machines 2,400, Floor Size 74,720 square feet, Table Games 122, 9 dining venues, 200 room hotel, Golf Club	Has 600 calls per year of which 120 are not associated with the casino, including mutual or automatic aid and 480 calls directly related to the casino operation or 1.31 calls per day
Thunder Valley, Lincoln	Slot Machines 2,400, Floor Size 691,550 square feet including hotel, table games 105, 9 dining venues, 5 entertainment venues, and 637 room hotel. 400,000 square feet gaming area	Approximately 60 calls per week. On Wednesday, Senior Day, medical calls increase. Approximately 3120 call per year or 8.54 per day.
Graton Rancheria (Projection)	Slot Machines 3000, Floor Size 534,000 square feet, 317,750 square foot casino, 5500 parking spaces, 13 dining and drinking establishments, table games including black jack, pai gow, poker	Projecting 8-10 calls per day, 56-70 calls per week or between 2920-3650 calls per year

Figure 14: Casino Comparison

Unit Utilization

An issue that needs to be recognized is Unit Utilization or the amount of time committed to an emergency incident. On a nationwide basis, the time from the start of the initial dispatch to the units leaving the scene is approximately 30 - 45 minutes. This is assuming that the majority of the calls is medical in nature and can be quickly resolved. Since the majority of calls at the casino, to a high degree of probability will be medical in nature, the 30-45 minute time element seems appropriate to use in configuring Unit Utilization. Unit Utilization stated another way, is the amount of time a unit is not available to respond to another incident.

The issue of queuing, or simultaneous calls for service which may likely occur during peak traffic periods or surge, is problematic. It is not just the anticipated call volume at the casino that will attribute to queuing, but will be coupled with the already existing call volume. If the calls occurred in separate departments, and are single engine responses, the issue may not have a serious impact on individual departments. It is a different scenario, however, when the three departments, i.e., Rohnert Park, Rancho Adobe and Rincon Valley (Central Fire) are all simultaneously committed or partially committed and unable to respond to a pending incident. If unable to respond with the closest units, the delay in arrival time of sequential arriving units from distant stations may have less than desirable outcomes. Unit Utilization must also be viewed in the context of overall daily department activity. The more calls for service, the less time to meet other department objectives relative to training, physical fitness, fire prevention, public education, and station, apparatus and equipment maintenance, etc.

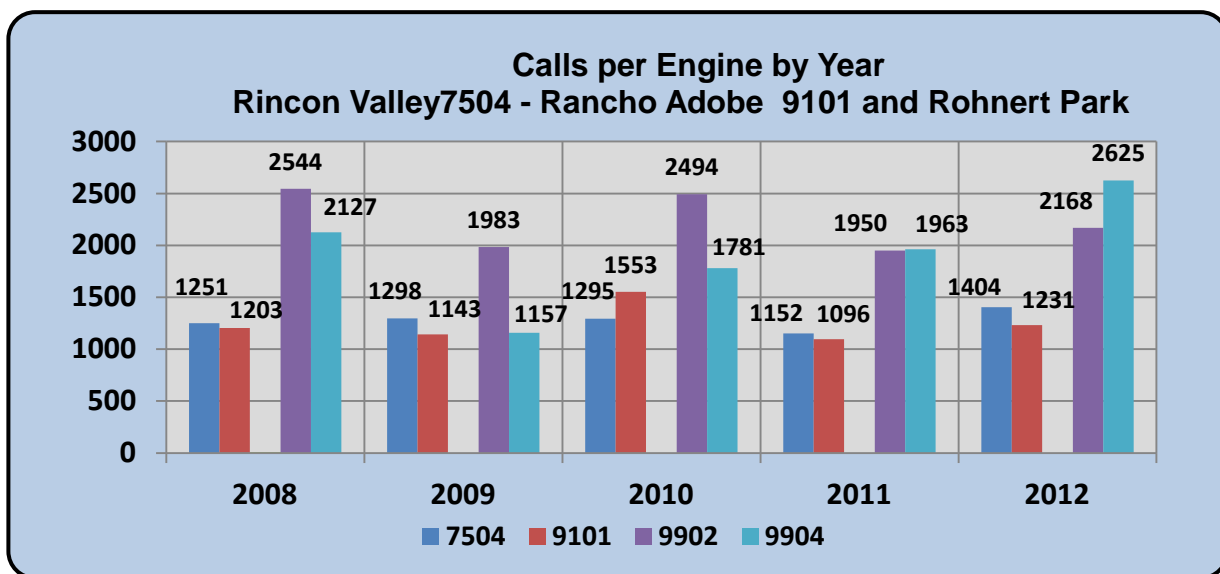


Figure 15: Calls per Engine by Year

Currently over the 5 year period, 2008-2012, the average annual responses for Rincon Valley 7504, Rancho Adobe 9101 and Rohnert Park units was 6808 calls for service. This equates to 18.7 calls per day by the above units.

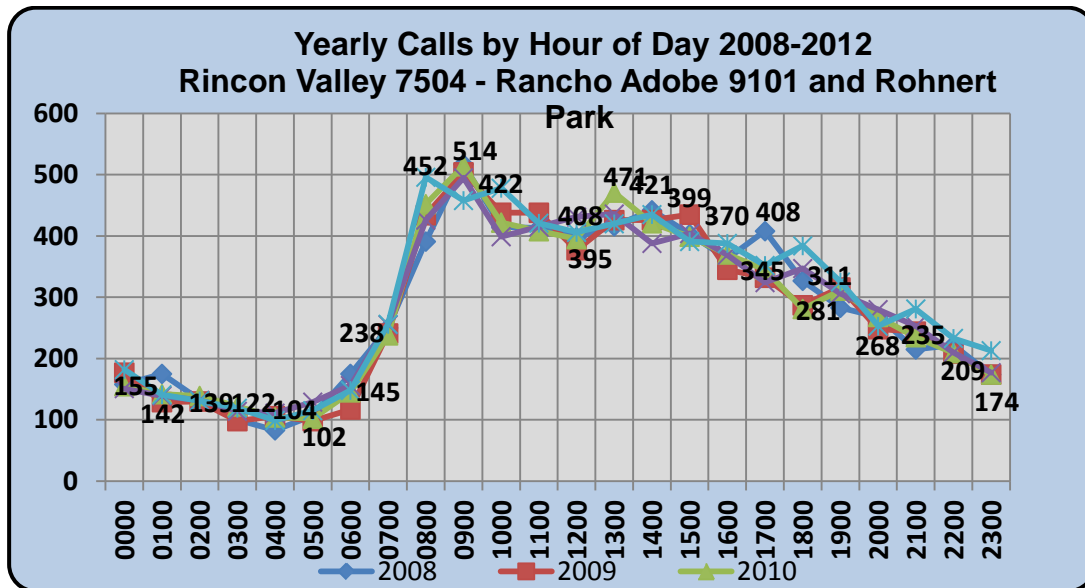


Figure 16: Yearly Calls by Hour of Day

Over the same 5 year period a 77% (954) increase in calls occurred between 0700-0800 hrs with the high point at 0900 hrs with 2488 incidents. During the remainder of the day, there is a slight fluctuation in call volume. Beginning between the hours of 1500 to 1600 there is a 10.7% decrease in call volume, with a steady decrease until 0600 hrs (741) the following day.

It is during the peak periods of the day that increases in call volume generated by the casino, in addition to the already existing call volume, could have an adverse impact on the capacity of local resources to handle calls for service. The impact attributed to the increase in call volume could manifest itself into extended travel times due to traffic congestion, availability of units to handle the calls, and delays in answering calls due to units responding from further fire stations, which also could be delayed due to traffic impacts.

It is for the above reason, that alternative deployment plans are necessary, based on a variety of scenarios, until a pattern of calls for service at the casino is created. The effects of the casino call volume on the already existing service requirements and traffic impacts need to be studied to determine their influences on the community and capacity of existing units to cope with the increased demand.

Communication Centers

Support or logistical services are crucial and necessary on every emergency incident. It begins with the receipt of a 9-1-1 call for assistance, to dispatching the correct and required number of units, to ensuring ambulance transport on medical emergencies and dispatch of mutual aid units on wildland, structural fire and hazardous materials incidents. .

Redwood Empire Dispatch Communication Authority (REDCOM) provides dispatch services for fire, police and EMS with a few exceptions in Sonoma County. Rohnert Park Public Safety Department also has a communication center, which dispatches police and fire units for the City of Rohnert Park.

Incidents generated by the casino will generate an additional work load on REDCOM, Rohnert Park dispatch, and the EMS systems, especially during the current peak dispatch periods and anticipated traffic surge. Additional calls generated by the casino and its associated activities, i.e., traffic accidents, vehicle fires, malfunctioning of equipment, etc, will only add to the already existing work load. It is for these reasons that consideration should be given to increase staffing of both REDCOM and Rohnert Park Communication Center dispatchers occur during the initial weekends of casino operation or until a pattern of activity can be forecasted. Additionally, REDCOM and Rohnert Park need to coordinate and collaborate with regard to the receipt of 9-1-1 calls and in dispatching units to emergency incidents within the environs of the Casino.

In effect, the expected new and additional call volume, resulting from the presence of the Casino and its operations, will be superimposed upon the currently existing County-wide call volume. EMS activity, and thus its impact on REDCOM, is largely a result of periods of increased human activity. Currently, REDCOM's call volume builds rapidly during morning commute hours and peaks between 9 am and 10 am. It then tapers linearly and slowly across the balance of the day, finally reaching its ebb between 3 am and 6 am. In comparison, according to Casino management, activity generally begins to build starting around 10 am, before reaching its peak between 4 pm to 8 pm. It is important to note that the busiest periods of Casino activity closely coincide with Sonoma County's afternoon traffic rush. It is easy to see how not only Fire and EMS calls at the Casino increase during the afternoon hours, but response and transport times will increase due to increased traffic load during those hours and thereby possibly introduce other impacts on existing traffic patterns, and first responder and ambulance availability, etc.

The dispatch process requires constant radio communication dialog between responding unit (s) from initial dispatch to incident termination. It is during this period, that critical information on the incident is provided to the dispatch centers along with requests for additional fire resources, ambulance or law enforcement. The dispatch centers workload becomes more intense and demanding when there are multiple or simultaneous calls for service, especially if the calls are occurring in different jurisdictions. The complexity becomes increasingly demanding when there are simultaneous calls involving a multiple alarm structure fire and EMS calls in different jurisdictions which may require the prioritizing of responding resources by the communication centers. It is for the above reasons that consideration is given to increasing the staffing in the communication center until the patterns of call volume can be determined. REDCOM currently has six fully-functioning work stations and is in the process of expanding into ten work stations when funding becomes available.

EMS, Ambulance Service and Hospitals

The Local EMS agency has overall responsibility for management of medical emergencies, including dispatch, first responders, ambulance, air ambulance, and hospitals destinations. The County of Sonoma has designated Coastal Valleys EMS Agency, as its Local EMS agency (LEMSA). The responsibilities of a LEMSA are defined in state statute.

The services provided by Coastal Valleys include medical direction, system and specialty care systems management, preparation and submission of EMS plans/policies, oversight of ongoing patient destination policies, mitigation of emergency department inundation, disaster preparedness, certification of personnel and providers, and approving training programs.

Ambulances are located throughout the areas served, based on call volume as dictated by demonstrated need. The method used to determine ambulance locations is sometimes referred to as "system status management". Ambulances are positioned in high frequency areas to provide ready responses and access in support of fire department or medical emergencies and to transport the patient to local hospitals. Ambulances positioned in support of fire department are usually staffed with a paramedic and EMT, or two EMT's. The data provided by REDCOM for the years of 2008 - 2012 (Figure 5), indicates that approximately 60% of all responses are for medical intervention rather than fires. The remaining 40% of responses are attributed to structure, vehicle and wildland fires (4.4%), fire alarm, public assist, mutual aid and an array of miscellaneous calls. It is logical to assume that calls initiated from the Casino would more often be medical, rather than fire related.

Request for medical assistance begins entry into a complex system; from dialing 9-1-1 to admission at the Emergency Room (ER) and hospital if necessary. In most instances, fire department response is considered of utmost importance. Missing in this equation, however, is response and availability of ambulances or Ambulance Unit Utilization.

Ambulance Unit Hour Utilization is a measure of productivity, which compares the available resources (ambulances) with the actual amount of time the ambulances are being utilized for patient treatment and transport or other productive activity. Utilization rates are dependent on a number of factors such as response time standards, shift length, overall or length of transport, transport times and turnaround times. Typically ambulance organizations strive for the highest utilization rates possible. The current average in Sonoma County is 0.28 to 0.38 on a busy day.

Unlike fire units that become available once the patient is placed in an ambulance for transport to a hospital, ambulances remain committed until their patient is accepted in the ER, which is based on seriousness of injury or condition and ER work load. Even though at the hospital, ambulances may be delayed in transferring patient care to the ER. This creates a delay in the time that ambulances become available to handle the next call. The unit remains unavailable for response until the crews complete their medical record entries and ready the ambulance for the next call.

This situation in itself places ambulance status on "unavailable for response" and could create a dilemma where ambulances designated for response are unavailable or may be delayed as they wait for patients to be accepted in the ER. All available beds within the ER could be filled and continue, however, to receive ambulance patients as well as those walking in the department door. With no ER beds for the arriving ambulance patients, paramedics must standby in the vicinity of the ER, unable to transfer the patient over to the hospital until a bed and adequate staff becomes available. In critical times of high demand, these situations can exceed two hours and involve four or more ambulances. The impact is then felt in the community, where fewer ambulances are available for 9-1-1 emergencies. Fire units and community residents may wait longer for ambulances to arrive, as many are tied up waiting to deliver patients in their care to ER staff. Longer response times mean a delay for patients requiring emergency care for illness and injury. The longer these conditions persist, the longer the delay for subsequent patients becomes.

It is not necessarily having sufficient ambulances, but rather the number of ambulances at the ER with patients waiting admission, which is a contributing factor in ambulance availability. Ambulance service providers are also limited in the number of ambulances that can be deployed. Ambulance service agencies are funded through

billing insurance or patients as the sole form of revenue. In the absence of another funding source, to remain fiscally viable, a service must transport a certain ratio of patients to ambulance resources deployed. Ambulances waiting in hospitals are doing so without reimbursement and cannot support the needed ratio to ensure funding through insurance payments alone. Therefore an ambulance provider cannot merely add extra ambulances to a system as a means of offsetting the delayed resources in the hospital. Finally, adding ambulances to a system with more demand than hospital bed availability simply increases the number of ambulances waiting in line to transfer their patients to hospital care.

Given the current challenges faced by the Emergency Department (ED) and the transferring of patients, the potential for additional hospital waiting time could result in higher than expected impacts. Should fifteen patients be the actual increase in EMS transports, the community may experience hospital closure and degradation of expected emergency services. The ability of the Trauma Center to provide emergency Trauma care may be compromised due to ED overcrowding. Helicopter flights through the downtown Santa Rosa airspace would increase as patients were moved to less impacted areas.

Ambulances are deployed under a System Status Management (SSM) model and are moved dynamically depending upon the number of available resources, anticipated geographic demand and performance requirements. The anticipated forecast of extreme traffic congestion caused by the casino, may impact all of the major and secondary thoroughfares used by the ambulance provider to move resources dynamically. Any delay in the free flow of vehicle traffic may result in a delay in response to any subsequent emergency request in other area of the county.

On site Casino first aid is critical for both rapid effective treatment of sudden cardiac arrest and immediate care for life-threatening trauma. At minimum, the casino should have an emergency response plan that places an EMT level responder with an automatic external defibrillator (AED) at the scene of a cardiac arrest within 4 minutes. Such programs function well in casinos due to the surveillance in place for security and safety.