

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

TUESDAY

JANUARY 7, 2014

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, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

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

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

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

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

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

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

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

APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

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

8:30 A.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA

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

II. NOMINATION AND ELECTION OF BOARD CHAIR, VICE-CHAIR AND CHAIR PRO-TEM

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

III. RECESS TO RECEPTION IN FOYER

IV. BOARD MEMBER ANNOUNCEMENTS

V. CONSENT CALENDAR

(Items 1 through 27)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 2)

PRESENTATION AT BOARD MEETING

1. Adopt a Gold Resolution proclaiming January 7, 2014 to February 11, 2014, as Human Trafficking Awareness Month in Sonoma County. (District Attorney/Health Services/Human Resources/Human Services/Probation/Sheriff's Office)

PRESENTATION AT DIFFERENT DATE

2. Adopt a Gold Resolution congratulating Gary Magnani on his retirement as Commander of the Jack London Post 489. (First District)

SONOMA COUNTY WATER AGENCY

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

3. Determine that the execution of an Easement Agreement for a private pipeline crossing over the Water Agency's Wohler-Forestville Pipeline will not adversely affect the Water Agency in any respect and will not have a significant adverse effect on the environment; Authorize the Chair to execute an Easement Agreement conveying property rights to Silverado-Sonoma Vineyards, LLC, a California Limited Liability Company; and Authorize the General Manager to file a Notice of Exemption in accordance with the California Environmental Quality Act (Final Action to be taken on January 14, 2014). (4/5 vote required) (Fifth District)

CONSENT CALENDAR (Continued)

4. Authorize the Chair to execute an agreement with Sonoma Ecology Center to provide hydrologic data collection and related services for performance of seepage runs on Sonoma Creek and tributaries for the amount of \$69,905; agreement terminates on December 31, 2017. (First District)

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

5. Review and accept the Compliance Review Report of the Sonoma County Social Security Number Truncation Program for the period from January 1, 2008 through June 30, 2013.

BOARD OF SUPERVISORS

6. Disbursement of Fiscal Year 2013-14 First District Advertising Funds – Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entity for advertising and promotions activities for Fiscal Year 2013-14: Children’s Museum of Sonoma County, \$1,000.
7. Disbursement of Fiscal Year 2013-14 Fifth District Advertising Funds – 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: Redwood Arts Council, \$2,000; Bodega Bay Fisherman’s Festival, \$1,500; Sebastopol Center for the Arts, \$1,000; Children’s Museum of Sonoma County, \$10,000; Sonoma County Farm Trails, \$5,000; and Occidental Center for the Arts, \$3,000.

DISTRICT ATTORNEY

8. Adopt a Resolution approving the State of California Department of Motor Vehicles registration fee increase from \$1 to \$2 and approving a \$4 fee on all commercial vehicle registrations in Sonoma County per Section 9250.14 of the California Vehicle Code to recover the reasonable cost of providing vehicle theft prevention and prosecution services.

FIRE AND EMERGENCY SERVICES

9. Authorize the Fire and Emergency Services Department Director to execute the Bay Area Urban Areas Securities Initiative Approval Authority Master Memorandum of Understanding effective December 1, 2013 to December 1, 2017.

GENERAL SERVICES

10. Adopt a Resolution adopting the mitigated negative declaration, adopting the mitigation monitoring program, and approving the project to construct a communications tower and equipment shelter at 21789 Siri Road, Guerneville. (Fifth District)

CONSENT CALENDAR (Continued)

11. Authorize the Director of General Services to execute an intergovernmental service agreement between the County of Mendocino and the County of Sonoma General Services Fleet Operations Division to provide Patrol Vehicle Build services to the County of Mendocino for the initial term of two and a half years at an estimated revenue of \$175,000, with an increase in expenditures of \$100,000; and Adopt a Resolution ratifying the Memorandum of Understanding between the County of Mendocino and the County of Sonoma for Patrol vehicle build services for two vehicles.

HEALTH SERVICES

12. Adopt a Resolution approving the approach set forth in California Welfare and Institutions Code Section 17600.50(a) in determining payments to the State Family Support Services Subaccount and ratifying Resolution number 2013-1 of the County Medical Services Program Governing Board.

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)

13. Authorize the Director of Human Resources to execute agreements with the following six selected organizational development firms: Delia and Associates, The HR Matrix, LLC, Leap Solutions Group, LLC, The Personnel Perspective, The Results Group, and Tickler & Thomas, in amounts not to exceed \$50,000 per agreement, per annum, for three-year terms.
14. Approve Concurrent Resolution amending Salary Resolution No. 95-0926, Appendix A - Salary Tables to delete the Agricultural Preservation and Open Space District management classification of OSD Community Relations Manager; and amending the Memorandum of Understanding between the County and SEIU Local 1021, Appendix A – Salary Tables to add the revised and re-titled classification of OSD Community Relations Specialist and set the salary at \$34.05, hourly A step, effective January 7, 2014.

PERMIT AND RESOURCE MANAGEMENT

15. Approve the request to withdraw the appeal of the Board of Zoning Adjustment's decision to approve a Use Permit; Chris Hougie, applicant; David Montano, appellant; 100 Wagner Road, Sonoma; APNs 128-461-050, -022 (File No. PLP13-0006). (First District)

SHERIFF'S OFFICE

16. Accept the Fiscal Year 2012-2013 Annual Inmate Welfare Trust Fund Report.

TRANSPORTATION AND PUBLIC WORKS

17. Authorize the Chair to execute the first amendment to the agreement for vector control services at the Central Disposal Site with Airstrike Bird Control increasing the not-to-exceed amount from \$25,000 to \$66,000, and extending the term to expire June 30, 2014. (Second District)
18. Adopt a Resolution authorizing the Director of Transportation and Public Works to execute all necessary documents required to purchase performance bonds required for the Runway Safety Area project environmental mitigation in an amount not to exceed \$43,420. (Fourth District)
19. Approve plans and specifications for the West Avenue Safe Routes to School project (C11010); and Award contract for construction to low bidder, J.A. Gonsalves and Son in the amount of \$121,511 and authorize the Chair to execute the construction contract. (Fifth District)

MISCELLANEOUS

20. Approval of Minutes – (A) Minutes of the Meeting of December 3, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma County Water Agency, South Park County Sanitation District and Board of Supervisors; (B) Minutes of the Meeting of December 3, 2013 of the Sonoma Valley County Sanitation District; (C) Minutes of the Meeting of December 10, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; (D) Minutes of the Meeting of December 10, 2013 of the Sonoma Valley County Sanitation District.

APPOINTMENTS/REAPPOINTMENTS

(Items 21 through 27)

21. Appoint Socorro Shiels to the First 5 Sonoma County Commission for a two-year term through November 30, 2015. (Health Services)
22. Adopt a Resolution appointing Ron Collier as Veterans' Remains Officer of Sonoma County for a two-year term ending January 31, 2016. (Human Services)
23. Appoint Dr. Wendy Von Wiederhold to the Sonoma County Mental Health Board Commission effective January 7, 2014 and expiring on January 7, 2017. (First District)
24. Appoint David Ebright to the Sonoma County Mental Health Board effective January 7, 2014 and expiring on January 7, 2017. (First District)
25. Reappoint Lyndal-Marie Armstrong to the Sonoma County Mental Health Board effective December 31, 2013 and expiring on December 31, 2016. (First District)
26. Reappoint Christopher Rohde to the Commission on Human Rights for a term of two years to expire January 7, 2016. (Second District)

CONSENT CALENDAR (Continued)

27. Amend the term for the appointment of Paul Juilly to the Cazadero Community Services District, decreasing the four year term to a two year term beginning December 6, 2013 through December 1, 2015. (Fifth District)

VI. REGULAR CALENDAR

(Items 28 through 34)

BOARD OF SUPERVISORS
AND
AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT
COMMUNITY DEVELOPMENT COMMISSION
IN-HOME SUPPORTIVE SERVICES (IHSS) PUBLIC AUTHORITY
INDUSTRIAL DEVELOPMENT AUTHORITY
NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT
OCCIDENTAL COUNTY SANITATION DISTRICT
RUSSIAN RIVER COUNTY SANITATION DISTRICT
RIO NIDO GEOLOGIC HAZARD ABATEMENT DISTRICT
SONOMA COUNTY PUBLIC FINANCING AUTHORITY
SONOMA COUNTY WATER AGENCY
SONOMA COUNTY WATER AND WASTEWATER FINANCING AUTHORITY
SOUTH PARK COUNTY SANITATION DISTRICT
(Directors/Commissioners: Gorin, Rabbitt, Zane, McGuire, Carrillo)
AND
SONOMA VALLEY COUNTY SANITATION DISTRICT
(Directors: Gorin, Rabbitt, T. Rouse)

28. **8:30 A.M.** – Selection of Officers 2014 – (A) Adopt a Resolution appointing the Chair, Vice-Chair and Chair Pro-Tem for the year 2014 for the Board of Supervisors, Directors and Commissioners; (B) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Corporation; (C) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Authority; and (D) Adopt a Resolution naming the officers of the Sonoma County Water and Wastewater Financing Authority.

COUNTY COUNSEL

29. Receive report on the 2013 Combined Fund Drive.

GENERAL SERVICES

30. Approve the project plans and specifications of Annapolis Fire Apparatus Garage and authorize the Chair to execute a construction contract with the lowest responsive and responsible bidder, R & C Construction in the amount of \$302,000. (Fifth District)

COMMUNITY DEVELOPMENT COMMISSION

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

AND

COUNTY ADMINISTRATOR

31. Cold Weather Homeless Shelter Funding Augmentation –
- (A) Authorize the Executive Director of the Community Development Commission to execute an amendment to the Samuel Jones Hall funding agreement with the City of Santa Rosa to provide up to \$34,750 for a 68-bed expansion of the facility from December 24, 2013 through March 31, 2014.
 - (B) Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with Catholic Charities to provide up to \$20,000 for the estimated additional costs that will be incurred to operate a warming station at the Homeless Services Center from January 1, 2014 through March 31, 2014.
 - (C) Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with West County Community Services to provide up to \$25,000 for the estimated additional costs that will be incurred to expand the shelter by up to 12 beds at the Guerneville Veterans Building homeless shelter for an estimated 72 days between January 1, 2014 through March 31, 2014.
 - (D) Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with Catholic Charities to provide \$75,000 to expand the Rapid Re-Housing program assistance for up to 20 additional homeless households from January 1, 2014 through June 30, 2014.
 - (E) Authorize the Executive Director of the Community Development Commission to expend up to \$25,000 to conduct a Vulnerability Index assessment of homeless persons. (4/5 vote required)

HUMAN SERVICES

32. Accept Upstream Investments Progress Report and Next Steps for 2014-2016 and approve Upstream Investments recommendations for 2014-2016.

COUNTY ADMINISTRATOR

33. Confirm appointments of individuals to complete the balance of appointments to the Community and Local Law Enforcement Task Force, selected by individual members of the Board of Supervisors, the Mayor of Santa Rosa and the District Attorney. Appointments are for a one year term, expiring December 31, 2014.

BOARD OF SUPERVISORS

34. Approve Board Sponsorship of \$4,525 to the Sebastopol Center for the Arts for the AARP Tax-Aide Program at the Sebastopol Veteran's Memorial Building from February 6, 2014 through April 10, 2014. (Fifth District)

VII. CLOSED SESSION CALENDAR

(Item 35 through 43)

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Pending Litigation – Name of Case: County of Sonoma v. Keith Kelly Workers’ Compensation Appeals Board No. ADJ496000 (Govt. Code Section 54956.9(d)(1)).
36. 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)).
37. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Eugene Alexeev; Sonoma County Superior Court SCV-253782 (Govt. Code Section 54956.9(d)(1)).
38. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Estate of Andy Lopez, by and through successors in interest, Rodrigo Lopez and Sujay Cruz, and Rodrigo Lopez and Sujay Cruz, Individually, vs. Erick Gelhaus, County of Sonoma, Does 1 through 10, Inclusive; United States District Court Northern District of California 3:13-CV-05124-JCS (Govt. Code Section 54956.9(d)(1)).
39. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: County of Sonoma v. Ritter, et al. Sonoma County Superior Court No. SCV-252236 (Govt. Code Section 54956.9(d)(1)).
40. 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)).
41. The Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Legal Counsel – Real Estate Negotiations – Name of Case: Cresta II – Location 3000 Porter Creek Rd., Santa Rosa 95404 APN: 079-090-012; Negotiator: William Cresta and Open Space District; Name of Case: McCullough II – Location: 2584 Mark West Springs Rd., Santa Rosa, CA 95404 APN: 028-060-064, -066 and -067; Negotiator: Robert Schepengerdes (Govt. Code Section 54956.8).
42. The Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Eckhart v. Sonoma County Agricultural Preservation and Open Space District, et al, Sonoma County Superior Court Case No. SCV-252224 (Govt. Code Section 54956.9(d)(1)).
43. The Board of Supervisors, 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 In-Home Supportive Services Public Authority, 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. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).

VIII. REGULAR AFTERNOON CALENDAR

(Items 44 through 47)

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

44. Report on Closed Session.
45. **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.)
46. 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
47. **ADJOURNMENTS**

NOTE: The next regular meeting will be held on January 14, 2014 at 8:30 a.m.

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

- 1. January 28th (PM) – UPE13-0065; Republic - Materials Recycling Facility, 500 Meacham Road, Cotati
- 2. February 4th (PM) – ZCE13-0003; General Plan Amendment/Zone Text and Zoning Database Changes
- 3. February 4th (PM) – PLP11-0042; 6445 Highway 12, Santa Rosa
- 4. February 11th (PM) – PLP02-0072 - Novato Disposal Service, 2543 Petaluma Blvd. South, Petaluma



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: Sonoma County Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

William Brockley 565-3366

Supervisorial District(s):

1,2,3,4,5

Title: Human Trafficking Awareness Month

Recommended Actions:

Resolution proclaiming January 7, 2014, to February 11, 2014, as Human Trafficking Awareness Month in Sonoma County

Executive Summary:

Background: On behalf of the many public and private agencies working together to raise awareness of and combat human trafficking, six departments -- Human Resources (The Commission on Human Rights and the Commission on the Status of Women), the District Attorney, Health Services, Human Services, Probation and the Sheriff's Office -- have come together to seek a proclamation naming January 7, 2014, to February 11, 2014, as HUMAN TRAFFICKING AWARENESS MONTH IN SONOMA COUNTY.

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

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

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

The statistics on the extent of human trafficking are astounding:

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

people around the world fall victim to human trafficking.

2. The United States State Department estimates that almost 800,000 people are trafficked across international borders each year.
3. The United States Department of Justice estimates that between 14,000 and 17,500 victims of human trafficking are brought into the United States each year.
4. On a local level, the Human Rights Center, University of California, Berkeley, reported in a 2005 study that 80 percent of the documented human trafficking cases in California occurred in San Diego, Los Angeles and the San Francisco Bay Area.
5. Since 2011, 95 Human Trafficking and Prostitution cases have been filed by the District Attorney's Office. Notable is the considerable increase in felony cases involving traffickers since 2012: Prior to 2012, the DA's Office averaged 3.6 cases felony trafficking cases per year; 8 cases were filed in 2012 and 10 cases have been filed in 2013.

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

This annual national observance is intended to enhance the fight against and increase the awareness of human trafficking. Our community must be aware of the realities of human trafficking, and we must be dedicated to stopping and eliminating this contemporary manifestation of slavery. Certainly, Sonoma County is recognizing some change: The increase in felony cases since 2012 has come with a corresponding decrease in misdemeanor cases. Pre-2012, an average of 65 misdemeanor cases per year were seen in the DA's office; since 2012, the average has been 27 misdemeanor cases. This trend is reflective of the recognition of the role of the victim in trafficking crimes being reported to the District Attorney's Office. Still, victims of human trafficking need support in order to escape and recover from the physical, mental, emotional and spiritual trauma associated with their victimization. Increased awareness remains a critical function of the fight.

District Attorney's Office

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

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

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

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

In 2000, Congress passed the Trafficking Victims Protection Act to "combat trafficking in persons, especially into the sex trade, slavery, and involuntary servitude, to reauthorize certain Federal programs to prevent violence against women, and for other purposes." (P.L. 106-386 [H.R. 3244] 28 Oct 2000). This law provides law enforcement officials with the necessary tools to combat trafficking in persons, both domestically and abroad. Seeking to coordinate and compliment federal legislation, Assembly Bill 22 (Lieber, 2005) and Senate Bill 180

(Kuehl) were enacted to provide multiple protections at the State level. AB 22 added Section 236.1 to the California Penal Code, which establishes human trafficking for forced labor or services as a felony crime. This law was amended by the Chelsea King Child Predator Prevention Act of 2010 to impose a fine of \$100,000 when the victim is under the age of 18.

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

Family Justice Center Sonoma County

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

Department of Health Services

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

The Sexual Assault Response Team (SART)/Redwood Children's Center (RCC) team is a multi-disciplinary team of trained professionals, including medical, legal, law enforcement and survivor advocacy representatives. The team provides specialized, coordinated services to the people of Sonoma County. Health Services' Forensic Examiners receive special training in forensic evidence collection and directed medical examinations for both adult and child cases of sexual assault. They provide 24-hour, seven days a week on-call services for all suspected cases of adult and child sexual assault or abuse. Health Services remains a committed partner in looking toward the safety and support of victims of sexual assault and human trafficking in a caring and professional environment through a multi-disciplinary and victim-centered approach.

Department of Human Resources: Commission on the Status of Women and Commission on Human Rights

For many years, the Commission on the Status of Women (CSW) encouraged the formation of a county task force that was dedicated to aiding victims of human trafficking, and have supported, and partnered with, many organizations in their efforts to build community awareness about this issue in Sonoma County.

In 2008, the CSW together with the Congregation Shomrei Torah and the Soroptimist Clubs of Sonoma County, sponsored an educational forum on human trafficking, which included a panel discussion and a presentation of the documentary, "Cargo: Innocence Lost." The event drew over 300 people.

In 2009, Commissioners from CSW and the Commission on Human Rights (CHR) participated in a community-wide effort with representatives from the YWCA, Women's Justice Center, United Against Sexual Abuse (Verity), the Soroptimist Clubs, West County Community Services, the FBI, and individual community members to explore the formation of the Sonoma County Collaborative Network on Human Trafficking. As a result of these combined efforts, Sonoma County now has one of the finest Human Trafficking Task Forces in the state, comprised of

representatives from the District Attorney's office, local law enforcement, Homeland Security, the Family Justice Center Sonoma County, CSW, CHR, civic volunteers, and many organizations that address the needs of trafficking victims.

On October 5, 2013, CHR hosted an educational public forum on Human Trafficking at the Hyatt Vineyard Creek Hotel and Spa in Santa Rosa that drew over 150 members of the public. The interactive event included a panel that consisted of Board of Supervisors Chair David Rabbitt, District Attorney Jill Ravitch, Detective Christopher Mahurin - Santa Rosa Police Department, FBI Special Agent Marty Parker, Dana Bryant - Executive Director of Crossing the Jordan, and Christine Castillo - Executive Director of Verity Sonoma County Rape Crisis Counseling.

The Commissions continue their commitment to build awareness of this horrible crime, and to support the county-wide efforts lead by the District Attorney's office and the Sonoma County Human Trafficking Task Force.

Department of Human Services (HSD)

HSD provides forensic interviewers, supervision and administrative support for the Redwood Children's Center which is located at the Family Justice Center. HSD staff are also active members of the Human Trafficking Task Force. HSD's Director is working with a statewide association of Human Services Directors (County Welfare Directors Association) on possible legislation to address the issues of Commercially Sexually Exploited Children.

Probation Department

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

Sheriff's Office

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

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

In July of 2013, the Sonoma County Sheriff's Office Domestic Violence/Sexual Assault Unit and Santa Rosa Police Department Domestic Violence/Sexual Assault Unit headed a successful two-day Human Trafficking operation, which was part of a nationwide Operation Cross Country. During the operation, three female juveniles were rescued, six female adults were rescued, and four suspected pimps were arrested in Sonoma County. Across the country, 105 minors were rescued and 150 suspected pimps were arrested. The goal of the operation was to

rescue underage children being sexually exploited.

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

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

Prior Board Actions:

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

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

In raising awareness, Recognizing Human Trafficking Awareness Month plays an important part in the larger strategy to deal with the issue of human trafficking: The event raises community education, reaches out to victims, and encourages the community to support services to address human trafficking as a serious health and public safety issue in Sonoma County.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

None

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Not applicable			
Narrative Explanation of Staffing Impacts (If Required):			
Not applicable			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			
None			



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA,
STATE OF CALIFORNIA, PROCLAIMING JANUARY 7, 2014, TO FEBRUARY 11, 2014, TO BE
HUMAN TRAFFICKING AWARENESS MONTH IN SONOMA COUNTY**

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

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

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

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

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

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

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

Resolution #
Date: January 7, 2014
Page 2

Now, Therefore, Be It Resolved that the Board of Supervisors, in joining in this national observance is one example of the ongoing commitment to raise awareness of and actively oppose human trafficking, hereby proclaims January 7, 2014, to February 11, 2014, as Human Trafficking Awareness Month in Sonoma County.

Supervisors:

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

SO ORDERED.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

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 congratulating Gary Magnani on his retirement as Commander of Jack London Post 489.

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: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Congratulating Gary Magnani on Retiring as Commander of Jack London Post 489.

WHEREAS, Gary Magnani born on August 13, 1949 in Oakland, California, before his family moved north to Healdsburg, California where he attended school. His father, Robert Magnani, was an inspirational serviceman and family man whom Gary sought to emulate in his own lifetime; and,

WHEREAS, in 1968 he joined the Navy and served approximately seven years of active duty. This experience afforded Mr. Magnani insight into the needs of servicemen and women and thus begun a lifetime of helping veterans in his community; and,

WHEREAS, Mr. Magnani has lived in Sonoma for nearly 25 years and in that time, he has made a tremendous difference in the community and most profoundly, in the lives of veterans; and,

WHEREAS, the Jack London Post 489 of Sonoma, California was chartered and incorporated in April 25, 1949 to carry out the ideals and traditions of the American Legion; and,

WHEREAS, in 2003, Gary Magnani became Commander of American Legion Jack London Post 489 and served in that capacity for 10 years. During that time, he has proven himself as an effective and valued member of our community; and,

WHEREAS, Mr. Magnani has committed his life to service to veterans, both Active and In-Active Duty and helped to establish "Sonoma Vet Connect" a grass roots organization run by veterans and in service to veterans; and,

WHEREAS, He has been at the head of several fundraisers, including Oktoberfest and Dance for the Troops. He also re-established both Boys and Girls State: programs that are among the most respected and selective educational programs of government instruction for U.S. high school students.

WHEREAS, both veterans and the community of Sonoma are deeply grateful for the service and dedication of Mr. Magnani; and,

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County hereby Congratulates Gary Magnani on his Retirement as Commander of Jack London Post 489.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: January 7, 2014

Vote Requirement: 4/5

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

Staff Name and Phone Number:

Kevin Campbell 547-1921

Supervisorial District(s):

Fifth District

Title: Easement Agreement for Wohler-Forestville Pipeline Crossing

Recommended Actions:

Consideration of:

- determining that the execution of an Easement Agreement for a private pipeline crossing over the Water Agency's Wohler-Forestville Pipeline will not adversely affect the Water Agency in any respect and will not have a significant adverse effect on the environment;
- authorizing the Chair to execute an Easement Agreement conveying property rights to Silverado-Sonoma Vineyards, LLC, a California Limited Liability Company;
- authorizing the General Manager to file a Notice of Exemption in accordance with the California Environmental Quality Act.

Final Action to be taken on January 14, 2014.

Executive Summary:

This agenda item is for consideration of the Sonoma County Water Agency (Water Agency) granting Silverado-Sonoma Vineyard a permanent easement for a private irrigation pipeline over the Water Agency's Wohler-Forestville Pipeline and to authorize the Water Agency's General Manager to file a Notice of Exemption in accordance with the California Environmental Quality Act.

HISTORY OF ITEM/BACKGROUND:

The Water Agency owns certain real property (APN 083-010-062) within which the Water Agency operates the Wohler-Forestville Pipeline (Water Agency Property). The Water Agency Property connects the Water Agency's Wohler Collectors to the Cotati Intertie Pipeline. The Cotati Intertie Pipeline is the primary water supply for southern Sonoma County and northern Marin County.

Silverado-Sonoma Vineyards LLC owns and operates vineyards adjacent to the Water Agency Property. Silverado-Sonoma Vineyards requested that the Water Agency allow them to construct a 21-inch

diameter irrigation main across the Water Agency Property which would allow them to provide irrigation water to properties owned by Silverado-Sonoma Vineyards. On February 19, 2010, the Water Agency executed a revocable license to allow for construction of the 21-inch diameter irrigation main (irrigation main) on the Water Agency Property. Silverado-Sonoma Vineyards is now requesting that the Water Agency grant a permanent easement allowing for maintenance of their existing irrigation main.

Section 9 of the Water Agency's enabling statute provides that the Board may convey right-of-way easements to any nonpublic person or corporation for adequate consideration upon a four-fifths vote, provided that the Board finds that the conveyance will not adversely affect the Water Agency in any respect. The conveyance must also be considered by the Board at two regularly scheduled Board meetings. Water Agency staff has worked with Silverado-Sonoma Vineyards to address engineering, operational, and maintenance concerns about the irrigation main crossing, which have been incorporated into the proposed easement to the Silverado-Sonoma Vineyards. Given these protections, Water Agency staff has determined that the Project will not adversely affect the Water Agency in any respect.

Water Agency staff requested that Silverado-Sonoma Vineyards provide an independent appraisal of the value of the easement rights required for Silverado-Sonoma Vineyard's irrigation main. The independent appraiser concluded that the value of the easement is One Thousand One Hundred and Sixty-Nine Dollars (\$1,169).

Water Agency staff estimates the staff cost required for preparation of the granting document (Easement Agreement), agenda transmittal packages, County Counsel review, and administrative processing costs etc. required for the Water Agency to grant Silverado-Sonoma Vineyards the easement to be approximately \$8,000. Including the appraised land value, Water Agency staff estimates that the adequate consideration for the granting of the easement agreement is \$9,169.

Prior Board Actions:

None

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

This item supports the County's goal of economic and environmental stewardship by providing the necessary property rights for the operation and maintenance of an irrigation pipeline that benefits the long-term sustainability of Silverado Sonoma Vineyard improvements.

Water Agency Organizational Goals and Strategies, Goal 4: Ensure that organizational culture emphasizes information sharing and collaboration.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 9,169	Water Agency Gen Fund	\$ -0-
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 9,169
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 9,169	Total Sources	\$ 9,169

Narrative Explanation of Fiscal Impacts (If Required):

The value of the easement was appraised at \$1,169. Silverado-Sonoma Vineyards has agreed to pay the appraised amount and to reimburse \$8,000 of the Water Agency's staff cost for processing of the granting of easement.

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:

Easement Agreement (1 copy); Notice of Determination (1 copy)



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Directors, Sonoma County Water Agency

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Marcus Trotta / 707-547-1978

Supervisorial District(s):

First

Title: Performance of Seepage Runs on Sonoma Creek and Tributaries

Recommended Actions:

Authorize the Chair to execute an agreement with Sonoma Ecology Center to provide hydrologic data collection and related services for the amount of \$69,905; agreement terminates on December 31, 2017.

Executive Summary:

This item requests approval for the Chair to execute an agreement with Sonoma Ecology Center (\$69,905 through 12/31/2017) for hydrological data collection and related services.

HISTORY OF ITEM/BACKGROUND

In June 2006, the Sonoma County Water Agency's Board of Directors (Board) and the Sonoma County Board of Supervisors directed Sonoma County Water Agency (Water Agency) staff to begin a groundwater management planning process in compliance with Assembly Bill 3030 in the Sonoma Valley. At that time, the Board approved a work plan to develop a Groundwater Management Plan (the Plan).

The Water Agency staff worked with a Basin Advisory Panel, a collection of Sonoma Valley stakeholders, to develop the Plan for Sonoma Valley that was approved by the Board on November 6, 2007. The Basin Advisory Panel, in developing the Plan, identified a number of primary areas to focus implementation activities, including (1) protection of groundwater quality and quantity, (2) groundwater sustainability, (3) continued monitoring and assessment of the Sonoma Valley Groundwater Basin, and (4) continued stakeholder involvement as expressed through the Basin Advisory Panel.

The 2013 Basin Advisory Panel/Technical Advisory Committee Work Plan for the Sonoma Valley Groundwater Management Program (Program) includes the performance of seepage runs, which are streamflow measurements conducted over a short period of time at multiple locations, to evaluate the exchange between surface water in Sonoma Creek and its tributaries and groundwater.

SELECTION PROCESS

Sonoma Ecology Center (Consultant) was the only firm contacted and was selected because performance of the work requires accessing private property to collect streamflow data. The Consultant has done work in the area and is familiar with the involved properties as well as possesses the technical expertise necessary to complete the scope of work. The Consultant has extensive experience performing streamflow gauging and processing and reporting hydrologic data. The Water Agency does not have the resources to perform the services under the proposed Agreement.

SERVICES TO BE PERFORMED

Under the proposed Agreement, the Consultant will evaluate the exchange between surface water in Sonoma Creek and its tributaries. The scope of work includes: (1) selecting final monitoring locations; (2) securing additional site access; (3) collecting streamflow and field water quality measurements from 40 locations twice a year and 8 locations on a monthly basis; (4) data processing and reporting; and (5) development of a groundwater conditions scorecard. Scientific data obtained from the seepage runs will provide information on surface water and groundwater exchanges in Sonoma Valley and help identify potential locations suitable for enhanced groundwater recharge projects planned by the Water Agency and other local partners.

The cost of services will not exceed \$69,905; the term end date is December 31, 2017.

Prior Board Actions:

06/23/2006: Approved agreement between Sonoma County Water Agency and Schlumberger Water Services for Implementation of Work Plan for the Sonoma Valley Groundwater Management Plan.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

County Goal 2: Economic and Environmental Stewardship – Collection of streamflow data to better assess surface water and groundwater exchanges helps ensure that stakeholders will have scientific data needed to appropriately manage groundwater supplies in Sonoma Valley.

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	\$ 69,905	Water Agency Gen Fund	\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 69,905
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 69,905	Total Sources	\$ 69,905

Narrative Explanation of Fiscal Impacts (If Required):

FY 2013/2014 appropriation of \$69,905 is from the Water Transmission/Recycled Water Local Supply fund. No additional appropriation is required.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

N/A.

Attachments:

N/A.

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

Agreement (4 Copies)



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Olga Gray – (707) 565-8303
Terina Tracy – (707) 565-3234

Supervisory District(s):

Countywide

Title: Compliance Review: Social Security Number Truncation Program

Recommended Actions:

Review and accept the Compliance Review Report of the Sonoma County Social Security Number Truncation Program for the period from January 1, 2008 through June 30, 2013.

Executive Summary:

AB 1168 was signed into law by the Governor on October 13, 2007. The law is intended to protect against identity theft by requiring local agencies to redact social security numbers from records prior to disclosing them to the public. The law authorized the County to establish an additional \$1 fee for the first page of each recorded document to fund implementation of the program. County Recorders were required to establish a social security number truncation program in order to create a public record version of every official record that contains a social security number.

Authorization of the fee requires that the County Auditor conduct two reviews to verify the funds generated by the fee are used only for the purpose of the program and to conduct reviews. The first review must be completed between June 1, 2012 and December 31, 2013. The second review must be completed between June 1, 2017 and December 31, 2017.

The primary objectives of this review (Attachment A to this report) were to verify that the funds generated by the Social Security Number Truncation Fee are used solely for the purpose of the Program, as described in article 3.5 (commencing with Section 27300). In addition, we reported on the progress of the county recorder in truncating recorded documents pursuant to subdivisions (a) of GC Section 27301, and estimated any ongoing costs to the county recorder of complying with subdivisions (a) and (b) of Section 27301.

There were two recommendations identified during the audit related to the quality control procedures and further analysis of the fee collections. The Auditor-Controller-Treasurer-Tax Collector's office has reviewed the responses provided by the Recorder's Office. The proposed actions appear to adequately address the recommendations. The outcome of the proposed actions will be determined during the next audit.

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

Prior Board Actions:

12/11/07: Resolution 07-1038 adopting a \$1 fee for recording the first page of every instrument to support the implementation and ongoing operation of the social security number truncation program.

Strategic Plan Alignment: Not Applicable

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

The acceptance of this report creates no fiscal impact at this time.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Attachment A- Compliance Review Report of the Social Security Number Truncation Program
Attachment B-Management Response Letter

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

NONE

Compliance Review: Social Security Number Truncation Program

For the Period
January 1, 2008 through June 30, 2013

The County Clerk-Recorder-Assessor(Recorder) complied with the California Government Code Section 27301, establishing a social security number truncation program (Program), collecting the authorized fee and using it solely for the purpose of meeting the Program objectives.

Although the Recorder engaged a contractor and completed redaction of social security numbers from documents recorded during the period January 1, 1980 to December 31, 2008, the documentation to evidence the quality control procedures performed on the contractor's work was not maintained.

The Recorder has an effective system, implemented in January 2009, capable of identifying social security numbers from documents as they are recorded.

The Recorder estimates the cost of complying with the GC§27301(a) and (b) through 2017 to be **\$137,000**. This estimate may be understated due to difficulty in estimating certain costs. Included in this estimate is an annual ongoing cost of approximately **\$10,000**.

Between January 1, 2008 and June 30, 2013, **\$692,285** was collected in Social Security Truncation Fees. The interest generated from the amounts collected totaled **\$9,058**. Expenditures to implement the program through June 30, 2013 totaled **\$349,714**. As of the end of our review period, the balance in the Program fund was **\$351,629**.

The Recorder should perform further analysis and determine whether to reduce or suspend collection of Program fees.

Audit No: 3087

Report Date: December 10, 2013



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

Table of Contents

Compliance Review:
Social Security Number Truncation Program
Audit No. 3087

For the Period
January 1, 2008 through June 30, 2013

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Introduction and Background

Introduction

We have completed a review of the Sonoma County Recorder's social security number truncation program (Program). We conducted our review in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). These Standards requires that we identify, analyze, evaluate, and document sufficient information and evidence to achieve our review objectives. We believe that the evidence obtained provides a reasonable basis for the results, observations, and recommendations contained in our report.

The County Recorder records a number of documents that contain social security numbers. These documents can be accessed by the public. Due to potential misuse of social security numbers, GC§27361 was enacted that requires local agencies to restrict disclosure of social security numbers to only four digits.

GC§27361 authorizes the County to assess an additional one dollar fee per recorded document to fund the Program. The funds collected are to be used solely for the purpose of the Program.

The primary purpose of our engagement is to conduct a review of the Program, as required by law, and determine:

1. If the funds generated by the fee pursuant to GC§27361 were used solely for the purpose of the Program,
2. the progress of the County Recorder in truncating social security numbers in recorded documents and
3. the estimated ongoing costs to the County Recorder of complying with GC§27361.

We would like to thank management and staff for their time, information, and cooperation throughout the review.

Background

AB 1168 was signed into law by the Governor on October 13, 2007 to protect the public from identity theft. It requires local agencies to redact social security numbers (SSNs) from records before disclosing them to the public. The law authorizes counties to charge an additional \$1 fee for the first page of each recorded document to fund the implementation of the Program. On December 11, 2007, the County Board of Supervisors adopted the Program and authorized the Recorder to assess the social security truncation fee.

Introduction and Background

In January 2008 the Recorder began the Program to create a public version of recorded documents that would be exact copies of the official records but display only the last four digits of the social security numbers. This provision would apply to all documents recorded since 1980.

The Government Code Section 27361 (4) requires County Boards of Supervisors that authorize the fee to require the County Auditors to conduct two reviews of the program. Each review would 1) verify that funds generated from the Program were used only to truncate SSNs in accordance with the Program requirements, 2) state the progress of the County Recorder in truncating recorded documents and 3) estimate any ongoing costs to comply with the requirements. The first review must be completed between June 1, 2012 and December 31, 2013 and the second between June 1, 2017 and December 31, 2017.

The authority to assess the additional fee sunsets on December 31, 2017, unless it is renewed by the County Board of Supervisors

An outside vendor was engaged in June of 2009 to complete the truncation of the SSNs for the period January 1, 1980 to December 31st 2008. The vendor, Computing System Innovations (CSI), was selected through a bid process, managed jointly by the Recorder and the County's Purchasing Division. Bids from eleven qualified vendors were reviewed and CSI was considered the most qualified based on a set of objective criteria, which took into account the firms experience doing similar work.

The Recorder performed quality control review procedures on the work performed by CSI. The Recorder did not maintain any documentation relating to these quality control procedures.

In January 2009 the Recorder implemented an automated redaction module called "aiRedact" to identify social security numbers from documents currently being recorded. This module is integrated with the system, GRM Recorder, which the Recorder currently uses to manage the document recording process. The redaction module identifies records that may need SSN truncation. The recorder's staff reviews all documents and redacts the first five digits of the SSNs in the system using the redaction module.

On August 13, 2013, the Board authorized the Recorder to implement the Eagle Recorder/Clerk System. This system includes a module for automated social security redaction.

Objectives and Scope

Objectives

The objectives of this review were to:

1. Verify that the funds generated by the social security truncation fee are used solely for the purpose of the Program, as described in article 3.5 (commencing with Section 27300).
2. Report on the progress of the Recorder in truncating recorded documents pursuant to subdivisions (a) of Government Code Section 27301
3. Estimate any ongoing costs to the Recorder of complying with subdivisions (a) and (b) of Section 27301.

Scope

The review period covered the initiation of the fee collection on January 1, 2008 through June 30, 2013. The scope of our work included but was not limited to the following:

- A preliminary survey to update our knowledge of the operating environment; identify changes in laws and regulations, systems, personnel and organization structure
- A risk analysis to identify significant risks of non compliance with policies, procedures or laws, loss or misuse of assets and inefficiencies in processes
- A review and evaluation of internal controls designed to ensure compliance with the above requirements and to adequately reduce the risk identified
- Tests of compliance to gain assurance that the internal control system is functioning as intended and is achieving its design objectives.

Our review included inquiry, observation, and testing for assessing the adequacy of documentation and compliance with relevant California Government Code Sections.

Procedures and Results

Procedures

We performed the procedures outlined below, solely to assist the County in meeting the review requirements of Section 27361 with respect to the Program. The Recorder is responsible for the Program and for compliance with statutory requirements related to the Program.

We performed the following procedures:

1. Obtained evidence of the County Board of Supervisor's authorization of the fee to fund the Program in accordance with the Sections 27301(c), 27304(b), and 27361 of the Government Code.
2. Reconciled the fees collected per the Recorder's systems to the amounts recorded in the fund established in the County's general ledger system (FAMIS) to account for the Program's financial transactions. In addition, we selected a sample of daily transactions from FAMIS and traced to the Recorder's daily summary reports.
3. Examined all expenditure transactions recorded in FAMIS for the Program and obtained supporting documentation to verify that the costs incurred were for the purposes of the Program.
4. Obtained Program status reports prepared by the Recorder's office as required by California Government Code Section 27305(a) and ensured compliance with the Government Code section.
5. Evaluated the reasonableness of the Recorder's estimate of ongoing costs of the Program.
6. Selected a sample of documents with SSNs and determined if truncation of SSNs was performed in accordance with Government code section 27301 and 27302.

Results

Objective #1: Verify that the funds generated by the social security truncation fee are used solely for the purpose of the Program, as described in article 3.5 (commencing with Section 27300)

The results of our tests support that expenditures made out of the SSN truncation fees collected were solely for the purpose of the Program. We reviewed support for all expenditure transactions totaling **\$349,714** and noted no exceptions.

Procedures and Results

Between January 1, 2008 and June 30, 2013, **\$692,285** was collected in SSN truncation fee. The interest generated from the amounts collected totaled **\$9,058**. As of the end of our review period, the SSN trust fund had **\$351,629** in fund balance.

Expenditures, to implement the program through June 30, 2013 totaled **\$349,714**. Of that amount, **\$292,500** was used to truncate SSNs from documents recorded between 1980 and 2008, using an outside contractor. In January 2009, the Recorder implemented "aiRedact", an automated redaction module that identifies social security numbers from documents as they are recorded, at a cost of **\$57,214**.

Objective #2: Report on the progress of the Recorder in truncating recorded documents pursuant to subdivisions (a) of GC Section 27301:

The Recorder has converted all documents recorded between 1980 and December 2008 from microfilm to an electronic version. A vendor was hired by the Recorder to truncate all SSNs from those documents. The Recorder's staff performed quality control procedures over the vendors work, however no documentation was maintained. The Recorder will re-perform the quality control procedures and retain relevant supporting documentation.

The Recorder implemented a system to perform redaction on a go forward basis on January 1, 2009. The forward redaction module was added to the current system as part of ongoing maintenance in order to comply with the changes in legislation in 2009. SSNs have been truncated from documents recorded since January 1, 2009 to present.

Objective #3: Estimate any ongoing costs to the Recorder of complying with subdivisions (a) and (b) of Section 27301.

The Recorder's Office estimates total ongoing costs through December 31, 2017 to be **\$137,000 (table 1)**. Certain costs that are difficult to estimate have not been included and therefore this amount may be understated.

The estimated ongoing costs of complying with the program include the annual software maintenance and support agreement for the automated redaction module (to be installed in the next few years), staff time, allocable Information Services Department (ISD) charges, review costs to comply with government code sections and unallocated costs of **\$42,000** identified by Internal Audit. The Recorder's office had not charged approximately **\$42,000** allocable costs, a majority of which is related to the annual software maintenance and support agreement.

Procedures and Results

The total ongoing cost of **\$137,000** does not include costs related to future quality control review, and allocated portion of the cost of new servers for the automated redaction module system implementation. These costs are currently difficult to estimate.

Summary of ongoing costs through 2017

Table 1

Description	Amount	Details
Unallocated cost to date	42,642	aiRedact Software, staff costs, share of system service level and support
Ongoing annual costs \$10,184/year for 4 years	40,736	FY 13-14 Automated Redaction Module, staff costs and Auto Redact share of system service level and support
One time cost FY 13-14	21,622	FY 13-14 Automated Redaction Module, aiRedact share of system service level and support
Other onetime costs	32,000	Program review cost includes two reviews which will be performed by Internal Audit
Total Cost	\$137,000	

Observations and Recommendations

Observations

Observation #1:

The Recorder was not able to support that the automated program used by the vendor for back file redaction had a high rate of accuracy.

A vendor was engaged to perform the truncation of social security numbers from documents recorded between 1980 and 2008. To support that the automated system used by the vendor had a high rate of accuracy, as required by law and the contract, evidence such as documented quality control procedures and results would be necessary. Although, the Recorder performed some quality control procedures, no documentation was maintained. As an alternative, we tested a sample of sixty recorded documents and found three SSNs that were not truncated by the vendor.

Observation #2:

At the current rate of collection, the Recorder may collect fees materially in excess of the cost of the program.

The Program's fund balance as of the end of our review period was **\$351,629**. Based on actual collections over the last 6 years, the Program will collect approximately an additional **\$500,000** in fees until the fee authorization expires in 2017. The program expenditures during that same period are expected to be approximately **\$137,000**. The annual ongoing expense is estimated at approximately **\$10,000**.

Based on the above analysis, it appears the program will have a fund balance of approximately **\$700,000** by end of 2017. Because the use of the funds is restricted and the annual program expenditures are estimated at **\$10,000**, it would take an extensive amount of time to fully deplete this balance.

Recommendations

- 1.) In order to more strongly support that a system with a "high level of accuracy" was used, the Recorder should re-perform the quality control procedures over documents recorded from 1980 through 2008 and retain documentation describing the objectives, scope, procedures and results. Actions should be taken based on the results of the quality control procedures.
- 2.) The recorder should perform further analysis and determine whether to reduce or suspend collection of Program fees.

Management's Responses and Acknowledgement

Management's Responses:

1.) Based upon your recommendation, the Recorder will take a random sample of approximately 1,000 documents recorded from 1980 through 2008 from the categories that have social security numbers in them to verify if they have been redacted correctly. The objective, scope, procedures and results of the quality control review will be documented, and future actions determined based on the results. This process shall be completed and any further actions determined by January 31, 2014.

2.) Recorder staff working on the social security number truncation program have begun tracking their time required to supervise and administer the program. These costs will be charged back to the program fund on a quarterly basis going forward. Unallocated costs to date of \$42,642 will be charged back to the program fund from the Recorder operations fund.

The Recorder is in the process of implementing a new recording and cashiering system. This project should be finalized by the end of FY 2013/14. At this time, it is difficult to precisely assign the future costs for the servers, the system and staff time related to implementation of the automated redaction module. An analysis of these costs will be summarized, documented and charged back to the program fund, once they are known.

Given the costs yet to be determined related to the Program, the fact that recording volume is down significantly from the year before, and that the redaction process is an ongoing requirement, the recorder will perform further analysis of Program costs in early 2015 to determine whether we should reduce or suspend collection of Program fees.

Acknowledgement

We appreciate the courtesy and cooperation extended to us by Celia Peterson, Deva Proto, Pam Alsbury and Alicia Tonelli. If you have any questions regarding the review or procedures performed please call Olga Gray at 565-8303 or Damian Gonshorowski at 565-8309.



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

ADMINISTRATION

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COUNTY CLERK DIVISION

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RECORDER DIVISION

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REGISTRAR OF VOTERS

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 P.O. Box 11485
 435 Fiscal Dr.
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December 10, 2013

Kanchan K. Charan, CPA
 Audit Manager

Re: Social Security Number Truncation Program Compliance Review

Dear Mr. Charan:

We appreciate the time spent by Damian Gonshorowski and Olga Gray of your staff, to review our social security number truncation program to determine overall compliance with California government Code Section 27301 in establishing a social security number truncation program for Sonoma County.

Your review confirmed that the Recorder has used all funds generated by the social security truncation fee solely for Program purposes with no exceptions, as required. Reporting on the progress made in truncating recorded documents, you noted that while quality control procedures were followed to review the vendor's work, no documentation of the process or the results were maintained. And, in estimating ongoing costs, you noted that estimates do not include the costs of future quality control review and any portion of new server costs that may be allocated to the automated reduction module system implementation. We agree with your assessment that currently, these costs are difficult to estimate.

You have submitted recommendations in your review to address quality control procedures and concerns regarding the level of fees collection. We have listed your recommendations below, along with our response.

Recommendation #1 – In order to more strongly support that a system with a “high level of accuracy” was used, the Recorder should re-perform the quality control procedures over documents recorded from 1980 through 2008 and retain documentation describing the objectives, scope, procedures and results. Actions should be taken based on the results of the quality control procedures.

Response – Based upon your recommendation, the Recorder will take a random sample of approximately 1,000 documents recorded from 1980 through 2008 from the categories that have social security numbers in them to verify if they have been redacted correctly. The objective, scope, procedures and results of the quality control review will be documented, and future actions determined based on the results. This process shall be completed, and any future actions determined by January 31, 2014.

Recommendation #2 – The recorder should perform further analysis and determine whether to reduce or suspend collection of Program fees.

Response – Recorder staff working on the social security number truncation program have begun tracking their time required to supervise and administer the program. These costs will be charged back to the program fund on a quarterly basis going forward. Unallocated costs to date of \$42,642 will be charged back to the program fund from the Recorder operations fund.

The Recorder is in the process of implementing a new recording and cashiering system. This project should be finalized by the end of FY 2013/14. At this time, it is difficult to precisely assign the future costs for the servers, the system and staff time related to implementation of the automated redaction module. An analysis of these costs will be summarized, documented and charged back to the program fund, once they are known.

Given the costs yet to be determined related to the Program, the fact that recording volume is down significantly from the year before, and that the redaction process is an ongoing requirement, the recorder will perform further analysis of Program costs in early 2015 to determine whether we should reduce or suspend collection of Program fees.

The results of actions taken in response to this review will be documented for the record. Please let us know if anything further is needed to satisfy the requirements of this compliance review.

Sincerely,



William F. Rousseau
Clerk-Recorder-Assessor



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

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Susan Gorin, 565-2241

Supervisorial District(s):

First.

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

Recommended Actions:

Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entity for advertising and promotions activities for FY 13/14: Children's Museum of Sonoma County, \$1,000.

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 First District has reviewed applications and wishes to recommend the following FY 13/14 advertising grant award:

- 1.) Children's Museum of Sonoma County, for general advertising and promotion of the new museum opening in Spring 2014; grant award of \$1,000.

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:

9/17/13, 9/24/13, 10/15/13 – Awarded FY 13/14 Category E grants.

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	\$ 1,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 1,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 1,000	Total Sources	\$ 1,000
Narrative Explanation of Fiscal Impacts (If Required):			
Funds are included in the FY 13/14 budget.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A.			
Attachments:			
FY 13/14 Grant Award Agreement Template			
Related Items "On File" with the Clerk of the Board:			
None.			

A G R E E M E N T

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

W I T N E S S E T H:

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 \$XXXX (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:

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.

Additionally, any Advertising conducted utilizing funds provided under this agreement must identify the "County of Sonoma – Board of Supervisors" as a sponsor. ADVERTISER may also include the Sonoma County seal logo on materials, although the seal may not replace the language noted in this section.

4. ADVERTISER agrees to keep complete books and records, and to make available and submit to audit by COUNTY all of ADVERTISER'S books, records, and financial statements upon COUNTY'S request and without prior notice.
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. Consultant'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 Consultant's expense, subject to Consultant'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 Consultant or its agents 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 either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs as a part of such action or proceeding.
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

DATE: _____

By _____
ENTITY



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: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Efren Carrillo, 565-2241

Supervisorial District(s):

Fifth.

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

Recommended Actions:

Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entity for advertising and promotions activities for FY 13/14: Redwood Arts Council, \$2,000; Bodega Bay Fisherman's Festival, \$1,500; Sebastopol Center for the Arts, \$1,000; Children's Museum of Sonoma County, \$10,000; Sonoma County Farm Trails, \$5,000; and Occidental Center for the Arts, \$3,000.

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 Fifth District has reviewed applications and wishes to recommend the following FY 13/14 advertising grant award:

- 1.) Redwood Arts Council, for advertising and promotion of the 2013-2014 concert series; grant award of \$2,000.
- 2.) Bodega Bay Fisherman's Festival, for advertising and promotion of the 2014 Fisherman's Festival; grant award of \$1,500.
- 3.) Sebastopol Center for the Arts, for advertising and promotion of the Sebastopol Documentary Film Festival and GLBTQI Film Event; grant award of \$1,000.
- 4.) Children's Museum of Sonoma County, for advertising and promotion of the new Museum opening in 2014; grant award of \$10,000.
- 5.) Sonoma County Farm Trails for advertising and promotion of the Gravenstein Apple Fair; grant award of \$5,000.
- 6.) Occidental Center for the Arts, for advertising and promotion of the Center's events and programs; grant award of \$3,000.

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:

9/24/13 and 12/3/13 – Awarded FY 13/14 Category E grants.

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	\$ 22,500	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 22,500
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 22,500	Total Sources	\$ 22,500

Narrative Explanation of Fiscal Impacts (If Required):

Funds are included in the FY 13/14 budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

N/A.

Attachments:

FY 13/14 Grant Award Agreement Template

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

None.

A G R E E M E N T

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

W I T N E S S E T H:

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 \$XXXX (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:

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.

Additionally, any Advertising conducted utilizing funds provided under this agreement must identify the "County of Sonoma – Board of Supervisors" as a sponsor. ADVERTISER may also include the Sonoma County seal logo on materials, although the seal may not replace the language noted in this section.

4. ADVERTISER agrees to keep complete books and records, and to make available and submit to audit by COUNTY all of ADVERTISER'S books, records, and financial statements upon COUNTY'S request and without prior notice.
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. Consultant'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 Consultant's expense, subject to Consultant'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 Consultant or its agents 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 either party brings an action or proceeding for damages arising out of the other's performance under this Agreement or to establish the right or remedy of either party, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs as a part of such action or proceeding.
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

DATE: _____

By _____
ENTITY



County of Sonoma Agenda Item Summary Report

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

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

To: County of Sonoma Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): District Attorney's Office

Staff Name and Phone Number:

Cindy Williams, x2818

Supervisorial District(s):

1, 2, 3, 4, and 5

Title: Sonoma County Auto Theft Task Force Vehicle License Registration Fee Increase and New Commercial Vehicle License Fee

Recommended Actions:

Resolution approving the State of California Department of Motor Vehicles registration fee increase from \$1 to \$2 and approving a \$4 fee on all commercial vehicle registrations in Sonoma County per Section 9250.14 of the California Vehicle Code to recover the reasonable cost of providing vehicle theft prevention and prosecution services.

Executive Summary:

On June 23, 1992, the Board of Supervisors approved the collection of a \$1.00 fee from the State of California Department of Motor Vehicles (DMV) per Section 9250.14 of the California Vehicle Code. This \$1.00 fee has provided funding since July 1998 for the Sonoma County Auto Theft Task Force (Auto Theft Task Force) to address vehicle theft-related crimes in Sonoma County through a collaborative effort between the District Attorney's office, the California Highway Patrol, the Santa Rosa Police Department, and the Petaluma Police Department.

Since 2010, Sonoma County has experienced an increasing trend of vehicle theft. Statistics from the CHP Vehicle Theft information show the following rates:

<u>Year</u>	<u>Number</u>	<u>Change</u>
2010	615	-
2011	632	2.76%
2012	669	5.85%

As you can see from the table below, the current FY 13/14 allocated budget for the Auto Theft Task Force Program does not currently cover the total actual program costs. The vehicle registration license fee cost increase is necessary to come closer to recovering the actual program costs:

	FY 13/14 Allocated Budget	Actual Program Costs	(Deficit)/ Surplus
Staff:			
1.0 DDA	\$ 100,000	\$ 197,555	(\$97,555)
1.0 Support Staff	\$ 95,177	\$ 95,177	\$0
1.0 SRPD	\$ 50,000	\$ 176,887	(\$126,887)
0.50 SRPD	\$ 37,500	\$ 94,719	(\$57,219)
1.0 Petaluma PD	\$ 50,000	\$ 145,050	(\$95,050)
3.0 CHP Staff (1 SGT 2 Detectives)	\$ -	\$ 496,506	(\$496,506)
Staff Total:	\$ 332,677	\$ 1,205,894	(\$873,217)
Total Operation Costs	\$ 111,926	\$ 111,926	\$0
Total Program Costs	\$ 444,603	\$ 1,317,820	(\$873,217)

The Auto Theft Task Force is governed by a Task Force Council, consisting of the District Attorney, the Sheriff, the Santa Rosa Police Chief, the Petaluma Police Chief, and the Chief of the Golden Gate Division of the California Highway Patrol. The CHP is the lead law enforcement agency, with the District Attorney's Office assuming the responsibility for coordinating and managing the Task Force budget and purchases.

The adopted budget for the Auto Theft Task Force project is \$445,000 for FY 2013-2014. The FY 2013-2014 MOU provides \$100,000 towards the salary and benefits of a staff Deputy District Attorney (approximately 50% of an FTE) and \$95,000 towards the salary and benefits of a staff Secretary (approximately 100% of an FTE), both allocated to the Office of the District Attorney. District Attorney personnel costs in excess of the MOU limits are covered by General Fund dollars. The MOU also provides \$50,000 and \$37,500 to the Santa Rosa Police Department towards the salaries and benefits of a detective and field technician, respectively, and \$50,000 to the Petaluma Police Department towards personnel costs of a detective. Operating expenses are budgeted at \$112,500 for the current fiscal year. The current budget does not include salary and benefit expenses associated with CHP staff. The current fee does not provide sufficient resources to adequately address the growing vehicle theft problem affecting Sonoma County residents.

On September 6, 2013, Governor Brown approved AB 767 which amended Section 9250.14 and states, "This bill would authorize every county to increase its motor vehicle fee from \$1 to \$2, and its commercial vehicle service fee from \$2 to \$4, upon adoption of the resolution by its board of supervisors, and submission of the resolution to the department..." The resolution must be submitted to DMV six (6) months prior to the operative date of the fee increase.

The Auto Theft Task Force is requesting the Board of Supervisors approve the fee increase from \$1.00 to \$2.00 and approve a new fee for commercial vehicle registration of \$4.00 to recover the reasonable cost of providing vehicle theft prevention and prosecution services to the registered vehicle owners. The

commercial vehicle fee has not previously been collected by the County; however, due to the increased incidence of commercial vehicle theft, the District Attorney's Office is requesting the approval of the new fee allowance as authorized by the new legislation.

With the additional revenue from these fees, the task force will enhance the program and will allocate funding for additional staff resources, overtime costs, and needed equipment. A new Memorandum of Understanding will be prepared and presented to the Board in the Spring of 2014 and budget appropriations will be requested in the FY 14/15 budget.

Prior Board Actions:

- 12/07/2010: Authorized the District Attorney to execute an MOU between the DA's Office, California Highway Patrol, Petaluma Police Dept., and Santa Rosa Dept. for a term of four years through Fiscal Year 2013-2014.
- Annual items authorizing the District Attorney's Office to execute Memoranda of Understanding for Sonoma Auto Theft Task Force from 1998-2009.
- 06/23/1992 BOS Resolution No. 92-1040: In accordance with State of California Department of Motor Vehicles Section 9250.14 of the California Vehicle Code, approving the collection of a \$1.00 fee on each paid vehicle registration in Sonoma County.

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

Funds from the vehicle registration fee and commercial vehicle registration fee will be utilized to support the Sonoma County Auto Theft Task Force to reduce the incidence of vehicle theft-related crimes in Sonoma County.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

The fee increase will not go into effect until 7/7/2014. The California Department of Motor Vehicles (DMV) requires a Board Resolution be submitted six months prior to the fee increase implementation. The most recent DMV report estimates that there were 311,845 automobiles and 49,642 trucks registered in Sonoma County in calendar year 2012. Additionally, in 2012, approximately 8% of registered vehicles statewide were identified under Commercial Vehicle Registration Act designation. Based on these statistics, DA's Office forecasts that the Auto Theft Task Force budget will be \$732,000 in FY 14/15; funds will be appropriated in the FY 14/15 budget.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
N/A			
Narrative Explanation of Staffing Impacts (If Required):			
Not applicable at this time; staffing impacts will be addressed with the new MOU to be submitted in Spring 2014.			
Attachments:			
None			
Related Items “On File” with the Clerk of the Board:			
None			



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Requesting the State of California Department of Motor Vehicles to Implement AB 767 and as
of July 1, 2014, Commence Collection of a Fee of \$2.00 on Each Paid Vehicle Registration in
Sonoma County and \$4.00 on Each Paid Commercial Vehicle Registration in Sonoma County
to Recover the Reasonable Cost of Providing Vehicle Theft Prevention and Prosecution
Services**

WHEREAS, vehicle theft continues to represent a significant problem in Sonoma County, causing irreparable harm to hundreds of Sonoma County residents;

WHEREAS, the Sonoma County District Attorney's Office has formed the Sonoma County Auto Theft Task Force to address vehicle-theft related crimes through a collaborative effort between the District Attorney's Office, the California Highway Patrol, the Santa Rosa Police Department and the Petaluma Police Department to provide vehicle theft investigations, inspections and enforcement services (Auto Theft Task Force);

WHEREAS, the current fee does not provide sufficient resources to adequately fund the Auto Theft Task Force and does not adequately address the growing vehicle theft problem affecting Sonoma County residents;

WHEREAS, the State Legislature's recent amendment of Vehicle Code section 9250.14 allows local governments to continue providing services to safeguard registered vehicle owners from vehicle theft and to recover the reasonable costs of providing the Auto Theft Task Force's service to the registered vehicle owners in the amount of \$2.00 on each vehicle registration and \$4.00 on each commercial vehicle registration in the County;

WHEREAS, establishment of the fee in accordance with Vehicle Code section 9250.14 is necessary to provide adequate funds to cover the reasonable costs of the Auto Theft Task Force's theft protection and prosecution services in the County;

WHEREAS, the manner in which those costs and the fee increase are allocated to a payor bear a fair and reasonable relationship to the payor's benefits received from the Auto Theft Task Force's services;

Resolution #

Date:

Page 2

Now, Therefore, Be It Resolved that the County of Sonoma Board of Supervisors hereby formally requests the State of California Department of Motor Vehicles (DMV) implement AB 767 Amendment of Section 9250.14 of the California Vehicle Code. As authorized by Section 9250.14, as of July 1, 2014, the DMV may begin to commence the collection of two dollars (\$2.00) to be paid at the time of registration or renewal of registration of every vehicle registered to an address within Sonoma County except those vehicles expressly exempted from payment of registration fees. The DMV may also begin to commence the collection of four dollars (\$4.00) to be paid at the time of registration or renewal of registration of every commercial vehicle registered to an address within Sonoma County except those vehicles expressly exempted from payment of registration fees. It is the intention of the Sonoma County Board of Supervisors to recover the reasonable costs of providing the Auto Theft Task Force's theft prevention and prosecution services to the County's registered vehicle owners as authorized by , section 9250.14.

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Christopher Helgren 565-2052, Al Terrell 565-1157

Supervisorial District(s):

All

Title: Memorandum of Understanding authorizing continued participation in the Bay Area Urban Areas Security Initiative Approval Authority.

Recommended Actions:

Authorize the Fire and Emergency Services Department Director to execute the Bay Area Urban Areas Securities Initiative Approval Authority Master Memorandum of Understanding effective December 1, 2013 to December 1, 2017.

Executive Summary:

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

DHS requires each Urban Area receiving grant funds to establish an Urban Area Working Group ("UAWG.") to act as an executive steering committee and provide overall governance of the UASI Program across the regional area encompassed within the defined Urban Area. The Bay Area UASI Approval Authority is recognized by FEMA as the UAWG for local UASI grant funding.

The prior two year term Master MOU with the Bay Area UASI expired December, 2013. An Ad-Hoc Committee, of which retired Sonoma County Fire Chief, Mark Aston was a member of, proposed updates to the prior Master MOU and By-Laws. Minor revisions to the Master MOU include the elimination of term limits for the Chair of the Approval Authority, and an extension of the length of the agreement to four years. This Board Item is to adopt the new Master MOU so that County of Sonoma will remain a voting member on the Bay Area UASI Approval Authority and eligible for future federal UASI grant funds. As a party to the 2013-2017 Master MOU, the County of Sonoma will continue its partnerships with other cities and counties in the Bay Area to build an enlarged and sustainable local and regional capacity to prevent, protect against, respond to, and recover from threats and acts of

terrorism. Additionally, the County of Sonoma is committed to represent the common concerns of neighboring North Bay counties of Solano and Napa on the Approval Authority by continuing the prior arrangement approved by their CAO's, and facilitated by the North Bay UASI Program Manager.

The County Fire Chief/Department Director of Fire and Emergency Services will represent the County of Sonoma on the Approval Authority, with the Emergency Manager identified as the alternate. This cost is already budgeted under UASI coordination for the Fire Chief and Emergency Manager and so covered by the Fire and Emergency Services' departmental budget.

A UASI Program Manager position for the North Bay was created in 2011 to administer UASI grant program duties and participate in the Bay Area UASI Grant Management Team. The County has secured UASI grant funding to offset the cost of this position.

Prior Board Actions:

On November 15, 2011, the Board approved the 2011-2013 UASI Master Memorandum of Understanding. The Board has also approved all prior funding UASI MOUs starting in fiscal year 2006-07.

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

Community members are safe in their homes and communities. Our participation in the Bay Area UASI and representing the North Bay Counties ensures our involvement in regional cooperation and planning increases the likelihood of developing regional public safety projects and receiving future grant funds.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 203,804		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 203,804
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 203,804	Total Sources	\$ 203,804

Narrative Explanation of Fiscal Impacts (If Required):

The amount shown above is budgeted in the Fire & Emergency Services FY 13-14 department budget. There is no direct fiscal impact in this item. In the seven years since signing the first MOU in 2006, Sonoma County has received \$1,848,212 in grant funds from the UASI Program. This MOU will ensure that Sonoma County has a voice in future grant funding decisions.

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:			
Master Memorandum of Understanding among the City of Oakland, City of San Jose, City and County of San Francisco, County of Alameda, County of Contra Costa, County of Marin, County of Monterey, County of San Mateo, County of Santa Clara and the County of Sonoma.			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

Julia Donoho: 707-565-1366

Supervisorial District(s):

Fifth

Title: Siri Road Communications Tower Project

Recommended Actions:

Adopt a Resolution adopting the mitigated negative declaration, adopting the mitigation monitoring program, and approving the project to construct a communications tower and equipment shelter at 21789 Siri Road, Guerneville.

Executive Summary:

Background

The Facilities Development and Management Division of the General Services Department, in coordination with the Sheriff's Department and their Communications-Radio Division, proposes to replace an existing 80-foot tall communications tower and equipment shelter with a new 180-foot tall communications tower and a new communications equipment shelter at an existing communication facility site ("Siri") at 21789 Siri Road in Guerneville. The County operates the Siri site for all of the County's radio users, such as the Sheriff, Transportation and Public Works, Public Health, Regional Parks, Emergency Services, General Services and local fire districts. The tower and equipment at the Siri site provide coverage for the lower Russian River from Guerneville west to near Jenner, south to Occidental and north past Cazadero. The site is critical to the County's ability to provide a reliable communication network for emergency response.

Siri requires the proposed improvements for several reasons. The existing County-operated 80-foot tower is old, shrouded in trees, and is full to capacity with user equipment. The existing equipment shelter is also full to capacity. The existing tower foundation will not support any enhancements to the existing tower. Therefore, a new tower must be built at this location to accommodate the County's growing communications needs. The proposed project will establish a better location for the tower within the site and ultimately improve the County's communication network.

In addition the County is a participant in the Bay Area Wireless Enhanced Broadband System (BayWEB) project, a regional communications system currently under development. The new tower at Siri will

allow for the addition of the BayWEB equipment that will be required by that effort to further enhance the County's communication network functionality and reliability.

Project Environmental Review

As required a California Environmental Quality Act Initial Study was prepared for the project and presented to the Environmental Review Committee. The Environmental Review Committee reviewed the study and recommended a Mitigated Negative Declaration be prepared. The Mitigated Negative Declaration, including the proposed mitigation measures, was circulated for public and agency review.

As a result of the CEQA outreach a comment letter was received from Mr. Jerry Boddum the property owner of an adjacent property next to the tower site. Access to the Siri site is via a private road which crosses Mr. Boddum's property. The access is permissible through an easement held by the property owner, Mr. Booth, at 21789 Siri Road. Mr. Boddum requests assurances that damage caused to the roadway during construction or servicing of the tower will be repaired by the County. The Mitigated Negative Declaration includes a mitigation measure that requires General Services to perform pre-construction and post-construction documentation of the road condition and repair the road to the pre-construction condition. In addition servicing of the new tower post construction would be similar to the servicing of the existing tower and would not generate new environmental impacts or additional road deterioration. Responsibilities for road repair and maintenance will be addressed in the new lease with the property owner at the Siri site. No additional environmental issues were raised in the comment letter that were not addressed in the environmental document.

Finally the project environmental impact study also evaluated the environmental impacts of a proposal by AT&T to co-locate an antenna array on the tower and construct an equipment shelter adjacent to the County's equipment shelter. These linked proposed third party additions will require a use permit or zoning permit, and are subject to separate review and approval.

Moving Forward

The attached resolution adopts the Mitigated Negative Declaration and Mitigation Monitoring Program; approves the project; and directs the Permit and Resource Management Department to file a Notice of Determination with the County Clerk.

If the project is approved, General Services will return to the Board requesting approval of the lease with the property owner at 21789 Siri Road for the land and access necessary to construct, operate and maintain the facility, and to award the construction contract. Construction is anticipated to be underway in spring of 2014 and completed by fall of 2014.

Project Funding The project was funded in the Sheriff's Office 13/14 radio budget with General Fund dollars. The Sheriff's office will request a midyear consolidated budgetary adjustment at the beginning of 2014 to move the funds to the capital project index.

Schedule Because of its direct relationship to and interdependence as part of the BayWEB Communications Project, this project has a deadline for completion by December 30, 2014. We

anticipate that permitting and bidding will be completed by April 2014 and that construction can begin in May.

Prior Board Actions:

9/25/12: Authorize the Chair of the Board to execute consulting contracts and an amendment to an existing contract with Stantec Architecture, Inc. including Siri Tower and Vault design and construction administration services a lump sum of \$51,300

1/20/12: Approve the proposed BayWEB Systems Funding Plan and authorize the County’s BayRICS Board Director to approve the proposed BayWEB Build Own Operate Manage agreement between Bay RICS and Motorola Solutions, Inc.

5/24/11: Authorize the County to join the BayRICS Joint Powers Authority for the purpose of establishing the BayWEB Public Safety and Public Access broadband communications systems;

12/13/11: Approved Site Use and Access Agreement and related actions needed to prepare the County's BayWEB sites for equipment installation.

10/04/05: Board authorized the General Services Director to exercise an option to extend the term of the telecommunications lease for the Poole Ridge Communications Site for a period of 5 years.

10/27/98: Board adopted Resolution 98-1392 authorizing the Chair of the Board to execute a lease with Robert J. Booth for an existing radio communications facility located at 21000 Siri Road, Guerneville.

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

Goal 3: Invest in the Future.

The radio tower upgrade supports the public safety needs of the residents of Sonoma County, providing continued and improved communication coverage to the surrounding areas. The upgrade also provides needed infrastructure for future communications systems upgrades.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1,191,202	County General Fund	\$ 1,191,202
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 1,191,202	Total Sources	\$ 1,191,202

Narrative Explanation of Fiscal Impacts (If Required):

The project was funded in the Sheriff’s Office 13/14 radio budget with General Fund dollars. The Sheriff’s office will request a midyear consolidated budgetary adjustment at the beginning of 2014 to move the funds to the capital project index.

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, Site Plan, Location Map, Comment and Response Letter			
Related Items “On File” with the Clerk of the Board:			
Mitigated Negative Declaration & Monitoring Program Study			



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Adopting a Mitigated Negative Declaration and Mitigation Monitoring Program and
Approving a Project To Construct A Communications Tower and Equipment Shelter at 21789
Siri Road, Guerneville.**

Whereas, the General Services Department has submitted to this Board a proposed project to construct a communications tower and equipment shelter at 21789 Siri Road, Guerneville; and

Whereas, an Initial Study, Mitigated Negative Declaration, and Mitigation Monitoring Program have been prepared for this project in accordance with California Environmental Quality Act (CEQA) and State and County CEQA guidelines, and submitted to this Board; and

Whereas, the Environmental Review Committee reviewed the Initial Study on October 1, 2013 and recommended a Mitigated Negative Declaration be prepared; and

Whereas, notice of a 30-day public review of the Mitigated Negative Declaration and Initial Study from October 7 through November 5, 2013 were provided in accordance with CEQA and State and County CEQA guidelines; and

Whereas, this Board has reviewed the Initial Study and Mitigated Negative Declaration and comments received thereon.

Whereas, that based on the record of these proceedings, this Board makes the following findings:

1. The Mitigated Negative Declaration has been prepared for this project and circulated for public review pursuant to the requirements of CEQA, and reflects this Board's independent judgment and analysis.
2. There is no substantial evidence before the Board that the proposed project, as mitigated by the mitigation measures in the Mitigated Negative Declaration, may have a significant effect on the environment and therefore, adoption of the Mitigated Negative

Resolution #

Date:

Page 2

Declaration is appropriate under CEQA and State and County CEQA guidelines.

Now, Therefore, Be It Resolved this Board hereby adopts the Mitigated Negative Declaration and directs that the mitigation measures described in the Initial Study be incorporated into the proposed project and adopts the Mitigation Monitoring Program.

Be It Further Resolved that this Board approves the proposed project, and directs the Director of General Services to take such action as may be necessary to carry out the proposed project.

Be It Further Resolved that this board directs staff of the Permit and Resource Management Department to file a Notice of Determination with the County Clerk.

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

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

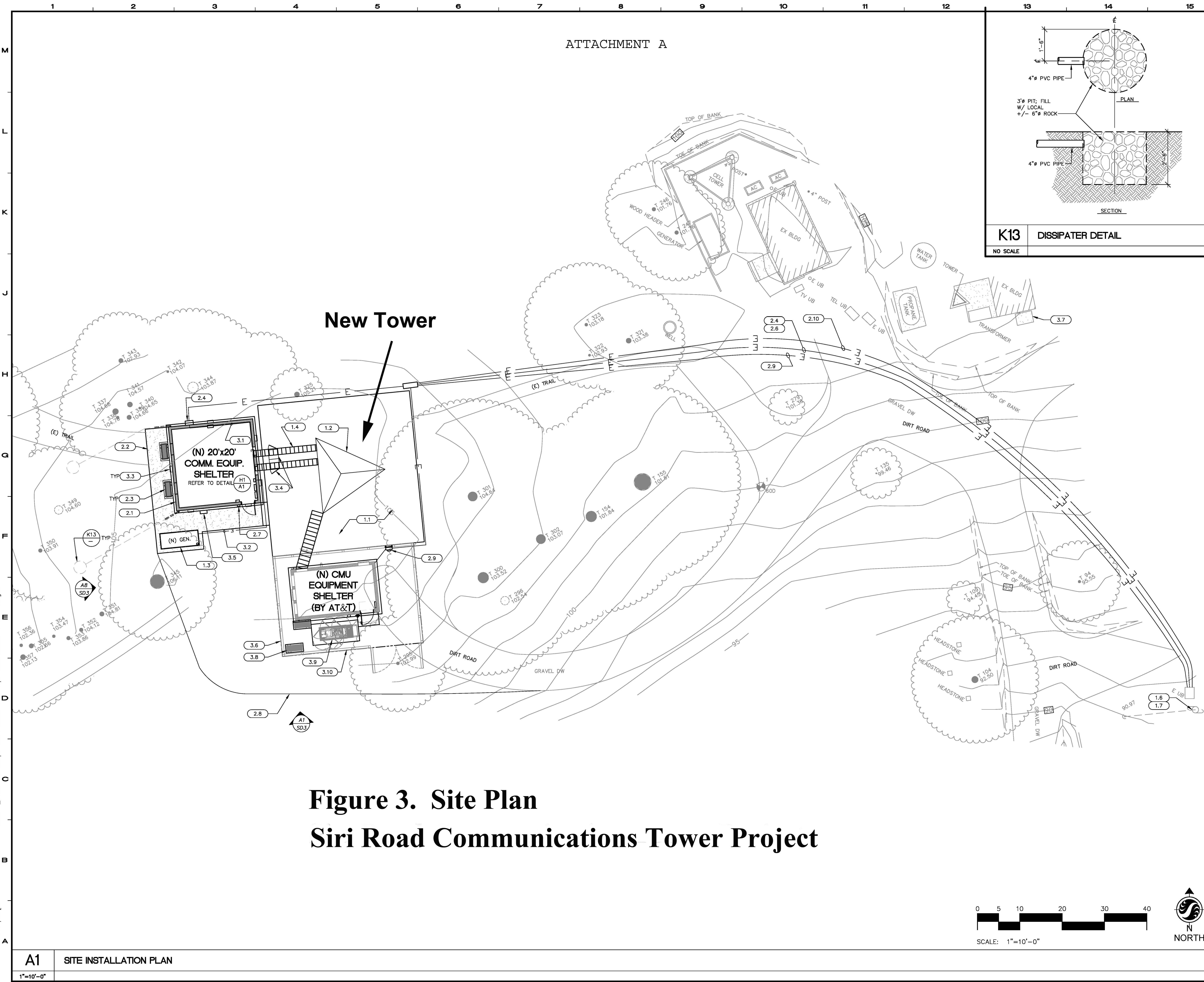
Noes:

Absent:

Abstain:

So Ordered.

ATTACHMENT A



INSTALLATION KEY NOTES

- PHASE 1**
- 1.1 INSTALL (N) CONCRETE SLAB FOR 180 FT TOWER; SEE TOWER DRAWINGS & CALCULATIONS.
 - 1.2 INSTALL (N) 180 FT ANTENNA BY OTHERS. SEE TOWER DRAWINGS & CALCULATIONS.
 - 1.3 INSTALL (N) DIESEL GENERATOR W/ BASE FUEL TANK ON (N) CONCRETE SLAB. FUEL TANK MUST BE 5 FT. MIN FROM BUILDING. SEE STRUCTURAL DRAWINGS.
 - 1.4 INSTALL (N) CABLE TRAY (TYP 2) 8' ABOVE GRADE FROM (N) EQUIPMENT SHELTER TO (N) TOWER.
 - 1.5 INSTALL ALL WIRING REQUIRED TO OPERATE (N) TOWER FROM (N) COMMUNICATIONS SHELTER; SEE ELECTRICAL PLANS.
 - 1.6 INSTALL (N) 200A ELECTRICAL SERVICE METER FOR FUTURE CARRIER USE. SEE ELECTRICAL PLANS.
 - 1.7 INSTALL (N) 300A ELECTRICAL SERVICE METER FOR SONOMA COUNTY (200A) AND BAYWEB (100A) EQUIPMENT. SEE ELECTRICAL PLANS.
- PHASE 2**
- 2.1 INSTALL (N) CONCRETE PAD FOR 20'X20' COMMUNICATIONS SHELTER; SEE STRUCTURAL PLANS.
 - 2.2 INSTALL (N) 5'-0" HOUSEKEEPING PAD ALONG WEST AND SOUTH SIDES OF BUILDING OUTSIDE (N) EQUIP. SHELTER.
 - 2.3 (N) AC CONDENSER UNIT; SEE STRUCTURAL AND MECHANICAL DRAWINGS.
 - 2.4 INSTALL (N) LOAD CENTER FOR COMMUNICATIONS SHELTER AND INSTALL (N) SERVICE LATERAL FROM (N) ELECTRICAL METER. SEE ELECTRICAL PLANS.
 - 2.5 CONNECT CONDUIT CABLE TRAY AND WIRING CONNECTIONS FROM JUNCTION BOX TO (N) SHELTER.
 - 2.6 CONNECT (N) COMMUNICATIONS SHELTER TO (N) ELECTRICAL SERVICE. SEE ELECTRICAL PLANS.
 - 2.7 (N) CARD READER ACCESS CONTROL BY COUNTY OF SONOMA.
 - 2.8 EXTEND (N) ROAD TO ALLOW ACCESS TO (N) EQUIPMENT.
 - 2.9 INSTALL (N) LOAD CENTER FOR FUTURE CARRIER USE AND INSTALL (N) SERVICE LATERAL FROM (N) ELECTRICAL METER.
 - 2.10 SPARE CONDUITS FOR FUTURE SERVICE.
- PHASE 3**
- 3.1 CONNECT GENERATOR SWITCH GEAR TO MAIN POWER FEED. SEE ELECTRICAL PLANS.
 - 3.2 CONNECT GENERATOR TO NEW AUTOMATIC TRANSFER SWITCH INSIDE COMMUNICATIONS SHELTER. SEE ELECTRICAL PLANS.
 - 3.3 EXTERIOR COMMUNICATIONS SHELTER LIGHTING TO BE ACTIVATED BY SHELTER ACCESS CONTROL SYSTEM.
 - 3.4 (N) BAY WEB EQUIPMENT (BY OTHERS).
 - 3.5 INSTALL (N) ELECTRICAL TAP BOX ON (N) EQUIPMENT BUILDING TO ALLOW PORTABLE GENERATOR HOOKUP IN THE EVENT THE MAIN GENERATOR FAILS. SEE ELECTRICAL PLANS.
 - 3.6 (N) 25'X35' SPACE FOR FUTURE CARRIER EQUIPMENT, (BY OTHERS.)
 - 3.7 REPLACE (E) RESIDENTIAL ELECTRICAL SERVICE METER WITH (N) 200A METER. SEE ELECTRICAL PLAN.
 - 3.8 (N) AC CONDENSER UNIT; (BY AT&T)
 - 3.9 (N) 48 KW GENERATOR; (BY AT&T)
 - 3.10 (N) 796 SQ. FT. LEASE AREA W/ (N) 6' HIGH WOOD FENCE; (BY AT&T)

K13 DISSIPATER DETAIL
NO SCALE

DATE	REVISIONS/MILESTONES	MGFR
04.25.13	95% CONSTRUCTION DRAWINGS	CSB
02.20.13	95% CONSTRUCTION DRAWINGS	CSB
01.08.13	95% CONSTRUCTION DRAWINGS	CSB
12.13.12	REVISED PER MEETING	CSB
12.04.12	REVISED PER MEETING	CSB
11.15.12	REVISED PER MEETING	CSB
10.31.12	REVISED PER MEETING	CSB

SITE INSTALLATION PLAN

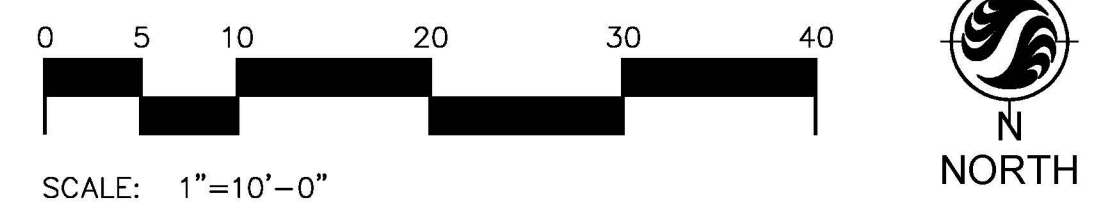
SIRI ROAD COMMUNICATION TOWER
21789 SIRI ROAD
GUERNEVILLE, CA 95446

COUNTY OF SONOMA

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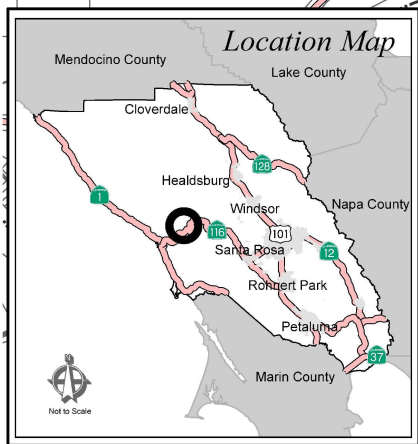
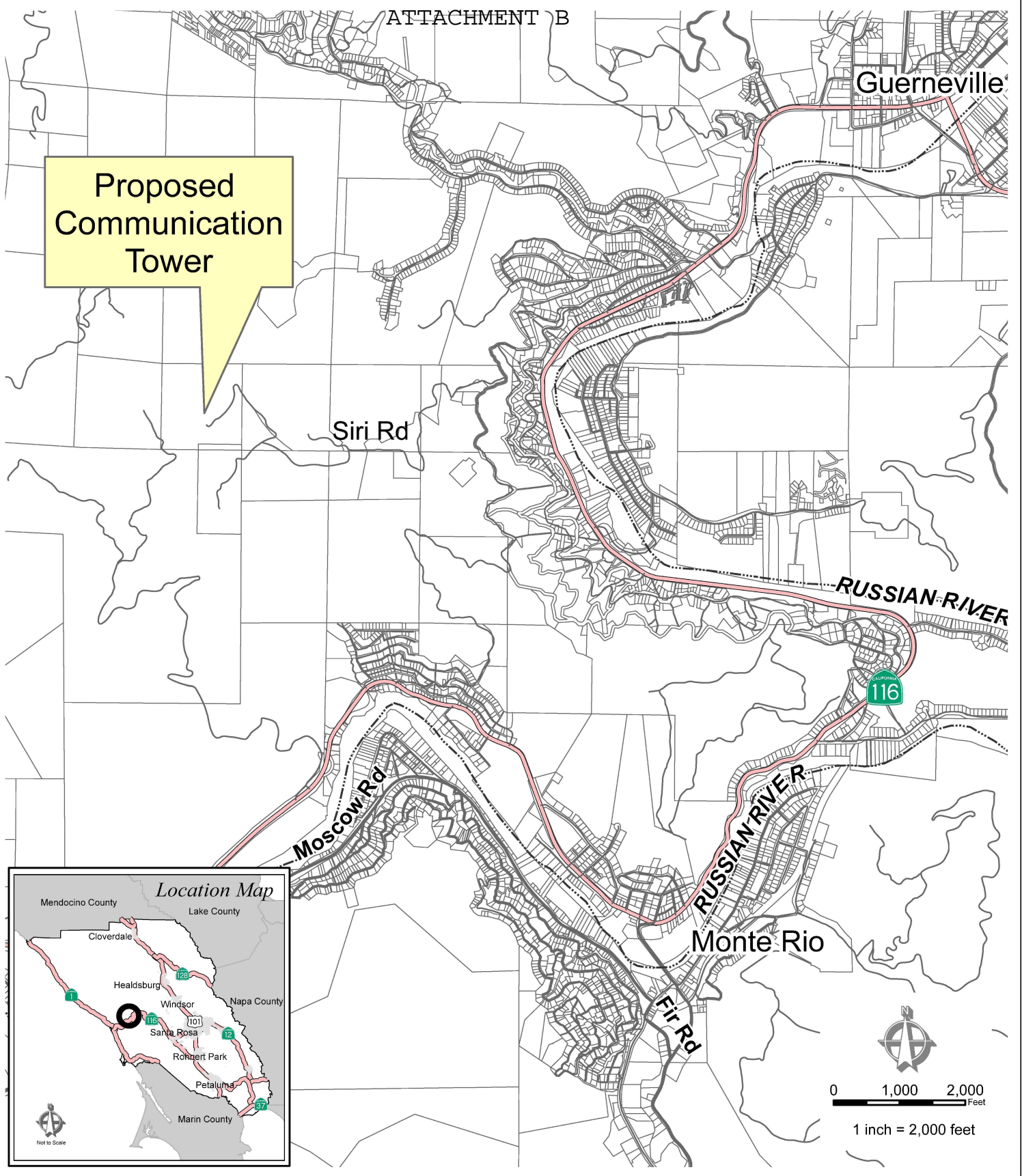
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Proposed
Communication
Tower



Location Map

Siri Road Communications Tower Project

Figure 1

Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purposes only, and is not suitable for parcel-specific decision making. The parcels contained herein are not intended to represent surveyed data. Site-specific studies are required to draw parcel-specific conclusions. Assessor's parcel data are current as of July 1, 2012. No part of this map may be copied, reproduced, or transmitted in any form or by any means without written permission from the Permit and Resource Management Department (PRMD), County of Sonoma, California.



County of Sonoma

Permit and Resource Management Department
 2550 Ventura Avenue, Santa Rosa, California 95403
 707-565-1900 FAX 707-565-1103



Jerry Boddum
 15 Hillcrest Ct
 Berkeley, Ca 94705
 510-561-1546

Jerry Boddum
 @earthlink.net

10/15/13

Laura Peltz
 Sonoma County
 Permit and Res Mgmt
 2550 Ventura Ave
 Santa Rosa, Ca 95403-2829

Re: Siri Road
 Communications Tower

Dear Ms Peltz,

I am the owner of the property that will provide access, through Bob Booth's easement, to construct and maintain the communications tower. The easement driveway was built for passenger vehicle access which would include pickup trucks. The ^{asphalt} driveway is neither wide enough ~~nor~~ built with a strong enough section to withstand any vehicles heavier than a loaded pickup truck.

I need assurance that any damage caused during construction or servicing of the tower will be properly repaired by the County or the County's contractor. I do not expect to end up with a heavily patched driveway. If there is heavy damage (requiring more than 3 patches), I will expect you to repair entire driveway.

Please call me with any questions.

Sincerely, Jerry Boddum



COUNTY OF SONOMA
PERMIT AND RESOURCE MANAGEMENT DEPARTMENT

2550 Ventura Avenue, Santa Rosa, CA 95403-2829
(707) 565-1900 FAX (707) 565-1103

November 8, 2013

Jerry Boddum
15 Hillcrest Ct
Berkeley, CA 94705

Dear Mr. Boddum:

Thank you for your comment letter on the Initial Study and Mitigated Negative Declaration for the Siri Road Communications Tower Project. Your letter identifies concerns regarding the County's use of the shared road easement that crosses your property to access Mr. Booth's property where the tower project is located. I have provided a copy of your letter to the Sonoma County General Services Department, which is responsible for the construction of the tower project.

The first concern in the letter is that the roadway is not designed to accommodate large or heavy loads, and that tower construction may result in damage to the roadway across your property. This potential impact was identified in the Initial Study and Mitigated Negative Declaration for the project. The following mitigation measure is proposed, which applies to the portion of the road which crosses your property on the easement:

Mitigation Measure 20: Prior to commencement of construction activities, General Services shall document the condition of the private portion of Siri Road by photography or videography. If, after the project is complete, deterioration has occurred as a result of project construction, General Services shall be responsible to plan, permit and fully fund repairing that road section to at least pre-construction condition.

Should the Board of Supervisors approve the project, they will adopt by resolution the Mitigated Negative Declaration and Mitigation Monitoring Program, which includes the above mitigation measure. By law, the County is responsible for ensuring that implementation of the mitigation measure occurs, pursuant to CEQA Section 15097 (b).

In addition to the adopted mitigation measure, the lease with Mr. Booth will also specify that the County will be responsible for repairing any damage to the roadway, including the easement, caused by the County or its contractors during construction of the tower.

The second issue identified in your letter relates to potential damage to the roadway that may occur during servicing or maintenance of the tower. Vehicle use to service or maintain the new tower would be similar to the existing vehicle use to service or maintain the existing County-operated tower on Mr. Booth's property, which the County will no longer use once the new tower is constructed. Therefore, the Initial

Study and Mitigated Negative Declaration do not identify significant impacts to the roadway that would result from maintenance or servicing the new tower. However, the proposed lease with Mr. Booth will require the County to pay a proportional share of maintenance and repair costs for the roadway crossing your property.

Please feel free to contact Ms. Julia Donoho, Sonoma County General Services Department, at (707) 565-1366, or me at (707) 565-8356 if you have any additional questions regarding the proposed project.

Sincerely,



Laura Peltz
Environmental Specialist

Cc: Julia Donoho, Sonoma County General Services Department



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 Supervisors of Sonoma County

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): General Services

Staff Name and Phone Number:

David Worthington 565-2809

Supervisorial District(s):

ALL

Title: Fleet Operations Services Agreement with the County of Mendocino

Recommended Actions:

Authorize the Director of General Services to execute an Intergovernmental Service Agreement between the County of Mendocino and the County of Sonoma General Services Fleet Operations Division to provide Patrol Vehicle Build services to the County of Mendocino for the initial term of two and a half years at an estimated revenue of \$175,000, with an increase in expenditures of \$100,000.

Ratify the Memorandum of Understanding between the County of Mendocino and the County of Sonoma for Patrol vehicle build services for two vehicles.

Executive Summary:

In February of 2013, the Fleet Operations Division of General Services was contacted by the Mendocino County General Services Agency for assistance in developing bid specifications for Patrol Vehicles based on the newly released 2013 Ford Police Interceptor Sedan and Utility (SUV) models. A subsequent meeting and tour of the Fleet Operations Maintenance Facility by Mendocino County staff resulted in the discussion of Fleet Operations providing emergency response and patrol vehicle build services to Mendocino County.

In July of 2013, Fleet Operations submitted a proposal in response to a Request for Proposal issued by Mendocino County in same month. The Fleet Operations proposal was chosen by Mendocino County as the best of the proposals submitted.

Mendocino County and Fleet Operations have developed the scope of services and method of compensating the County for patrol vehicle build services. This agreement holds with the County's principles to provide Shared Services to local municipalities by taking advantage of economies of scale that result in a shared benefit.

Overview of Agreement:

Mendocino County intends to compensate Sonoma County Fleet Operations for the cost of equipment and labor required to install or remove vehicle emergency hardware (light bars, lights, sirens etc.) and vehicle interior equipment (cages, firearm racks, mobile computer, radios etc.) on or from vehicles used by the Mendocino County Sheriff's Office and other Mendocino County Departments. The number of vehicles that will be processed annually will vary based on the needs of the Mendocino County Sheriff's Office and the replacement cycle of their general fleet.

The general scope of services includes:

- Installation of equipment, hardware, and materials required to outfit patrol vehicles such as sedans, SUV's, trucks, and vans at the Fleet Operations Maintenance Facility at 2688 Ventura Avenue in Santa Rosa, CA.
- Installing decals on patrol vehicles to Mendocino County's specifications
- Decommissioning pursuit vehicles for sale

The County will be reimbursed for all services on a time and materials basis at the standard hourly rate charged to other outside agencies and County non general fund departments. The rates to be charged will cover all costs to be incurred by the County to include direct labor, materials, program administration and business support. A complete listing of the scope of services to be provided is included as attachment Exhibit A. The Agreement contains provisions that allow for annual rate changes and can also be amended relative to changes in services and work scope upon approval of both parties.

The agreement with Mendocino County duplicates other fleet maintenance and management service agreements that the County has in place with entities such as the City of Cotati, Town of Windsor, City of Sonoma Police Department, Sonoma County Office of Education, and Community Development Commission. The agreement does provide for longer warranty periods for parts and labor (2 years as opposed to 45 days for labor and up to the maximum parts warranty term provided by the manufacturer), which was a requirement of the RFP. But Fleet Operations believes there is low probability that the longer warranty periods will adversely impact revenues to a material extent. In addition, the agreement has a thirty day termination clause to address any unforeseen risk in lower than expected revenues. Adding the Mendocino County workload to our Fleet Operations division will not necessitate additional FTE's at this time, and will not diminish the level of service provided to Sonoma County fleet vehicles. This is possible due to new Fleet Operations programs that will enhance efficiencies, providing Fleet with the additional hours needed to accomplish the Mendocino County workload without the addition of new staff or service reductions. If there is a future need for additional staff hours, Fleet Operations has extra help staff available to ensure that the needs of both Counties will be met.

At the request of Mendocino County due to an immediate operational safety need, the General Services Department has entered into a short term agreement from 12/11/2013 to 1/31/2014 to provide patrol vehicle build services for two vehicles and equipment removal services for one vehicle. Staff requests that the Board ratify this MOU, which will permit General Services to be compensated for work already performed for Mendocino County.

Prior Board Actions:			
None			
Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship			
This Agreement benefits the County by distributing the overhead of the Fleet Operations Division over a broader base of revenue customers, thus reducing costs for all County Departments serviced by Fleet Operations.			
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 70,000	Select an item.	\$
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other	\$ 70,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 70,000	Total Sources	\$ 70,000
Narrative Explanation of Fiscal Impacts (If Required):			
The number of patrol vehicle build ups will vary from year to year. The \$70,000 expenditure is based on the anticipated work load that will be completed by the end of the 13-14 FY. The \$70,000 will be recovered through billings to Mendocino County for services rendered. The agreement will not require increasing FTE resources as current staffing levels are sufficient to perform the services noted.			
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 Ratifying Memorandum of Understanding between the County of Mendocino and the County of Sonoma, Fleet Operations Division for Patrol vehicle build services. (Att 1)			

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

One (1) copy of the Fleet Operations Intergovernmental Service Agreement.

One (1) copy of the Memorandum of Understanding Between the County of Mendocino and the County Sonoma, Fleet Operations Division.



County of Sonoma
State of California

Attachment A

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Ratifying The Memorandum of Understanding Between the County of Mendocino and the
County of Sonoma for the Fleet Operations Division to Provide Patrol Vehicle Build Services.**

Whereas, the General Services Department Fleet Operations Division provides fleet maintenance and management services to various local government agencies, through Intergovernmental Service Agreements.

Whereas, the Fleet Operations Division has been providing patrol and emergency response vehicle build services to government agencies since 2005.

Whereas, the Fleet Operations Division submitted a proposal in response to a Request for Proposal issued by the County of Mendocino for patrol vehicle build services in July of 2013.

Whereas, the Fleet Operations Division proposal was chosen by the County of Mendocino as the best of the proposals submitted.

Whereas, the Fleet Operations Division and County of Mendocino were engaged in contract negotiations to provide long term Build services to the County of Mendocino that were not completed by December 11, 2013.

Whereas, the County of Mendocino had an urgent need for the build services of the Fleet Operations Division for two patrol vehicles prior to the execution of a long term agreement.

Whereas, in order to assist the County of Mendocino with their immediate need a Memorandum of Understanding ("M.O.U.") was executed by the Director of General Services to expedite build services for two patrol vehicles.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma determines, agrees and orders as follows:

1. All of the above recitals are true and correct.

Resolution #

Date:

Page 2

2. The execution of the MOU with the County of Mendocino on December 11, 2013 by the Director of the Sonoma County General Services Department is hereby ratified.

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: January 7, 2014

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: County Health Care Realignment

Recommended Actions:

Adopt a resolution approving the approach set forth in California Welfare and Institutions Code Section 17600.50(a) in determining payments to the State Family Support Services Subaccount and ratifying Resolution number 2013-1 of the CMSP Governing Board.

Executive Summary:

The Department of Health Services requests the Board adopt a resolution approving the approach set forth in California Welfare and Institutions Code Section 17600.50(a) in determining payments to the Family Support Services Subaccount and ratifying Resolution number 2013-1 of the CMSP Governing Board.

Background

The Department of Health Services total Fiscal Year 2013-2014 budget is approximately \$274 million, which includes \$24 million of "1991 Health Realignment" funding from the State of California. In Sonoma County, 1991 Health Realignment revenue is used to fund various public health programs such as communicable disease control, immunizations, epidemiology, public health nursing, maternal and child health services, public health laboratory, environmental health services and care for the medically indigent population as required under Welfare and Institutions Code Section 17000.

Under Section 17000 each county has an obligation to provide or arrange for the provision of medical care to indigents who have no other source for these services. Similar to 35 other counties in the state, Sonoma County meets its Section 17000 obligation through its contract with the County Medical Services Program (CMSP). Annually Sonoma County contributes approximately \$13.2 million in 1991 Health Realignment to CMSP to fund coverage for approximately 9,000 medically indigent adults.

With the January 1, 2014 implementation of the Medi-Cal expansion component of the Patient Protection and Affordable Care Act (ACA), a significant percentage of the medically indigent adults with incomes up to 138 percent of the Federal Poverty Level (\$15,856 annually) currently enrolled in CMSP will become eligible for coverage under the Medi-Cal program. In Sonoma County, CMSP enrollees

eligible for Medi-Cal coverage will transfer into Partnership HealthPlan of California (Partnership) a managed health care system authorized by the Board to provide health care coverage for Medi-Cal enrollees in Sonoma County. The Department projects in Sonoma County approximately 7,000 CMSP enrollees will transfer to Medi-Cal coverage through Partnership. The Department is working closely with the Human Services Department and its community partners to transition CMSP enrollees into Medi-Cal coverage through Partnership. Approximately 2,000 current CMSP enrollees will continue to be covered by CMSP or transition to low-cost health coverage under the state’s health benefit exchange (Covered California).

Redirection of 1991 Health Realignment to the State

Due to implementation of the ACA and the prospective decrease in the indigent uninsured population served by CMSP, the state legislature adopted the Realignment Trailer Bills to the FY 13-14 State Budget. As a result, Welfare and Institutions Code Section 17600.50(a) was enacted which will redirect 60 percent of local Health Realignment revenues - in Sonoma County \$13.2 million - to a new State Family Support Services Subaccount with the remaining 40 percent to be retained by counties.

Importantly, while Section 17600.50(e) provides for a redirection of 60 percent of the County’s 1991 Health Realignment, as a result of negotiations between the state, CMSP and CSAC, it also placed a cap on Sonoma County’s future contributions to the state at \$13.2 million per year, an amount equal to what the County has historically paid to CMSP. This cap on future contributions in effect protects the availability of the remaining 40 percent of 1991 Health Realignment funding to be used to fund public health programs.

Ratification of CMSP Board Resolution

Section 17600.50(e) also required the CMSP Governing Board to adopt a resolution approving Welfare and Institutions Code Section 17600.50(a). On September 26, 2013 the CMSP Governing Board adopted a resolution accepting and approving the provisions of the new law. In addition, the CMSP Governing Board requested all CMSP participating counties adopt resolutions ratifying the Governing Board resolution and provide a copy of the county’s resolution to the Governing Board and California Department of Finance no later than January 22, 2014.

As requested by the CMSP Governing Board, the Department requests the Board adopt the attached resolution approving the approach set forth in California Welfare and Institutions Code Section 17600.50(a) in determining payments to the Family Support Services Subaccount and ratifying Resolution number 2013-1 of the CMSP Governing Board.

Prior Board Actions:

None.

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

The approach set forth in Welfare and Institutions Code Section 17600.50(a) will provide funding for health insurance coverage for currently uninsured individuals in Sonoma County and effectively protects the Department’s current funding for local public health programs.

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):			
<p>Section 17600.50(e) provides for a redirection of 60% of the County's 1991 Health Realignment placing a cap on Sonoma County's future contribution to the state at \$13.2 million per year, an amount equal to what the County has historically paid to CMSP. This cap on future contribution protects the County's remaining 1991 Health Realignment to be used for local purposes. In FY 13-14, the state's redirection of 1991 Health Realignment will be spread over the final six months of the fiscal year.</p>			
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, Exhibit A to Resolution (CMSP Resolution 2013-1)			
Related Items "On File" with the Clerk of the Board:			
None			



County of Sonoma

State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA,
STATE OF CALIFORNIA, APPROVING THE APPROACH SET FORTH IN CALIFORNIA
WELFARE AND INSTITUTIONS CODE SECTION 17600.50(A) IN DETERMINING
PAYMENTS TO THE STATE FAMILY SUPPORT SERVICES SUBACCOUNT AND
RATIFYING RESOLUTION NUMBER 2013-1 OF THE CMSP GOVERNING BOARD.**

Whereas, the County participates in the County Medical Services Program (“CMSP”) which provides health care coverage to low-income adults in 35 rural and semi-rural counties;

Whereas, Welfare and Institutions Code Section 17600.50(a) was enacted as part of the Realignment Trailer Bills to the FY 2013-14 State Budget which will reduce overall funding for CMSP beginning January 2014 resulting from the loss of State Health Realignment funding (composed of State Sales Tax and Vehicle License Fee revenues) for CMSP;

Whereas, Section 17600.50(a) effectively protects County Health Realignment funding for local purposes and limits each CMSP County's Health Realignment contribution to the State to the amount the County would otherwise pay to participate in CMSP, and provides funding to CMSP to assist in providing services for the remaining uninsured;

Whereas, the County Medical Services Program Governing Board (“Governing Board”) adopted a resolution confirming acceptance for the approach set forth in Section 17600.50(a) in determining payments to the State Family Support Services Subaccount attached as Exhibit A (“CMSP Resolution”);

Whereas, following adoption, a copy of this resolution will be provided to the CMSP Governing Board and the Director of the California Department of Finance; and

Whereas, the County believes it is in the best interest of the County, CMSP and the other counties participating in CMSP to confirm acceptance for the approach set forth in Section 17600.50(a) in determining payments to the State Family Support Services Subaccount, and ratify the actions taken by the Governing Board in the CMSP Resolution.

Now, Therefore, Be It Resolved by the Sonoma County Board of Supervisors:

1. The Board approves the approach set forth in California Welfare and Institutions Code Section 17600.50(a) in determining payments to the State Family Support Services Subaccount; and
2. The Board approves and ratifies resolution number 2013-1 of the CMSP Governing Board.

Supervisors:

Gorin: Zane: McGuire: Carrillo: Rabbitt:

Ayes: Noes: Absent: Abstain:

So Ordered.

COUNTY MEDICAL SERVICES PROGRAM
GOVERNING BOARD

RESOLUTION 2013-1

WHEREAS, the County Medical Services Program (“CMSP” or the “Program”) provides health care coverage to low-income adults in 35 rural and semi-rural counties; and

WHEREAS, the County Medical Services Program Governing Board (“Governing Board”) provides policy direction for the Program and, as part of its responsibility, the Governing Board sets beneficiary eligibility requirements, determines the scope of covered health care benefits, establishes the payment rates paid to health care providers participating in the Program, and approves the establishment of Pilot Projects such as Path2Health, a Low Income Health Program; and

WHEREAS, the Governing Board has received funding from counties participating in CMSP, funds allocated to CMSP from State Health Realignment revenues, and, with regard to Path2Health, federal Medicaid matching funds, but the authority for Path2Health and the associated federal Medicaid matching funds expire December 31, 2013; and

WHEREAS, the State legislature adopted the Realignment Trailer Bills to the FY 2013-14 State Budget which will reduce overall funding for CMSP beginning January 2014 resulting from the loss of State Health Realignment funding (composed of State Sales Tax and Vehicle License Fee revenues) for CMSP; and

WHEREAS, as part of the Realignment Trailer Bills, Welfare and Institutions Code Section 17600.50(a) was enacted as follows:

(a) A county that participated in the County Medical Services Program in the 2011–12 fiscal year, including the Counties of Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Glenn, Humboldt, Imperial, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Modoc, Mono, Napa, Nevada, Plumas, San Benito, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Tuolumne, and Yuba and the Governing Board of the County Medical Services Program, shall adopt resolutions by December 4, 2013, that confirm acceptance for the following approach to determining payments to the Family Support Services Subaccount:

(1) The amount of payments to the Family Support Services Subaccount shall be equal to 60 percent of the sum of the following:

(A) The 1991 health realignment funds that would have otherwise been allocated to the counties listed above pursuant to Sections 17603, 17604, 17606.10, and 17606.20 and the maintenance of effort in subdivision (a) of Section 17608.10 for these counties, as those sections read on January 1, 2012.

(B) The 1991 health realignment funds that would have otherwise been allocated to the County Medical Services Program pursuant to Sections 17603, 17604, 17605.07, and 17606.20, as those sections read on January 1, 2012.

(2) The payment computed in paragraph (1) shall be achieved through the following:

(A) Each county listed in subdivision (a) shall pay the amounts otherwise payable to the County Medical Services Program pursuant to subparagraph (B) of paragraph (2) of subdivision (j) of Section 16809 to the Family Support Services Subaccount.

(B) The County Medical Services Program shall pay the difference between the total computed in paragraph (1) and the amount calculated in subparagraph (A) from funds provided pursuant to the Welfare and Institutions Code.

WHEREAS, Section 17600.50(a) effectively protects County Health Realignment funding for local purposes and limits each CMSP County's Health Realignment contribution to the State to the amount the County would otherwise pay to participate in CMSP, and provides funding to CMSP to assist in providing services for the remaining uninsured; and

WHEREAS, Section 17600.50(a) requires the Governing Board to adopt a resolution confirming acceptance for the approach set forth in Section 17600.50(a) in determining payments to the Family Support Services Subaccount; and

WHEREAS, the Governing Board believes it is in the best interest of the Program and counties participating in CMSP to confirm acceptance for the approach set forth in Section 17600.50(a) in determining payments to the Family Support Services Subaccount; and

NOW, THEREFORE, the County Medical Services Program Governing Board does hereby resolve that:

1. The Governing Board approves of the approach set forth in Section 17600.50(a) in determining payments to the Family Support Services Subaccount;

2. The Governing Board approves and ratifies the actions of the Director of Policy & Planning and the Director of Finance & Administration and the staff of the Governing Board heretofore taken which are in conformity with the intent and purposes of these resolutions;

3. The Governing Board authorizes the Director of Policy & Planning and the Director of Finance & Administration of the Governing Board to implement and take such action on behalf of the Governing Board as such individuals may determine to be necessary or desirable, with advice of legal counsel, to carry out all actions authorized by the Governing Board in this Resolution; and

4. The Governing Board requests that all counties that participated in CMSP in FY 2011-12 adopt resolutions ratifying this Resolution of the Governing Board and the provisions set forth in Section 17600.50(a) and provide a copy of the county's resolution to the Governing Board and the Director of the California Department of Finance.

The foregoing resolution was approved this 26th day of September, 2013, by the following vote:

AYES: 8

NAYS: 0

ABSENT: 2

COUNTY MEDICAL SERVICES
PROGRAM GOVERNING BOARD

By: 

Elliott Smart, Chair

Date: September 26, 2013



County of Sonoma Agenda Item Summary Report

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

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

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

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Ric Giardina (707) 565-3145

Supervisorial District(s):

All

Title: Organizational Development Consultant Agreements

Recommended Actions:

Authorize the Director of Human Resources to execute agreements with six selected organizational development firms, in amounts not to exceed \$50,000 per agreement, per annum, for three-year terms.

Executive Summary:

The requested Board action authorizes the Human Resources Director to execute agreements for organizational development (OD) services with 6 firms that were selected through a Request for Qualifications (RFQ) process conducted in September, 2013.

Background:

The Human Resources Department (HR) is responsible for providing consultation and support to County departments and agencies on all employment-related matters including employee relations, organizational development, and individual employee development. To accomplish this goal, an appropriate level of expertise is required in all areas. While HR successfully provides a wide variety of services, a gap has been identified in the specific area of OD services, which are supplemental to the core HR services already being provided. Indeed, external OD services such as team building, employee coaching, and group facilitation are currently being used by County departments; however, each department is developing individual services agreements with OD firms.

Examples of required subject expert augmentation include:

- Facilitation of focus groups to identify desired core competencies, conducting training needs assessments; and the facilitation of other, related focus groups as needed;
- Provide coaching/mentoring services to supervisors and managers, including executive management, in areas such as interpersonal and other communication skills, leadership, emotional intelligence, fostering employee engagement, etc.;
- Conflict resolution, team building activities, and other group facilitation;
- Development of training curricula in subjects such as supervisory and leadership skills, emotional intelligence, employee engagement, performance management, etc.;
- Other organizational and employee development work as needed.

To ensure an appropriate level of expertise and sufficient resources available to County departments and to meet a desire to provide an efficient and cost effective manner to contract for these services, the intention is to establish service agreements with a pool of pre-approved OD Consultants specializing in a variety of areas capable of providing services to County departments on HR's recommendation and approval as needs arise.

Summary:

To ensure the County receives the best services at the most competitive rates and to ensure an adequate number of available resources for County departments, Human Resources conducted a Request for Qualifications (RFQ) on September 20, 2013. After appropriate due diligence to identify firms likely to have the requisite expertise, the RFQ was circulated to 32 firms both inside and outside Sonoma County. Eight proposals were received and a comprehensive evaluation was conducted involving representatives of Human Services, Health Services, and HR.

As a result of the selection process, HR recommends the County execute agreements, administered by the Human Resources Department via the use of blanket purchase orders (BPOs) with the following six firms as it is believed that they are best qualified and, accordingly, most appropriate to meet the anticipated OD needs of the County:

- Delia and Associates
- The HR Matrix, LLC
- Leap Solutions Group, LLC
- The Personnel Perspective
- The Results Group
- Tickler & Thomas

The BPOs will direct departments to contact Human Resources for advice regarding the use of these services and authorization to utilize the selected firm at the agreed rates.

Fees range from \$65 to \$250 per hour during 2014, depending upon the type of work involved, the level of expertise and experience of the individual provider, and the area of specialty. Additionally,

these vendors charge lower per hour rates for half-day and full-day sessions that are often required by trainings and facilitation events.

It is recommended that individual agreements with each of the selected vendors provide for up to \$50,000 per annum maximum. These agreements are all fee-for-service contracts with no minimum amount of work guaranteed to any firm and services are paid by the requesting department. With the establishment of a pool of qualified OD providers and the BPO structure, HR will be able to more appropriately advise County departments when it is believed these services are needed.

Prior Board Actions:

Not Applicable

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):

Departments will use funds already allocated in their existing budgets and cost will depend upon the scope of the service need.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Not applicable.

Attachments:
None
Related Items "On File" with the Clerk of the Board:
Sample Agreement and Selected Vendors' RFQ Statement of Qualifications



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of 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: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Janie Carduff (707) 565-3473

Supervisory District(s):

N/A

Title: Miscellaneous Classification and Compensation Changes

Recommended Actions:

Approve Concurrent Resolution amending Salary Resolution No. 95-0926, Appendix A - Salary Tables to delete the Agricultural Preservation and Open Space District management classification of OSD Community Relations Manager; and amending the Memorandum of Understanding between the County and SEIU Local 1021, Appendix A – Salary Tables to add the revised and re-titled classification of OSD Community Relations Specialist and set the salary at \$34.05, hourly A step, effective January 7, 2014.

Executive Summary:

Agricultural Preservation and Open Space District

The Agricultural Preservation and Open Space District General Manager requested that Human Resources review and update the job specification for OSD Community Relations Manager, stating that the position had changed over time. The reporting structure was changed when the District went through a Board approved reorganization in 2008. Subsequently the Program Manager position, to which the studied position reports, took on the overall responsibility for setting community relations, policy direction, job duties formerly performed by the OSD Community Relations Manager. Human Resources conducted the classification study and confirmed that the scope and responsibilities of the OSD Community Relations Manager position have changed. As a result of this review, Human Resources recommends that the classification of OSD Community Relations Manager be revised and re-titled to OSD Community Relations Specialist.

Human Resources also determined that the decrease in the position's scope warranted a review of its bargaining unit placement and also its salary.

Bargaining Unit Determination: Pursuant to the County’s Employee Relations Policy, Human Resources determined that the revised and re-titled classification of OSD Community Relations Specialist be re-allocated from the Salary Resolution Management Unit - 0050 to SEIU Local 1021 Services & Technical Support Non-Supervisory Unit – 0005.

Salary Recommendation: Human Resources reviewed the external market and found that there was an insufficient number of matches to set the new salary externally. Human Resources determined the salary should be set internally and reviewed a variety of compensable factors for the re-titled OSD Community Relations Specialist.

Based on this review, the Agricultural Preservation and Open Space District General Manager, the Human Resources Director, and the County Administrator’s Office concur that the salary for the revised and re-titled classification should be reduced by 7% as the position is no longer functioning in a supervisory capacity, which places the salary at \$7,198 monthly I-step. This recommendation maintains internal equity, is consistent with the limited external market salary data, and achieves an appropriate differential between the OSD Program Manager and the OSD Community Relations Specialist.

Human Resources met and conferred with SEIU over the recommended salary, to which SEIU agreed.

The recommended salary represents an estimated total compensation (including benefits) of \$11,972/monthly I-step, which is \$901 less per month than the current monthly I-step of \$12,873.

Prior Board Actions:

Throughout the year, each year, the Human Resources Department submits several Miscellaneous Classification and Compensation Board Items. The items 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):

Agricultural Preservation and Open Space District/Reclassification and Salary Reduction of OSD Community Relations Manager: Estimated savings of \$4,780 for FY 2013-2014, and an estimated ongoing savings of \$9,851 annually.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
OSD Community Relations Manager	\$6,367.46 - 7,739.74	0	1
OSD Community Relations Specialist	\$5,922.20 – 7,198.83	1	0

Narrative Explanation of Staffing Impacts (If Required):

Agricultural Preservation and Open Space District – Effective January 7, 2014, reallocate one vacant position of OSD Community Relations Manager to OSD Community Relations Specialist.

Attachments:

1. Concurrent Resolution with Exhibit A and Exhibit B
2. Attachment A, OSD Community Relations Manager Job Specification Update and Salary Recommendation with revised specification.

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



County of Sonoma
State of California

Date: January 7, 2014

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, Appendix A - Salary Tables to delete the Agricultural Preservation and Open Space District management classification of OSD Community Relations Manager; amending the Memorandum of Understanding between the County and SEIU Local 1021, Appendix A – Salary Tables to add the revised and re-titled classification of OSD Community Relations Specialist and set the salary at \$34.05, hourly A step, effective January 7, 2014.

Whereas, Human Resources conducted a study of OSD Community Relations Manager and recommends the revised and re-titled job classification of OSD Community Relations Specialist, and;

Whereas, Human Resources determined in light of the revised and re-titled classification, pursuant to the County's Employee Relations Policy, that the revised and re-titled classification of OSD Community Relations Specialist be re-allocated from the Salary Resolution Management Unit - 0050 to SEIU Local 1021 Services & Technical Support Non-Supervisory Unit – 0005, and;

Whereas, Human Resources met and conferred with SEIU and agreed upon the salary for the re-titled OSD Community Relations Specialist as attached in Exhibit A, and;

Whereas, Human Resources reviewed the salary in light of the revised and re-titled job classification and recommends the salary be amended and reduced to salary range 3405, and;

Whereas, the Agricultural Preservation & Open Space District Department and the County Administrator's Office concurs with Human Resources recommendation to reduce the salary of OSD Community Relations Specialist.

Now, Therefore, Be It Resolved the job classification of OSD Community Relations Manager be re-titled to OSD Community Relations Specialist and that the Memorandum of

Resolution #

Date:

Page 2

Understanding, Salary Table, between the County and SEIU Local 1021, and the Salary Resolution 95-0926, Salary Table, be amended to reflect these changes as set forth in Exhibit B.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

LETTER OF AGREEMENT

COUNTY of SONOMA


AND

Service Employees International Union

Adoption by the Board of Directors of the Open Space District

This Letter of Agreement entered into by Service Employees International Union Bargaining Unit, hereinafter referred to as "SEIU", and the County of Sonoma, hereinafter referred to as "County", has as its purpose to establish the salary range for the new class of OSD Community Relations Specialist, as outlined below.

1. OSD COMMUNITY RELATIONS SPECIALIST – 1297

<u>CLASS</u>	<u>CLASS TITLE</u>	<u>SALARY RANGE</u>	<u>EFFECTIVE</u>	
1297	OSD Community Relations Specialist	3405	12/03/13	 1/7/14

2. This Letter of Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any other prior or existing understanding or agreements by the parties whether formal or informal regarding any such matters are hereby superseded or terminated in their entirety.
3. No agreement, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing by the parties hereto and, if required, approved and implemented by the Board of Directors of the Open Space District.
4. The waiver of any breach, term or condition of this Letter of Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

Date: 11/1/13 
Michael Vioria, Service Employee International Union

Date: 11/4/13 
Wendy Macy, Human Resources Director

SALARY RESOLUTION 95-0926

**Appendix A
Salary Tables**

ADMINISTRATIVE MANAGEMENT – BARGAINING UNIT 0050

Job Code	Job Title	A-Step 1/7/14
1297	OSD Community Relations Manager	3661

SERVICE EMPLOYEES' INTERNATIONAL UNION LOCAL 1021

**Appendix A
Salary Tables**

SERVICE AND TECHNICAL SUPPORT NON-SUPERVISORY – BARGAINING UNIT 0005

Job Code	Job Title	A-Step 1/7/14
1297	OSD Community Relations Specialist	3405



COUNTY OF SONOMA

HUMAN RESOURCES DEPARTMENT

Wendy G. Macy, HR Director

Employment • Classification • Employee Relations • EEO • Training • Risk Management

DATE: December 3, 2013

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

FROM: golbou ghassemieh, Recruitment and Classification Manager

RE: Job Specification Update and Salary Recommendation:
OSD Community Relations Manager

CC: Christine Williams, Jennifer M. Murray, Chris Thomas, Bill Keene, Karen Gaffney,
Mary Dodge, Wendy Macy, Christina Cramer, Spencer Keywood, Deena Thompson-
Stalder, Carol Allen, Kim Murphy.

Job Specification Update Request

As approved by the Board of Directors, a reorganization of the District created four program areas: Planning, Acquisition, Stewardship, and Administration. As a result, the OSD Community Relations Manager position is now assigned to the Planning Division, and will report to a Program Manager, rather than directly to the General Manager. The Program Manager now oversees the development of public relations and communications strategies based on the District's Strategic and 3-Year Work Plans, and the extensive input received from the community during the planning processes. This was a function that was formerly performed by the OSD Community Relations Manager. The District requested that Human Resources revise the job specification for Community Relations Manager to reflect the revised reporting structure and job duties. The position of OSD Community Relations Manager is currently vacant, thus no incumbent is impacted.

Findings

The studied position of OSD Community Relations Manager is the primary media liaison for the District, and coordinates and staffs the majority of the District's public information and community relations activities. The studied position works closely with the Program Manager in developing community relations priorities, strategies, and programs, and will work independently in carrying out assigned responsibilities within the established goals and priorities. The studied position does not have any direct reports.

Analysis of Current Classification

The OSD Community Relations Manager job specification describes the position as one which supervises, plans, and implements the District's communications program to further public awareness of the Sonoma County Agricultural Preservation and Open Space District, and serves as the District's primary media representative and spokesperson. The Distinguishing Characteristics further describe the position as a management level job class responsible for all communications and community relations activities of the District, including planning, organizing, coordinating, and delivering information on a variety of programs, projects, and public information and educational activities of the District's land preservation program. This classification reports to the District's General Manager.



Typical duties include:

- Developing, planning, implementing and supervising the public information, media relations, outreach, and education activities of the District.
- Assisting in the development of a strategic plan for media, informational and educational programs relating to District program goals.
- Establishing positive working relationships with Boards, staff, news media, community groups, elected officials, schools, and other governmental agencies.
- Analyzing and evaluating communication needs based upon the public's interest and understanding of District programs and services.
- Developing District policies, guidelines, and procedures for communications and dissemination of information, internally and externally.
- Developing requests for proposals, contract development, and negotiations required to develop and deliver communications and information materials.
- Monitoring contract compliance and evaluating performance and work product.

The studied position is a journey level class with primary responsibility for the District's community relations and public information activities. The position will not, however, be responsible for formulating policies and priorities, nor have the delegated authority to manage the implementation of policies and programs. The job classification of Community Relations Manager currently does not accurately reflect the scope of work, responsibility level, and required qualifications of the District's community relations position.

Other Classifications Considered

Typically, the OSD uses job classifications developed specifically for use only by the District. Human Resources reviewed the existing OSD job classifications. Each classification is focused on specific activities of the District, such as planning, land acquisition, and fiscal services. Human Resources determined the OSD Community Relations Manager is the District's only classification with a primary focus on community relations and public information.

Determination

Human Resources determined that it was most appropriate to revise the job specification for the classification of OSD Community Relations Manager to reflect the current duties and responsibilities of the studied position. The job specification was updated to reflect that it is a journey level classification, rather than management level classification, as well as to reflect changes in reporting structure, and degree of supervision. Previously, the minimum qualifications required four years experience in the management of a communications program that included responsibility for program development and implementation. The minimum qualifications were changed to require only two years of full time professional experience in public relations and communications which includes liaison responsibilities with the media and representatives from community and civic groups, public agencies, and private organizations.



Human Resources further recommends that the Community Relations Manager classification be re-titled to OSD Community Relations Specialist, in order to accurately reflect the change from a managerial position to that of a professional.

The General Manager has reviewed these changes and agrees that the revised specification meets the needs of the District.

Although unusual, Human Resources determined that the changes to the job specification, which have taken this classification from management to non-management, necessitate a review of the classification's bargaining unit placement and salary. Pursuant to the County's Employee Relations Policy, HR Employee Relations staff determined that SEIU was the appropriate bargaining unit for the revised classification. The position is currently vacant, thus these changes do not impact an incumbent.

Salary

Human Resources reviewed the external market and found that there was an insufficient number of matches to set the new salary externally. Human Resources determined the salary should be set internally and reviewed a variety of compensable factors for the re-titled OSD Community Relations Specialist.

Based on this review, the Agricultural Preservation and Open Space District General Manager, the Human Resources Director, and the County Administrator's Office concur that it is most appropriate for the salary for the revised and re-titled classification to be reduced by 7%, as the position is no longer functioning in a supervisory capacity.

The current salary is \$7,740/monthly I-step, and a 7% reduction places the salary at \$7,198 monthly I-step. This recommendation maintains internal equity, is consistent with the limited external market salary data, and achieves an appropriate differential between the OSD Program Manager and the OSD Community Relations Specialist.

Human Resources met and conferred with SEIU over the recommended salary, to which SEIU agreed.

The recommended salary represents an estimated total compensation (including benefits) of \$11,972/monthly I-step, which is \$901 less per month than the current monthly I-step of \$12,873.

Recommendations

Adopt the revised and re-titled job specification of OSD Community Relations Specialist (formerly OSD Community Relations Manager).

Enclosure: OSD Community Relations Specialist job specification.

OSD COMMUNITY RELATIONS ~~MANAGER~~ SPECIALIST ~~SPECIALIST~~

Definition

Under ~~general~~ direction, ~~supervises,~~ plans, coordinates and implements the District's communications program linking public information, media relations, community outreach, and education activities, in order to further public awareness of the Sonoma County Agricultural Preservation and Open Space District. ~~;~~ Serves as the District's primary media representative and ~~spokesperson with~~ coordinates community relations efforts with District staff, community groups, civic groups, public agencies, and private organizations; and performs other duties as required.

Distinguishing Characteristics

This is a journey management level job classification responsible for ~~all~~ communications and community relations activities of the District, including planning, organizing, coordinating, and delivering information to the public on a variety of programs, projects, ~~and public information~~ and educational activities ~~of the District's land preservation program~~. This position reports to an OSD Program Manager ~~the District's General Manager~~.

The classification of OSD Community Relations Specialist differs from that of the OSD Program Manager in that the latter has overall responsibility for the development of public relations and communications strategies.

Typical Duties

Duties may include but are not limited to the following:

- ~~Develops~~ Coordinates, plans, and implements ~~and supervises~~ the public information, media relations, outreach, and education activities of the District.
- Assists ~~in~~ the development of a communications strategy ~~strategic plan~~ for media, informational, and educational programs in support of ~~relating to~~ District program goals.
- Establishes and maintains positive working relationships with Boards, the Advisory Committee, the Fiscal Oversight Commission, staff, news media, community groups, elected officials, schools, and other governmental agencies.
- Analyzes and evaluates communication needs based upon the public's interest, input, and understanding of District programs, and services, and identified ~~District priorities and objectives~~.
- Assists in the ~~D~~ developments of District policies, guidelines, and procedures for communications and dissemination of information, both internally and externally.
- Develops R ~~requests~~ for P ~~proposals;~~ ~~and,~~ ~~contract~~ development, and negotiates ion ~~contracts~~ required to develop and deliver communications and information materials ~~throughby~~

~~external resources and contractors~~; monitors contract compliance; ~~and~~ evaluates performance and work product.

- Prepares speeches, scripts, and other communications and informational material for public service and information purposes.
- Prepares correspondence in reply to public inquiries; ~~and~~ consults with Board, County Administrator, and other staff as needed to secure pertinent facts and information.

Drafts and distributes District news releases, presentations, District newsletter, announcements, fact sheets, and pamphlets; designs, develops, and maintains the District's website.

~~•~~

- Conducts presentations regarding District program and activities to a variety of community, governmental, industry, and special interest groups.
- ~~Arranges public ceremonies concerning District acquisitions; and volunteers; and plans and coordinates other recognition events; achievements tables events to educate the community on District activities.-~~
- ~~Manages the District's website.-~~

- Coordinates public outreach activities with appropriate members of District staff, Board, Fiscal Oversight Commission, and Authority and Advisory Committee; coordinates District signage acknowledging the District's participation in community projects.-

- Serves on industry, environmental, professional, and community committees and task forces as assigned to represent the District.

Monitors community relations' program expenditures and makes recommendations on budgetary needs including, but not limited to, District membership in community organizations.

Acts as the District's liaison with the Sonoma County Human Resources Department and Information Systems Department on ADA compliance.

- ~~Coordinates District signage acknowledging the District's participation in community projects.-~~

Knowledge and ~~Ability~~ Abilities

Knowledge of:

- ~~P~~ principles, techniques, and methods to plan, implement ~~develop~~, and coordinate a ~~local government~~ community relations/education and media liaison program; ~~and~~
- ~~Federal, state, and local environmental, conservation, and land use government programs and regulations.-~~

- ~~_____~~ District and County government programs, services, activities, regulations, and administrative procedures-;
- ~~_____~~ Principles, techniques, and methods of communication and community relations-;
- ~~_____~~ Correct English grammar, spelling, punctuation, and vocabulary-;
- ~~_____~~ Writing, editing, and publishing procedures-;
- ~~_____~~ Basic marketing concepts and practices-;
- ~~_____~~ Graphic display techniques and styles ~~and techniques~~ including PowerPoint, multimedia, and audiovisual presentations-;
- ~~_____~~ Request for Proposal (RFP) process-;
- ~~_____~~ Principles of contract development, negotiation, and administration-; modern office methods and procedures;
- ~~_____~~ Website maintenance; ~~management~~;
- ~~_____~~ Social media coordination; -
- Brown Act requirements for public meetings; database, spreadsheet, and word processing applications.-;

Ability to:

- ~~_____~~ Develop, ~~it~~ implement, and coordinate an effective and responsive local government community relations and media liaison program-;
- ~~_____~~ Plan, organize, direct, and monitor the work of ~~professional staff and consultants~~;-
- ~~_____~~ Read, understand, and apply applicable federal, state, and local laws, rules, and regulations-;
- ~~_____~~ Collect, organize, synthesize, and evaluate data and information from a variety of sources-;
- ~~_____~~ Understand and effectively communicate the District's mission, program activities, and policies in an understandable format-;
- ~~_____~~ Track relevant social, economic, and governmental trends and issues that may affect the District's program-;
- ~~_____~~ Write, edit, and direct the preparation of publications-;
- ~~_____~~ Handle a variety of public contact with courtesy and tact both on the telephone and in person-;
- ~~_____~~ Respond to inquiries and concerns from public-;
- ~~_____~~ Prepare a variety of written analyses, evaluation summaries, recommendations, speeches, scripts, correspondence, and reports-;
- ~~_____~~ Effectively ~~operate~~ use spreadsheet, database, word processing, and PowerPoint applications and/or computer terminal equipment; ~~including PowerPoint software used in public communications and presentations~~.-;
- ~~_____~~ Communicate effectively and persuasively, both orally and in writing-;
- ~~_____~~ Adhere to deadlines and short time constraints-;
- ~~_____~~ Maintain confidentiality of sensitive information.

Working Conditions:

Must be willing to work independently under general supervision and work extended hours including weekends and evenings as needed.

~~Mobility to use office tools and equipment and to physically respond in a range of weather conditions; vision to read printed materials and a computer screen; hearing and speech to~~

~~converse in person and over the phone. Stamina to work selected evenings and/or weekends and extended hours related to operation of the District.~~

Minimum Qualifications

Education & Experience: Any combination of education, training, and experience that would likely provide the required knowledge and ~~skills listed~~abilities. ~~Typically~~Normally, this would include equivalent to a college Bachelor's degree in communications, journalism, public relations, or public and/or business administration, and four two years of full time professional experience in public relations and communications which included liaison responsibilities with the media and representatives from community and civic groups, public agencies, and private organizations, in the management of a communications program that included responsibility for program development and implementation and extensive liaison responsibilities with the public and private sectors.

License: ÷

~~Possession of a valid driver's license.~~

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

~~This is an exempt position.~~



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Sigrid Swedenborg 565-1914

Supervisorial District(s):

Title: Withdrawal of Appeal; PLP13-0006

Recommended Actions:

Approve the request to withdraw the appeal of the Board of Zoning Adjustment's decision to approve a Use Permit. Chris Hougie, applicant; David Montano, appellant. 100 Wagner Road, Sonoma; APNs 128-461-050, -022.

Executive Summary:

On October 17, 2013, the BZA, with a 5-0 vote, adopted the Mitigated Negative Declaration and approved the request by Chris Hougie to allow a wine tasting facility in an existing residence and construction of a new building, 3,700 square feet in size, to house 400 barrels of wine and hold 45 events annually.

On October 23, 2013 an appeal of the decision was filed with the Board of Supervisors by David Montano. The appeal form requires that specific reasons for the appeal be listed. Mr. Montano only stated, "I oppose the project."

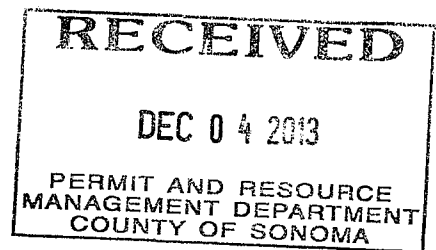
On December 2, 2013, Mr. Montano withdrew his appeal stating that he reviewed the staff report, conditions and the BZA Resolution as well as visiting the site. He stated that he believed "the proposed new uses will be pulled off in the same responsible, capable manner (as Cornerstone Sonoma is operating) and am no longer concerned."

Section 26-92-160 c of the Sonoma County Code States, "Any appeal filed pursuant to this section may be withdrawn where the appellant requests such withdrawal and the Board of Supervisors Consents."

Prior Board Actions:

None

Strategic Plan Alignment		Goal 2: Economic and Environmental Stewardship	
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):			
None			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
EXHIBIT A: Copy of Letter Requesting to Withdraw the Appeal dated December 2, 2013 EXHIBIT B: Appeal Form			
Related Items "On File" with the Clerk of the Board:			



David Montano
17220 Hillside Avenue
Sonoma, CA, 95476

December 2, 2013

Ms. Sigrid Swedenborg
Sonoma County Permit and Resource Management Department
2550 Ventura Avenue
Santa Rosa, CA, 95403 – 2859

Re: Appeal of Use Permit granted to Chris Hougie re 100 Wagner Road, Sonoma, CA

Dear Ms. Swedenborg,

After reviewing the staff report, conditions, and resolution of the BZA, taking some more visits to the property and investigating the nature of the Applicant's business I have decided to withdraw my appeal of the BZA's decision.

In particular I had the opportunity to visit Cornerstone this past weekend while a circus was being held there. I found the event to be very well done and in keeping with the size and character of both the property and Sonoma County.

All combined, I now believe the proposed new uses will be pulled off in the same responsible, capable manner and am no longer concerned.

I would like to see more parking added to accommodate increased traffic to the property, but I will not take up your or the Supervisor's valuable time to discuss this at a hearing. Instead I will leave it to you and the Applicant to address this if you think it would help.

Thank you for your time and attention.

Sincerely,

A handwritten signature in black ink, appearing to read "David Montano". The signature is fluid and cursive, with the first name "David" being the most prominent.

David Montano

**Planning Commission/Board of Zoning Adjustments
Appeal Form**

PJR-021

To: Board of Supervisors
County of Sonoma, State of California

File # PLP 13-0006

Appeal is hereby made by: David A. Montano
Please Print

Mailing Address: 17220 Hillside Ave
Sonoma, 95476

Phone: 707-287-6706 Email: dmontano16@gmail.com

The Sonoma County Planning Commission / Board of Zoning Adjustments (circle one) on

October 17, 2013 approved denied (circle one) a request by

Chris Hougie for a use permit

for a winery, tasting room and events

located at 100 Wagner road, Sonoma

APN 128-461-050 Zoned DA Supervisorial District 1st

This appeal is made pursuant to Sonoma County Code Chapter 26 Section 26-92-160 for the following specific reasons:

I oppose the project.

Date: Oct-23 2013 Appellant: [Signature]
Signature

Appeal Fee: See current PRMD Project Review Fee Schedule

----- DO NOT WRITE BELOW THIS LINE - To Be Completed by PRMD Staff -----

This appeal was filed with the Permit and Resource Management Department on the 24th day
of October, 2013, receipt of which is hereby acknowledged.

Melinda B. Grock
PRMD Staff

Sonoma County Permit and Resource Management Department

2550 Ventura Avenue ♦ Santa Rosa, CA ♦ 95403-2829 ♦ (707) 565-1900 ♦ Fax (707) 565-1103



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: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Connie Newton, 565-8884

Supervisorial District(s):

ALL

Title: Annual Inmate Welfare Trust Fund Report

Recommended Actions:

Accept the Fiscal Year 2012-2013 Annual Inmate Welfare Trust Fund Report

Executive Summary:

California Penal Code Section 4025 (c) requires that this itemized annual report of the activity of the Inmate Welfare Trust Fund be submitted to the Board of Supervisors for review. Accordingly, the Fiscal Year 2012-2013 Annual Inmate Welfare Report is attached for the Board's information and review.

The California Penal Code allows the Sheriff to authorize expenditures from this Trust Fund for items or programs primarily for the benefit, education, and welfare of the inmates confined within the Sonoma County detention facilities. Any funds that are not needed for the benefit, welfare, and/or education of the inmates may be expended by the Sheriff for the maintenance of jail facilities or for other programs as deemed appropriate by the Sheriff. Inmate Welfare funds must be expended in accordance with the California Penal Code, Section 4025(e).

The Sheriff is also authorized to operate a jail store, known as the Inmate Commissary, to sell goods to inmates. The Inmate Commissary is operated through the Jail Stores Trust Fund. Sale prices are determined by the Sheriff and all profits from the operation of the jail stores are deposited in the Inmate Welfare Trust Fund to be kept in the Treasury of the County. Expenditures from the Jail Stores Trust are primarily for the purchase of goods sold (inventory) to inmates through the commissary. The profit generated from these sales is transferred to the Inmate Welfare Trust and combined with other revenues to fund various inmate programs such as: Starting Point (an inmate alcohol and drug treatment program), Friends Outside (a non-profit agency providing support to inmates and their families), and several educational classes, including GED classes.

FY 12-13 Financial Summary

The FY 12-13 Annual Inmate Welfare Report reflects a prior year fund balance of \$438,974 for the Jail Stores Trust (JST). The FY 12-13 revenues for the JST were \$1,318,080 and expenditures were \$1,610,283 for a FY12-13 net loss to the Trust of \$292,203. This resulted in a JST ending fund balance of \$146,771 for FY 12-13. Expenditures included an operating transfer of profits from the JST to the Inmate Welfare Trust (IWT) as explained above. For FY 11-12 the annual transfer did not occur until early in FY 12-13 which resulted in a negative IWT balance (shown in the table below). The JST ending fund balance for FY 11-12, FY 12-13, and projected balance for FY 13-14 are also shown in the table below.

Revenues for the Inmate Welfare Trust were \$ 1,064,365. Operating expenditures totaled \$657,622 for a net gain of \$406,743. The balance in the Inmate Welfare Trust Fund for fiscal years FY 11-12, FY 12-13, and projected balance for FY 13-14 are also shown in the table below.

[REDACTED]			
ENDING FUND BALANCE	<u>FY 11-12</u>	<u>FY 12-13</u>	Projected <u>FY 13-14</u>
IWF	\$ (42,292)	\$ 364,451	\$ 664,451
JST	\$ 438,974	\$ 146,771	\$ 107,371
	\$ 396,682	\$ 511,222	\$ 771,822

FY 13-14 Budget

The FY 13-14 budgets for the Inmate Welfare Trust Fund and Jail Stores Trust Fund are a continuation of the programs and services provided for in FY 12-13. This budget projects that the ending balance for Inmate Welfare Trust will increase by \$300,000 and the Jail Stores Trust balance will decrease by \$39,400. Both budgets are attached for reference (Attachment C).

Prior Board Actions:

- Annual Review of the Inmate Welfare Trust Fund Report
- Resolution #20165 establishing the Jail Stores Trust Fund and Inmate Welfare Trust Funds

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

The funds described in this report provide funding for programs primarily for the benefit, education, and welfare of the inmates confined within the Sonoma County detention facilities.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 1,978,200		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 1,978,200
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

This represents the combined estimated expense associated with the operation of the Inmate Welfare and Jail Stores Trusts for FY 13-14 (all expenditures are funded by the Trusts).

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Fiscal Year 2012-2013 Annual Inmate Welfare Trust Fund Report & FY 13-14 IWT and JST budgets

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

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Sonoma County Sheriff's Office

STEVE FREITAS
Sheriff-Coroner

LORENZO DUEÑAS
Assistant Sheriff
Law Enforcement Division

RANDALL WALKER
Assistant Sheriff
Detention Division

DATE: November 1, 2013
TO: Sonoma County Board of Supervisors
SUBJECT: Fiscal Year 2012-2013 Annual Inmate Welfare Trust Fund Report

The purpose of this report is to meet the requirement outlined in the California Penal Code, Section 4025 (e), which requires that an itemized report of trust fund revenues and expenditures be submitted annually to the Board of Supervisors.

There are two separate trust funds used in the inmate welfare accounting system. They are the Jail Stores Trust Fund and the Inmate Welfare Trust Fund. The Jail Stores Trust Fund was established for use as an operating fund for the Inmate Commissary. The Inmate Welfare Trust Fund holds money to be spent by the Sheriff, primarily for the benefit, education and welfare of inmates confined within the jail. Any funds that are not needed for the welfare of the inmates may be spent for the maintenance of county jail facilities or as otherwise deemed appropriate by the Sheriff.

Jail Stores Trust Fund

Revenues generated to this fund come from commissary sales, inmate vending machine sales, aluminum can recycling, and prior year revenue. Expenditures fall into five categories: Salary/Benefits, merchandise expenses, operating expenses, operational transfers to the Inmate Welfare Trust, and tax payments. Profit generated from the operation of the commissary is a significant source of revenue for the Inmate Welfare Trust. Attachment "A" is a detailed summary of the revenues and expenditures for FY 12-13.

Inmate Welfare Trust Fund

The Inmate Welfare Trust Fund is managed through the Inmate Welfare Trust Committee. The Sheriff or his designee has final authority over all Inmate Welfare Trust Fund activities. Revenues received in this fund are derived from the following sources: interest generated from the fund balances of both trust funds, vending machine commissions, inmate telephone commissions, miscellaneous revenues, and transfer from the Jail Stores Trust (profit from various sources).

Expenditures from the Inmate Welfare Trust Fund meet the guidelines outlined in the Penal Code, Section 4025 (e), which states: "The money and property deposited in the inmate welfare trust fund shall be expended by the sheriff primarily for the benefit, education, and welfare of the inmates confined within the jail. Any funds that are not needed for the welfare of the inmates may be expended for the

maintenance of county jail facilities. Maintenance of county jail facilities may include, but is not limited to, the salary and benefit of personnel used in programs to benefit the inmates, including but not limited to, education, drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the sheriff"

Attachment "B" is a detailed summary of the revenues and expenditures for FY 12-13.

ATTACHMENT "A"

**Jail Stores Trust Fund
FY 12-13**

Beginning Fund Balance **\$ 438,974**

Revenues

Commissary Sales 4040	\$ 1,259,939
Vending Machine Sa 4020	\$ 48,086
Recycling Revenue	\$ 327
Cancelled checks	\$ 9,728

Total Revenues **\$ 1,318,080**

Expenditures

Salary/Benefits 6500	\$ 207,276
Merchandise Expenses	\$ 607,105
Notions	\$ 49,480
Telephone Cards	\$ 124,700
Snacks	\$ 325,030
Stationary	\$ 7,070
Postage	\$ 53,276
Vending	\$ 47,549

Operating Expenses	\$ 39,685
Supplies	\$ 1,612
Overhead	\$ 19,880
Repairs	\$ 1,014
Printing	\$ 3,619
Data Processing	\$ 5,560
Audit	\$ 8,000

Operational Transfers	\$ 746,368
Transfer to Inmate Welfare Trust (IWT)*	\$ 581,572
Phone Card Revenue to IWT	\$ 164,796

Taxes	
Sales Tax	\$ 9,849

Total Expenditures **\$ 1,610,283**

Net Gain (Loss) **\$ (292,203)**

Ending Fund Balance **\$ 146,771**

ATTACHMENT "B"

**Inmate Welfare Trust Fund
FY 12-13**

Beginning Fund Balance \$ (42,292)

Revenues

Interest	\$	5,370
Vending Commissions	\$	18,372
Telephone Commissions	\$	215,406
Intake Bag Reimbursement	\$	27,972
GovPayEXP	\$	3,775
Bail Bond Advertising	\$	35,040
Touch Pay Messaging	\$	2,116
Prior Year		
Miscellaneous Revenue	\$	9,946
Transfers from Jail Stores Trust - Phone Cards	\$	164,796
Transfers from Jail Stores Trust*	\$	581,572
Total Revenues	\$	1,064,365

Expenditures

Repairs to Inmate Equipment	\$	5,484
Starting Point	\$	210,650
Salary Reimbursement Costs	\$	162,670
Program Officers(2 @ 50% each)	\$	151,080
Detention Assistant (Reading Program)	\$	11,590
Postage	\$	161
Inmate Newspapers	\$	7,679
Inmate Printing		
DIRECTV	\$	1,384
Inmate Equipment	\$	33,355
Games/Athletic Equipment	\$	8,731
Legal Research Associates (LRA)	\$	44,566
Inmate Education Programs	\$	129,232
Sonoma County Office of Education (SCOE)		
California Parenting Program		
Literacy Program		
Goodwill Job Training Program		
Creative Conflict Resolution Classes		
Supplies		
Friend Outside Services	\$	29,000
Welfare Bags	\$	16,520
Audit	\$	8,000
Miscellaneous	\$	190
Total Expenditures	\$	657,622
Net Gain (Loss)	\$	406,743

Ending Fund Balance \$ 364,451

ATTACHMENT "C"

Jail Stores Trust Fund (340026) FY 13-14

Expenditures

Category	Budgeted	Expended	%
6020 - Notions/Debit Cards	\$ 50,000		
6045 - Telephone Cards	\$ 125,000		
6060 - Snacks	\$ 315,000		
6140 - Maint. Equip.	\$ -		
6300 - Sales Tax	\$ 9,600		
6400 - Stationery	\$ 7,500		
6410 - Postage	\$ 45,000		
6430 - Printing	\$ 2,000		
6461 - Operational Supplies	\$ 2,000		
6500 - Commissary Staff	\$ 210,000		
6540 - Vending Products	\$ 45,000		
6573 - Overhead Costs	\$ 20,000		
6630 - Audit Services	\$ 8,000		
7400 - Data Processing	\$ 5,500		
8620 - Phone Cards (Debit)	\$ 165,000		
8620 - Transfer to Welfare	\$ 300,000		
Total Expenditures	\$ 1,309,600	\$ -	0.0%

Revenues

Category	Budgeted	Expended	%
1900 - Recycling Revenue	\$ 200		
4020 - Vending Sales	\$ 45,000		
4040 - Commissary Sales	\$ 1,225,000		
4109 - Outdated / Cancel Warrants	\$ -		
Total Revenue	\$ 1,270,200		
Net Gain (Loss)	\$ (39,400)	\$ -	

	06-30-11	06-30-12	06-30-13	06-30-14
FUND BALANCE	152,946.96	\$ 438,974	\$ 146,771	\$ 107,371

ATTACHMENT "c"

Inmate Welfare Trust Fund (340018) FY 13-14

Expenditures

Category	Budgeted	Expended	%
6020- Clothing / Personal	\$ -		
6140 - Equipment Repair	\$ 2,000		
6300 - Reimb to Gen Fund	\$ 365,000		
6410 - Postage	\$ 100		
6415 - Newspapers	\$ 7,500		
6500 - Reading Program Staff	\$ 12,000		
6540 - Friends Outside	\$ 29,000		
6630 - Audit Services	\$ 8,000		
6800 - Legal Notices	\$ -		
6820 - DirectTV	\$ 2,000		
6880 - Small Tools & Equip	\$ 5,000		
7000 - Clean-up & Rec Equip	\$ 33,000		
7620 - Library - to Gen Fund	\$ 45,000		
7622 - Education - to Gen Fund	\$ 140,000		
7653 - Welfare Bags	\$ 20,000		
Total Expenditures	\$ 668,600	\$ -	

Revenues

Category	Budgeted	Received	%
1700 - Interest	\$ 5,000		
1851 - Vending Commissions	\$ 16,000		
1852 - Telephone Commissions	\$ 200,000		
1900 - Intake Bags Reimbursement	\$ 20,000		
3043 - GovPay EXP	\$ 4,000		
3202 - Bail Bond Adv.	\$ 35,000		
3600 - TouchPay Messaging	\$ 2,000		
4040 - Lockers & Misc	\$ 10,000		
4102 - Donations	\$ -		
4620 - Transfer from Stores Trust	\$ 300,000		
4620 - Phone Cards	\$ 165,000		
Total Revenue	\$ 757,000	\$ -	
Net Gain (Loss)	\$ 88,400	\$ -	0.0%

FUND BALANCE

6/30/2011	6/30/2012	6/30/2013	6/30/2014
\$ 94,466	\$ (42,292)	\$ 364,451	\$ 664,451



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: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Susan R. Klassen, 707-565-2231

Supervisorial District(s):

Second

Title: First Amendment to the Agreement with Airstrike Bird Control.

Recommended Actions:

Authorize the Chair to execute the First Amendment to the Agreement for vector control services at the Central Disposal Site with Airstrike Bird Control increasing the not-to-exceed amount from \$25,000 to \$66,000, and extending the term to expire June 30, 2014.

Executive Summary:

Staff is recommending the approval of the First Amendment to the Agreement with Airstrike Bird Control for vector control services at the Central Disposal Site increasing the not-to-exceed amount to \$66,000 and extending the term to June 30, 2014. The original Agreement was executed by the Purchasing Agent on July 1, 2013, in the not-to-exceed amount of \$25,000. The County and its operator, Republic Services, Inc., have used this Contractor successfully at the Central Disposal Site for approximately two years. Although the cost of such services is actually \$55 per hour, Republic Services, Inc. continues to cover 50% of the cost of the program, so that the actual cost to the County is only \$27.50 per hour. Although this Amendment extends the Agreement through the end of FY 13/14, it will be terminated when the Master Operations Agreement is fully implemented.

Solid waste, especially food waste, disposed at the Central Disposal Site attracts local and migratory California and Western Gulls offering abundant food supplies to gulls at the area of the landfill during daylight hours (approximately 6:30 am to 4:00 pm) easing after 2:00 pm when the landfill surface is covered with tarps and dirt and the waste is no longer exposed. Most gulls generally leave by 4:00 pm, and all leave by dusk when the gulls depart for roosting. Hills and buildings around the Central Disposal Site offer locations for roosting and "loafing" when the gulls are not feeding.

Under the California Code of Regulations, CalRecycle and the Department of Health Services, Environmental Health Division, acting as the Local Enforcement Agency, enforce requirements of the landfill operator to take adequate steps to control or minimize bird problems (Title 27, Article 4, Section 20810). Falconry is an effective long-term technique providing vector control for gulls that are

genetically conditioned to fear raptors such as hawks and falcons. The Airstrike Bird Control Falconry program’s objective is to use hawks and falcons, and other deterrents, to keep the pest birds away from the food. The program has been very successful in keeping pest birds away from the landfill face and the tipping building. Discontinuing the program would require that staff re-evaluate other alternatives to comply with the requirements of State law.

The First Amendment has been reviewed as to form by County Counsel.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Providing the community with environmentally sound solid waste disposal operated in accordance with State laws and regulations.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 66,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 66,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 66,000	Total Sources	\$ 66,000

Narrative Explanation of Fiscal Impacts (If Required):

Funding is appropriated in the Refuse Enterprise Fund (286112-6540).

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:
1 - First Amendment with Airstrike Bird Control 2 - Agreement



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Susan Klassen (707) 565-2231

Supervisorial District(s):

Fourth

Title: Airport Performance Bonds

Recommended Actions:

Approve resolution authorizing the Director of Transportation and Public Works to execute all necessary documents required to purchase performance bonds required for the Runway Safety Area project environmental mitigation in an amount not to exceed \$43,420.

Executive Summary:

The Department of Transportation and Public Works Airport Division (Airport) is requesting the Board of Supervisors authorize the Director of Transportation and Public works to execute all necessary documents required to purchase performance bonds required for the Runway Safety Area project environmental mitigation.

For the project's mitigation needs as a whole, the Airport conducted a request for proposals in February 2012 to provide mitigation credits or mitigation acreage for wetlands, endangered plants, and California Tiger Salamander impacts associated with the project. Eleven proposals were received covering 16 mitigation sites, turn-key sites and other potential mitigation sites. The selection of mitigation proposals was based on a cost as well as issues raised by the permitting agencies with respect to appropriateness of certain sites.

The County is required to complete certain riparian and wetland mitigations as part of the permit conditions of the US Army Corps of Engineers (Corps) and California Department Fish and Wildlife. This will require the construction of the mitigation site and maintenance and monitoring of the site to ensure the viability for 10 years. The estimated amount of the work is \$2,382,010 over the course of the mitigation projects. Due to the length of time for completion, the agencies require a form of financial surety to be in place for the duration of the project. Airport staff discussed the surety options as given by the permit document from the Corps with the representative from the Corps, our consultant LSA Associates, the County's Risk Management and Treasury Divisions. It was determined that the best option that was most effective use of Airport funds was to purchase performance bonds.

Staff worked with the Risk Management Division on obtaining quotes from Alliant Insurance Services, the broker for CSAC Excess Insurance Authority. Subsequent to Board action, Risk Management will work with Alliant and Transportation and Public Works to finalize the purchase of three performance bonds which total \$43,420 for an initial two year period, prior to the end of the initial term the Airport will return to the Board to authorize renewal of the bonds which should incrementally decrease in cost over the life of the project.

Prior Board Actions:

10/22/13 No. 23: Board approved mitigation agreement with East Austin LLC; 9/10/13 No. 40: Board approved four mitigation agreements and two amendments; 1/24/12 No. 46: Board certified the Final Environmental Impact Report and emended the General Plan and adopted the Airport Master Plan

Strategic Plan Alignment Goal 3: Invest in the Future

The action supports the County’s strategic goal of investing in the future by continuing progress on the runway safety area project which will create a well-maintained transportation facility that promotes mobility, connectivity and convenience for the passengers and users of the Airport.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 43,420		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 39,365
	\$	Fees/Other	\$ 4,055
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 43,420	Total Sources	\$ 43,420

Narrative Explanation of Fiscal Impacts (If Required):

Project to be funded with a Federal Aviation Administration (FAA) grant and local match of operational revenues. Appropriations are included in the FY 13-14 budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

NA

Attachments:
Sample Bond; Indemnification; Bond resolution
Related Items "On File" with the Clerk of the Board:
None.

THE AMERICAN INSTITUTE OF ARCHITECTS



Bond No.:

Premium: \$

AIA Document A312

Performance Bond

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):

SURETY (Name and Principal Place of Business):

OWNER (Name and Address):

CONSTRUCTION CONTRACT

Date:

Amount: \$

Description (Name and Location):

BOND

Date (Not earlier than Construction Contract Date):

Amount:

Modifications to this Bond:

None

See Page 3

CONTRACTOR AS PRINCIPAL

Company: (Corporate Seal)

SURETY

Company: (Corporate Seal)

Signature: _____
Name and Title:

Signature: _____
Name and Title: America San Martin, Attorney-in-fact

(Any additional signatures appear on page 3)

(FOR INFORMATION ONLY - Name, Address and Telephone)

AGENT or BROKER:

OWNER'S REPRESENTATIVE (Architect, Engineer or other party):

Alliant Insurance Services, Inc.
701 B Street, 6th Floor, San Diego, CA 92101
(619) 238-1828

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except to participate in conferences as provided in Subparagraph 3.1.

3 If there is no Owner Default, the Surety's obligation under this Bond shall arise after:

3.1 The Owner has notified the Contractor and the Surety at its address described in Paragraph 10 below that the Owner is considering declaring a Contractor Default and has requested and attempted to arrange a conference with the Contractor and the Surety to be held not later than fifteen days after receipt of such notice to discuss methods of performing the Construction Contract. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default; and

3.2 The Owner has declared a Contractor Default and formally terminated the Contractor's right to complete the contract. Such Contractor Default shall not be declared earlier than twenty days after the Contractor and the Surety have received notice as provided in Subparagraph 3.1; and

3.3 The Owner has agreed to pay the Balance of the Contract Price to the Surety in accordance with the terms of the Construction Contract or to a contractor selected to perform the Construction Contract in accordance with the terms of the contract with the Owner.

4 When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

4.1 Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or

4.2 Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or

4.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 6 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or

4.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

.1 After investigation, determine the amount for

which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or

.2 Deny liability in whole or in part and notify the Owner citing reasons therefor.

5 If the Surety does not proceed as provided in Paragraph 4 with reasonable promptness, the Surety shall be deemed to be in default on this Bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the surety proceeds as provided in Subparagraph 4.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

6 After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under Subparagraph 4.1, 4.2, or 4.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. To the limit of the amount of this Bond, but subject to commitment by the Owner of the Balance of the Contract Price to mitigation of costs and damages on the Construction Contract, the Surety is obligated without duplication for:

6.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

6.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 4; and

6.3 Liquidated damages, or if not liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

7 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators or successors.

8 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

9 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

10 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page.

11 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

12 DEFINITIONS

12.1 Balance of the Contract Price: The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received

by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

12.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

12.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.

12.4 Owner Default: Failure of the Owner, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL
Company: _____ (Corporate Seal)

SURETY
Company: _____ (Corporate Seal)

Signature: _____
Name and Title:
Address:

Signature: _____
Name and Title:
Address:

PAYMENT BOND

Conforms with The American Institute of Architects

AIA Document A312

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address): _____

SURETY: _____

OWNER (Name and Address): _____

CONSTRUCTION CONTRACT

Date:

Amount:

Description (Name and Location): _____

BOND

Date (Not earlier than Construction Contract Date): _____

Amount:

Modifications to this Bond: _____

None

See Page 3

CONTRACTOR AS PRINCIPAL

SURETY

Company: _____

Signature: _____

Signature: _____

Name and Title: _____

Name and Title: _____

(FOR INFORMATION ONLY-Name, Address and Telephone)
AGENT or BROKER: _____

OWNER'S REPRESENTATIVE (Architect, Engineer or other party): _____

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference.

2 With respect to the Owner, this obligation shall be null and void if the Contractor:

2.1 Promptly makes payment, directly or indirectly, for all sums due Claimants, and

2.2 Defends, indemnifies and holds harmless the Owner

from claims, demands, liens or suits by any person or entity whose claim, demand, lien or suit is for the payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, provided the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 12) of any claims, demands, liens or suits and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety, and provided there is no Owner Default.

3 With respect to Claimants, this obligation shall be null

and void if the Contractor promptly makes payment, directly or indirectly, for all sums due.

4 The Surety shall have no obligation to Claimants under this Bond until:

4.1 Claimants who are employed by or have a direct contract with the Contractor have given notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and, with substantial accuracy, the amount of the claim.

4.2 Claimants who do not have a direct contract with the Contractor:

- .1** Have furnished written notice to the Contractor and sent a copy, or notice thereof, to the Owner, within 90 days after having last performed labor or last furnished materials or equipment included in the claim stating, with substantial accuracy, the amount of the claim and the name of the party to whom the materials were furnished or supplied or for whom the labor was done or performed; and
- .2** Have either received a rejection in whole or in part from the Contractor, or not received within 30 days of furnishing the above notice any communication from the Contractor by which the Contractor has indicated the claim will be paid directly or indirectly; and
- .3** Not having been paid within the above 30 days, have sent a written notice to the Surety (at the address described in Paragraph 12) and sent a copy, or notice thereof, to the Owner, stating that a claim is being made under this Bond and enclosing a copy of the previous written notice furnished to the Contractor.

5 If a notice required by Paragraph 4 is given by the Owner to the Contractor or to the Surety, that is sufficient compliance.

6 When the Claimant has satisfied the conditions of Paragraph 4, the Surety shall promptly and at the Surety's expense take the following actions:

- 6.1** Send an answer to the Claimant, with a copy to the Owner, within 45 days after receipt of the claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed.
- 6.2** Pay or arrange for payment of any undisputed amounts.

7 The Surety's total obligation shall not exceed the amount of this Bond, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

8 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any Construction Performance Bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction contract are dedicated to satisfy obligations of the Contractor and the Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

9 The Surety shall not be liable to the Owner, Claimants or others for obligations of the contractor that are unrelated to the

Construction Contract. The Owner shall not be liable for payment of any costs or expenses of any Claimant under this Bond, and shall have under this bond no obligations to make payments to, give notices on behalf of, or otherwise have obligations to Claimants under this Bond.

10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

11 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the location in which the work or part of the work is located or after the expiration of one year from the date (1) on which the Claimant gave the notice required by Subparagraph 4.1 or Clause 4.2.3, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page. Actual receipt of notice by Surety, the Owner or the Contractor, however accomplished, shall be sufficient compliance as of the date received at the address shown on the signature page.

13 When this bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

14 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor shall promptly furnish a copy of this Bond or shall permit a copy to be made.

15 DEFINITIONS

15.1 Claimant: An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Contract. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

15.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

15.3 Owner Default: Failure of the Owner, Contractor, which has neither been remedied nor waived, to pay the Contractor as required by the Construction Contract or to perform and complete or comply with the other terms thereof.

MODIFICATIONS TO THIS BOND ARE AS FOLLOWS:

Sub paragraph 4.3 is added as follows:

4.3 Claimant has furnished to Surety proof of claim duly sworn to by Claimant, along with adequate supporting documentation which proves the amount claimed is due and payable.

Paragraph 5 is amended as follows:

5 If a notice required by paragraph 4 is given by Owner to the Contractor and to the Surety, that is sufficient compliance.

Paragraph 6 is deleted in its entirety and the following is substituted in its place:

6 When the Claimant has satisfied the conditions of Paragraph 4, and has submitted all supporting documentation and any proof of claim requested by the Surety, the Surety shall, within a reasonable period of time, notify the Claimant of the amounts that are undisputed and the basis for challenging any amounts that are disputed, including, but not limited to, the lack of substantiating documentation to support the claim as to entitlement or amount, and the Surety shall, within a reasonable period of time, pay or make arrangements for payment of any undisputed amount; provided, however, that the failure of the Surety to timely discharge its obligations under this paragraph or to dispute or identify any specific defense to all or any part of a claim shall not be deemed to be an admission of liability by the Surety as to such claim or otherwise constitute a waiver of the Contractor's or Surety defenses to, or right to dispute such claim. Rather, the Claimant shall have the immediate right, without further notice, to bring suit against the Surety to enforce any remedy available to it under this Bond.

(Space is provided below for additional signitures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company:

(Corporate Seal)

SURETY

Company:

Signature: _____

Name and Title:

Address:

Signature: _____

Name and Title:

Address:

Bond No.

Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

Performance Bond

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

,
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:
(Name, legal status and address)

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

, US|

CONSTRUCTION CONTRACT

Date:

Amount: \$

Description:
(Name and location)

BOND

Date:

(Not earlier than Construction Contract Date)

Amount: \$

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL
Company: *(Corporate Seal)*

SURETY
Company: *(Corporate Seal)*

Signature: _____ Signature: _____

Name
and Title:

Name
and Title: Attorney-in-Fact
Surety Phone No.

(Any additional signatures appear on the last page of this Performance Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)

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§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

§ 2 If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Section 3.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond shall arise after

- .1 the Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice shall indicate whether the Owner is requesting a conference among the Owner, Contractor and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Section 3.1 shall be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement shall not waive the Owner's right, if any, subsequently to declare a Contractor Default;
- .2 the Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
- .3 the Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.

§ 4 Failure on the part of the Owner to comply with the notice requirement in Section 3.1 shall not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.

§ 5 When the Owner has satisfied the conditions of Section 3, the Surety shall promptly and at the Surety's expense take one of the following actions:

§ 5.1 Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;

§ 5.2 Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;

§ 5.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Section 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or

§ 5.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and with reasonable promptness under the circumstances:

- .1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
- .2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.

§ 6 If the Surety does not proceed as provided in Section 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Section 5.4, and the Owner refuses the payment or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 Balance of the Contract Price. The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 Contractor Default. Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 Owner Default. Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 Contract Documents. All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company: _____
(Corporate Seal)

SURETY

Company: _____
(Corporate Seal)

Signature: _____
Name and Title:
Address

Signature: _____
Name and Title:
Address

Bond No.

Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

Payment Bond

CONTRACTOR:
(Name, legal status and address)

SURETY:
(Name, legal status and principal place of business)

Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

, US|

CONSTRUCTION CONTRACT

Date:

Amount: \$

Description:
(Name and location)

BOND

Date:

(Not earlier than Construction Contract Date)

Amount: \$

Modifications to this Bond: None See Section 18

CONTRACTOR AS PRINCIPAL
Company: *(Corporate Seal)*

SURETY
Company: *(Corporate Seal)*

Signature: _____ Signature: _____

Name
and Title:

Name
and Title: Attorney-in-Fact
Surety Phone No.

(Any additional signatures appear on the last page of this Payment Bond.)

(FOR INFORMATION ONLY — Name, address and telephone)

AGENT or BROKER:

OWNER'S REPRESENTATIVE:
(Architect, Engineer or other party:)

§ 1 The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the Owner to pay for labor, materials and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.

§ 2 If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies and holds harmless the Owner from claims, demands, liens or suits by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.

§ 3 If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond shall arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Section 13) of claims, demands, liens or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials or equipment furnished for use in the performance of the Construction Contract and tendered defense of such claims, demands, liens or suits to the Contractor and the Surety.

§ 4 When the Owner has satisfied the conditions in Section 3, the Surety shall promptly and at the Surety's expense defend, indemnify and hold harmless the Owner against a duly tendered claim, demand, lien or suit.

§ 5 The Surety's obligations to a Claimant under this Bond shall arise after the following:

§ 5.1 Claimants, who do not have a direct contract with the Contractor,

- .1 have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
- .2 have sent a Claim to the Surety (at the address described in Section 13).

§ 5.2 Claimants, who are employed by or have a direct contract with the Contractor, have sent a Claim to the Surety (at the address described in Section 13).

§ 6 If a notice of non-payment required by Section 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Section 5.1.1.

§ 7 When a Claimant has satisfied the conditions of Sections 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:

§ 7.1 Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and

§ 7.2 Pay or arrange for payment of any undisputed amounts.

§ 7.3 The Surety's failure to discharge its obligations under Section 7.1 or Section 7.2 shall not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Section 7.1 or Section 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.

§ 8 The Surety's total obligation shall not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Section 7.3, and the amount of this Bond shall be credited for any payments made in good faith by the Surety.

§ 9 Amounts owed by the Owner to the Contractor under the Construction Contract shall be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfy obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.

§ 10 The Surety shall not be liable to the Owner, Claimants or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

§ 16 Definitions

§ 16.1 Claim. A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 Claimant. An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

§ 16.3 Construction Contract. The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

§ 16.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 16.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 17 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 18 Modifications to this bond are as follows:

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company: _____ *(Corporate Seal)*

SURETY

Company: _____ *(Corporate Seal)*

Signature: _____
Name and Title:
Address

Signature: _____
Name and Title:
Address



County of Sonoma

GENERAL AGREEMENT OF INDEMNITY

This General Agreement of Indemnity, herein called the “Agreement,” is made and executed this 6th day of December , 2 013 by the undersigned, herein called the “Indemnitors,” in favor of, and for the benefit of, SureTec Insurance Company and its co-sureties, reinsurers, and other sureties through whom it may procure the execution of bonds and undertaking, herein collectively called the “Company.”

Witnesseth:

WHEREAS, certain bonds, guaranties, obligations of suretyship, undertakings and other instruments in the nature of a bond or ancillary thereto (all such bonds, guaranties, obligations, and undertakings being collectively referred to herein as “bonds”) may have heretofore been, and may hereafter be, required by, for, or on behalf of the Indemnitors or any one or more of the Indemnitors, in whose bonds the Indemnitors do hereby affirm to have a substantial material and beneficial interest; and as a condition precedent to the execution of any and all such bonds, the Company requires execution of this General Agreement of Indemnity;

NOW, THEREFORE, in consideration of these premises, and of the execution or continuance or renewal of such bonds, and for other good and valuable consideration, the Indemnitors do, for themselves, their heirs, executors, administrators, personal representatives, assigns and any and all of their wholly or partially owned subsidiary companies, subsidiaries of subsidiaries, proprietorships, divisions, affiliates, partnerships, joint ventures or co-ventures in which any of the undersigned Indemnitors, have any interest or participation, whether open or silent, now in existence or which may hereafter be created or acquired, jointly and severally agree with, and make this General Agreement of Indemnity in favor of, and for the benefit of, the Company as follows:

1. The Indemnitors shall pay to the Company, at its home office at 1330 Post Oak Blvd., Suite 1100, in the City of Houston, Harris County, Texas, all sums due or to become due hereunder, including, but not limited to, all premiums, fees, and charges at the rates and at the times specified by Company, and will continue to pay the same when such premium, fee, or charge is annual and when additional premiums, fees, or charges are due for changes to underlying bonded obligations. Premiums are due and payable upon execution of bonds and upon renewal thereof. The Indemnitors shall be liable for additional and renewal premiums hereunder until the Company shall be discharged and released from any and all liability and responsibility upon and from each such bond or liability arising therefrom, and until the Indemnitors shall deliver to the Company at its home office in Houston, Texas, competent written evidence, satisfactory to the Company, of the Company’s discharge from all liability on such bond or bonds. The Indemnitors shall also pay to Company, its affiliates, or to third parties, as the case may be, all underwriting, inspection, funds disbursement, escrow, special handling, filing, recording, and similar fees required or charged in connection with the underwriting, execution, or administration of any bonds.

2. The Indemnitors shall indemnify and save the Company harmless from and against every claim, demand, liability, cost, loss, charge, suit, judgment, award, fine, penalty, and expense which the Company may pay, suffer, or incur in consequence of having executed, delivered, or procured the execution of such bonds, or any renewals or continuations thereof or substitutes therefor, including, but not limited to, court costs, collection fees, mediation and facilitation fees and expenses, funds disbursement and escrow fees, fees and expenses of attorneys, accountants, adjusters, inspectors, experts, and consultants, whether on salary, retainer, in-house, as third party administrators, or otherwise, and the expense of determining liability, or procuring, or attempting to procure, release from liability, or in bringing suit or claim to enforce the obligation of any of the Indemnitors under this Agreement. In the event the Company deems it necessary to respond to, make an investigation of, or settle, defend, or compromise a claim,

demand or suit, the Indemnitors acknowledge and agree that all loss, cost, and expense attendant to such response, investigation, settlement, defense, and compromise, whether incurred internally or otherwise, and whether or not Indemnitor has offered to defend Company, is included as an indemnified expense and shall be paid by Indemnitors to Company on demand. In the event of payments by the Company, a voucher, affidavit, bordereaux or other evidence of such payments are prima facie evidence of the amount paid, propriety thereof, and of the Indemnitors' liability therefor to the Company. In the event that Indemnitors are covered by any insurance policy or policies for any matter or claim that may be brought against Company, or for which Company may have any exposure or liability, the coverage under such insurance policy or policies shall be primary. Indemnitors waive any and all claims of subrogation against Company.

3. Payment of loss or deposit of cash, cash collateral, or other collateral security acceptable to the Company shall be made to the Company by the Indemnitors as soon as liability exists or is asserted against the Company, whether or not the Company shall have made any payment therefor. Such payment shall be equal to the larger of (a) the amount of any reserve set by the Company, or (b) such amount as the Company, in its sole judgment, shall deem sufficient to protect it from loss. The Company shall have the right to use the collateral, or any part thereof, in payment or settlement of any liability, loss or expense for which the Indemnitors would be obligated to indemnify the Company under the terms of this Agreement. If for any reason the Company shall deem it necessary to increase a reserve to cover any possible liability or loss, the Indemnitors will deposit with the Company, immediately upon demand, a sum of money equal to any increase thereof as collateral security to the Company for such liability or loss. Indemnitors acknowledge that there is no adequate remedy at law for the breach of this provision and that payment of damages would not adequately compensate Company for such breach. Accordingly, Company may compel Indemnitors to specifically perform these obligations pursuant to applicable law.

4. The Indemnitors immediately upon becoming aware of any demand, notice, or proceeding preliminary to determining or fixing any liability, with which the Company may be subsequently charged under any such bond, shall notify the Company thereof in writing at its home office, 1330 Post Oak Blvd., Suite 1100, Houston, Texas, 77056. Recognizing that the Company is relying on the financial information provided by Indemnitors, Indemnitors shall notify the Company immediately of any event which adversely affects the financial stability of any Indemnitor.

5. The Company shall have the right to settle, compromise, prosecute, or defend any claim or action brought against the Company or any Indemnitor upon or relating to any bond or any affirmative claims by any Indemnitor against Company or a third party relating to any bonds or any interests granted herein. Company's decision with respect thereto shall be binding and conclusive upon the Indemnitors.

6. The Company, and its designated agents, consultants, and representatives, shall at any and all reasonable times, have free access to the books and records of the Indemnitors. Indemnitors consent to Company's requests for, and use of, consumer credit reports and investigative consumer credit reports with respect to any of the individual Indemnitors. Any bank, depository, creditor, credit bureau or credit reporting agency, obligee of a bond, subcontractor, material supplier, claimant, prior surety, agent, or other person, firm or corporation possessing records or having information concerning the financial affairs and records or having information concerning the current or past financial affairs and operations of the Indemnitors is hereby authorized to furnish to the Company and its representatives, consultants, and affiliates, any such records or information requested by the Company. Indemnitors will execute, as requested by the Company, any additional documents necessary to cause the release and production of records and information authorized by this paragraph.

7. In the event the Indemnitors, or any of them, shall (a) fail to pay any premium or underwriting charge or fee when due, or (b) fail to pay any amounts due hereunder, (c) abandon, forfeit or breach a bonded contract or obligation, or have been alleged to have abandoned, forfeited, or breached any such contract, (d) breach or be declared to have breached any bond issued by or at the request of Company, (e) have proceedings instituted against them, or any them, alleging that they are insolvent, or for the appointment of a receiver or trustee for the benefit of creditors, whether such Indemnitor(s) are insolvent or not, (f) have proceedings instituted against them, or any of them, the effect of which may be to deprive any of them of the use of any part of the equipment, funds, or assets used in connection with the work under bonded contract so as to hinder, delay or impede the normal satisfactory progress of the work, (g) fail to cooperate with Company in the investigation of claims made or threatened to be made against Company, (h) be in breach or default of any funds disbursement, escrow or other agreement executed in connection with any bond, or (i) if any Indemnitor is an individual, the Indemnitor's dying, absconding, disappearing, incompetency, being convicted of a felony or imprisoned, and if the Indemnitor is any other entity, any change or threat of change in the character, identify, control, management, beneficial ownership or existence of Indemnitor, or (j) the Company shall become insecure or unsure of the Indemnitors' willingness or

ability to perform their obligations hereunder, and irrespective of whether Indemnitors have been declared in default under any bond or undertaking, the Company shall have the right, but not the obligation, to: (x) take possession of the work and under any other contract in connection with which the Company has given its bond or bonds within the purview of this Agreement and, at the expense of the Indemnitors, to continue performance of the contract(s), or cause, consent to, or arrange for, the completion thereof, (y) direct the obligees under such bonds to hold or forward contract proceeds and retainages due, earned, or to become due or earned, under the contract to the Company or its designees for disbursement or offset against other obligations of Indemnitors to Company as it deems necessary or advisable, and/or (z) take such other and further action as the Company may, in its sole discretion, deem advisable, prudent, or necessary.

8. Indemnitors shall pay interest on, and interest shall accrue on, all unpaid indebtedness of Indemnitors to Company at an interest rate equal to the lesser of: (a) eighteen percent (18%) per annum or (b) the Highest Lawful Rate (as such term is defined below). Interest on unpaid premiums shall not begin to accrue, however, until 45 days following the date of execution of a bond, or the renewal of a bond, by Company or its attorney-in-fact. Notwithstanding any other provision herein, the aggregate interest rate charged under this Agreement, including all charges, fees, or other payments in connection herewith or therewith deemed in the nature of interest under applicable law shall not exceed the Highest Lawful Rate. It is the intention of Company and Indemnitors to conform strictly to any applicable usury laws. Accordingly, if Company contracts for, charges, or receives any consideration which constitutes interest in excess of the Highest Lawful Rate, then any such excess shall be canceled automatically and, if previously paid, shall at Company's option be applied to the outstanding principal balance due hereunder or be refunded to Indemnitors. As used in this paragraph, the term "Highest Lawful Rate" means the maximum lawful interest rate, if any, that at any time or from time to time may be contracted for, charged, or received under the laws applicable to Company which are presently in effect or, to the extent allowed by law, under such applicable laws which may hereafter be in effect and which allow a higher maximum non-usurious interest rate than applicable laws now allow.

9. As further security, the Indemnitors hereby grant to the Company a security interest in, and lien on, all of their furniture, fixtures, equipment, office equipment, books and records, documents, accounts, deposit accounts, investment property, security accounts and security entitlements, accounts receivable, chattel paper, instruments, letter of credit rights, contract rights and contract proceeds, machinery, plant, inventory, insurance policies, vehicles, tools, real property, general intangibles, materials, rights due or to become due in connection with any contract, whether or not bonded by Company, and all substitutions, replacements, accessions, attachments and improvements to any of the foregoing, along with all insurance and other proceeds from any of the foregoing. This Agreement shall constitute a Security Agreement and a Financing Statement for the benefit of the Company in accordance with the Uniform Commercial Code and all similar statutes and a deed of trust or mortgage, as applicable, and may be filed by the Company without notice to perfect the security interests and liens granted herein. The Company may add schedules, property descriptions, and other documents to this Agreement as necessary and may sign a copy of this Agreement, or copy thereof, where required for filing as a Financing Statement or to otherwise perfect any interest granted herein. For the purpose of recording this Agreement, a photocopy of this Agreement acknowledged by a representative of Company before a Notary Public as being a true copy hereof shall be regarded as an original. The grant of the security interest and lien position, and any efforts to perfect same, are in addition to, and not in abrogation of, substitution for, nor restriction of any and all rights which the Company has or may have under this Agreement, at law, or in equity.

10. The Indemnitors hereby irrevocably nominate, constitute, appoint and designate the Company and its designees as their attorney-in-fact with the right, power, and authority, but not the obligation, to exercise all of the rights and powers of the Indemnitors assigned, transferred, and set over to the Company in this Agreement, and in the name of the Indemnitors, or any one or more of them, to make, endorse, execute, sign, fill in blanks, and deliver any and all additional or other instruments and writings, including, but not limited to, assignments, financing statements, documents, documents of conveyance, instruments, checks, drafts, deposit, ACH, and wire transfer directives and orders, change of address and account notices, liens and releases thereof, applications, certificates, draw requests, orders, releases, and papers deemed necessary or desirable by the Company, and to collect the proceeds thereof, in order to give full effect not only to the intent and meaning of the obligations assumed, and the agreements made, by Indemnitors hereunder, and the assignments and conveyances made herein, but also the full protection intended to be herein given to the Company under all other provisions of this Agreement. The Indemnitors hereby ratify and confirm all acts and actions taken and done by the Company and its designees as such attorney-in-fact. The powers and authority granted herein shall not be affected by the disability or incapacity of the Indemnitors or any one or more of them.

11. The Indemnitors understand and agree that the circumstances, financial or otherwise, of any one or more of the Indemnitors may change substantially over the period of this agreement and the Indemnitors therefore agree to keep themselves fully informed as to the business activities and financial affairs of any one or more of the Indemnitors and of the risks being engaged in so that the Indemnitors are always aware of the risks of hazards in continuing to act as Indemnitors. The Indemnitors hereby expressly waive any requirement for notice from the Company of any fact or information coming to the notice or knowledge of the Company affecting its rights or the rights or liabilities of the Indemnitors.

12. In the event of any claim or demand being made by the Company against the Indemnitors, or any one of more of the parties so designated, by reason of the execution of a bond or bonds, the Company is hereby expressly authorized to settle or compromise with any one or more of the Indemnitors individually, and without reference or notice to the others, and such settlement or composition shall not affect the liability of any of the others and the Indemnitors hereby expressly waive the right to be discharged by reason of the release of one or more of the Indemnitors, and hereby consent to any settlement or compromise that may hereafter be made.

13. The Company is not required, by reason of any application for a bond or by reason of having issued a previous bond, bid bond, "bondability letter," or otherwise, to execute or procure the execution of or participate in the execution or renewal of any further bond or bonds. The Company, at its sole option and without assigning any reason therefor, may decline to execute or to participate in or procure the execution or renewal of any bond without impairing the validity of this Agreement or incurring any liability to Indemnitors. Any promise or agreement by Company or its representatives or agents to issue or execute any bond or undertaking in the future shall be revocable at will by Company unless and until such bond or undertaking is properly authorized, issued and delivered by Company. Company's failure or refusal to issue final bonds after bid bonds or other proposal guarantees have been issued shall not excuse Indemnitors from their liability to indemnify and hold Company harmless from any loss or claim against such bid bond or proposal guarantee, nor shall such failure or refusal give rise to any cause of action in favor of Indemnitors for alleged losses of anticipated profits or other benefits.

14. **The Indemnitors acknowledge and agree this it is their sole responsibility to provide the proper forms for the bonds to be executed by the Company, and to review and approve any bond and undertaking executed by the Company on its own forms. Neither the Company, nor its agents, shall have any liability whatsoever to the Indemnitors if they shall fail to furnish the Company with the proper forms or to object to forms furnished by the Company. It shall be the sole responsibility of the Indemnitors to review all bond forms executed by the Company for appropriateness and for any errors or omissions prior to delivery of the bonds to an obligee. The Company and its agents shall have no liability to the Indemnitors on account of any negligence (whether sole or concurrent), inadvertence, error or omission in the preparation, execution, or delivery of any bonds. Prior to requesting that the Company issue any bond, the Indemnitors shall obtain confirmation that the proposed obligee on the bond will accept the Company as surety on the proposed bond, and neither the Company, nor its agents, shall have any liability whatsoever if any obligee refuses, for whatever reason, to accept the Company as surety on any bond. The Indemnitors agree that the Indemnitors shall be solely responsible for arranging, independent of the Company, for the timely delivery of any bond to the obligee. The Company and its agents shall have no liability to the Indemnitors if any bond is not timely delivered to any obligee for any reason whatsoever, including any negligent acts or omissions on the part of the Company or its agents.**

15. **The Indemnitors agree that the Company's liability, if any, to the Indemnitors, or to any of them, on account of any acts or omissions by the Company or any of its consultants, affiliates, agents, or representatives (whether such acts or omissions arise in tort, negligence, trespass, breach of contract, by statute, or at law) arising out of or relating to any bonds or any other conduct of the Company or its agents, representatives, employees, attorneys, attorneys-in-fact, adjustors, or consultants is hereby expressly limited to an amount not to exceed the premium actually paid to the Company for such bond.**

16. If the Company procures the execution of such bonds by or for other companies, including specifically, but without limitation, **American Contractors Indemnity Company, Texas Bonding Company, or U.S. Specialty Insurance Company**, or executes such bonds with co-sureties, or reinsures any portions of such bonds with reinsuring companies, then all the terms and conditions of this Agreement shall apply and operate for the benefit of, and may be enforced by, such other companies, co-sureties and reinsurers as their interests may appear. A written statement, signed by an officer of SureTec Insurance Company, attached to a copy of this Agreement before or after execution hereof by Indemnitors, confirming procurement of execution, co-surety, or reinsurance by such other companies, shall be prima facie evidence of the rights of such other companies hereunder and shall be binding on

Indemnitors to the same extent as if such companies were named as the Company herein in the first instance. Any action to enforce this Agreement may be brought in the name of such other companies without the necessity of joinder of Company.

17. The liability of the Indemnitors hereunder shall not be affected by the failure of the Indemnitors, or any one or more of them, to sign any contract, bond, rider, undertaking, or this Agreement, nor by any claim that other indemnity, security, or collateral was to have been obtained, nor by the release of any indemnity, nor the return or exchange of any collateral, nor the forbearance or neglect in the enforcement of any requirements relating to the disbursement, administration or control or contract proceeds, that may have been obtained or occurred. If any party signing this Agreement is not bound for any reason, this Agreement shall still be binding upon each and every other Indemnitor. The Company may, but shall not be obligated to, accept other and further Agreements of Indemnity from Indemnitors or others, and may allow Indemnitors or additional indemnitors to execute Agreements of Indemnity in multiple counterparts. It is understood and agreed that the execution of multiple, successive, replacement, or additional Agreements of Indemnity or the release or partial release or the capping of liability of some of the Indemnitors shall not operate to release Indemnitors. Indemnitors waive any and all claims that such other or additional Agreements of Indemnity constitute novations, substitutions or releases of the Indemnitors or of this Agreement.

18. This Agreement may be terminated by the Indemnitors, or any one or more of the parties so designated, only upon written notice, of not less than thirty (30) days, sent by registered mail to the home office of the Company, 1330 Post Oak Blvd., Suite 1100, Houston, Harris County, Texas 77056. In no event, however, shall any such termination notice operate to modify, bar, discharge, limit, affect or impair the liability of the party sending such termination notice, with respect to, upon or by reason of any and all such bonds executed prior to a date thirty (30) days after the date of the Company's actual receipt of such notice in its home office as aforesaid. Any such termination notice shall not operate to modify, bar, discharge, limit, affect or impair the liability of non-terminating Indemnitors, with respect to, upon or by reason of any and all bonds issued by Company.

19. The Indemnitors understand and agree that this document is a continuing agreement to indemnify over an indefinite period and that bonds issued by the Company may vary widely in amounts and nature and that the Indemnitors will be bound by all such bonds, and any changes in the amounts of such bonds or underlying obligations, whether or not Company consents to such changes. The Indemnitors shall continue to remain bound under the terms of the Agreement even though the Company may from time to time, heretofore or hereafter, with or without notice to or knowledge of the Indemnitors, accept or release other agreements of indemnity, collateral, or conditions in connection with the procurement of bonds, from Indemnitors or others, it being expressly understood and agreed by the Indemnitors that any and all other rights which the Company may have or acquire against the Indemnitors or others under any such other or additional agreements of indemnity or collateral shall be in addition to, and not in lieu of, the rights afforded Company under this Agreement.

20. This General Agreement of Indemnity is governed by, and shall be interpreted in accordance with, the laws of the State of California without giving effect to any law or rule that would cause the laws of any jurisdiction other than the State of California to be applied. All of Indemnitors' duties and obligations under this Agreement are due, payable, and performable in San Diego, San Diego County, California. Company shall be evicted to enforce this Agreement by an action brought in any locale where Company maintains an office, where Indemnitors may reside or maintain an office, or where any of the bond obligations were to be performed. If any provision or provisions, or portion thereof, of this Agreement shall be void or unenforceable under the laws of any jurisdiction governing its construction, this Agreement shall not be void or vitiated thereby, but shall be construed and enforced with the same effect as though such provision or provisions, or portion thereof, were omitted and the other provisions shall remain in full force and effect.

21. This General Agreement of Indemnity applies to bonds written by or at the request of Company as surety, co-surety, or reinsurer on behalf of the Indemnitors, or any of them, and any and all of their wholly or partially owned subsidiary companies, subsidiaries of subsidiaries, proprietorships, divisions or affiliates, partnerships, joint ventures or co-ventures in which any of the undersigned Indemnitors, their wholly or partially owned subsidiary companies, subsidiaries of subsidiaries, divisions, proprietorships, or affiliates, have any interest or participation whether open or silent; jointly, severally, or in any combination with each other; now in existence or which may hereafter be created or acquired by Indemnitors or any of them.

22. The Indemnitors hereby warrant and represent the accuracy of all financial statements submitted or to be submitted to the Company, and covenant and agree that the assets described therein are dedicated to, assigned, and imposed with a trust for the purpose of this Agreement and for the benefit of the Company.

23 Except where prohibited by law, Indemnitors hereby waive all right to claim any property, including homestead, as exempt from levy, execution, sale or other legal process secured or requested by Surety under the laws of the United States or of any state or province or of any other government.

24. Indemnitors declare that all monies due and to become due under any contract or contracts covered by bonds issued by the Company are trust funds, whether in the possession of the Indemnitors or otherwise, for the benefit of and for payment of all obligations for which the Company would be liable under any of said bonds. Said trust also inures to the benefit of the Company for any liability or loss it may have or sustain under any of said bonds, and this Agreement shall constitute notice of such trust.

25. THE UNDERSIGNED INDEMNITORS REPRESENT TO THE COMPANY THAT THEY HAVE CAREFULLY READ THIS ENTIRE AGREEMENT CONSISTING OF THIS PAGE, THE PRECEDING PAGES, AND ANY PAGES WHICH FOLLOW, AND THAT THERE ARE NO OTHER PROMISES, AGREEMENTS OR UNDERSTANDINGS WHICH IN ANY WAY LESSEN OR MODIFY THE OBLIGATIONS SET FORTH HEREIN. THE UNDERSIGNED INDEMNITORS RECOGNIZE THAT THE ABOVE AND FOREGOING AGREEMENTS INCLUDE BROAD RIGHTS IN FAVOR OF COMPANY AND LIMITATIONS ON THE LIABILITY OF COMPANY AND ITS AGENTS FOR CERTAIN ACTS AND OMISSIONS, INCLUDING NEGLIGENT ACTS AND OMISSIONS. THE EFFECTIVE DATE OF THIS AGREEMENT OF INDEMNITY SHALL BE THE DAY AND YEAR FIRST ABOVE WRITTEN, REGARDLESS OF THE DATE OR DATES ON WHICH THE UNDERSIGNED MAY EXECUTE THIS AGREEMENT AND REGARDLESS OF WHETHER BONDS WERE ISSUED BY THE COMPANY BEFORE OR AFTER THE EXECUTION OR EFFECTIVE DATE OF THIS AGREEMENT. THE COMPANY'S ACCEPTANCE OF THIS AGREEMENT SHALL BE PRESUMED AND IS DEEMED EFFECTIVE BY ITS RECEIPT OF THIS AGREEMENT, ITS RELIANCE HEREON, OR BY ITS EXECUTION OF ANY BOND OR UNDERTAKING FOR INDEMNITORS OR ANY OF THEM.

Corporation or Partnership

Name: County of Sonoma

By: _____
Signature

Printed Name & Title:
**Susan Klassen, Director of Sonoma County
Transportation and Public Works Department
575 Administration Drive Sute 104A Santa Rosa, CA
95403**

Street or P.O. Box City State/Zip

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of _____

On _____ before me, _____, Notary Public

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PURJURY under the laws of the state of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

DESCRIPTION OF ATTACHED DOCUMENT

- INDIVIDUAL
- CORPORATE OFFICER

General Indemnity Agreement
Title or Type of Document

- PARTNER(S)
- MEMBER of LLC
- ATTORNEY-IN-FACT
- TRUSTEE(S)
- GUARDIAN/CONSERVATOR

Number of Pages

OTHER: _____

Date of Document

SIGNER IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

Signer(s) other than named above



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Authorizing The Director Of Transportation and Public Works To Purchase Performance Bonds
For The Charles M. Schulz – Sonoma County Airport And Sign Any Necessary Documents
Required To Complete the Purchase and The Annual Renewals**

Whereas, on January 24, 2012, the Board of Supervisors adopted Resolution 12-0034 certifying the Final Environmental Impact Report for the Charles M. Schulz – Sonoma County Airport Master Plan Update Implementation Project and Resolution 12-0035 adopting a statement of overriding considerations; and,

Whereas, on June 25, 2013, the Board of Supervisors awarded the contract for the Charles M. Schulz – Sonoma County Airport Runway Safety Area Improvement Project; and,

Whereas, the Army Corps of Engineers and California Department of Fish and Wildlife require certain financial sureties within the conditions of their respective permits to ensure that the environmental mitigation measures are completed as required.

Now, Therefore, Be It Resolved that the Director of Transportation and Public Works is hereby authorized to sign any documents required to purchase performance bonds related to the Charles M. Schulz – Sonoma County Airport runway safety area project environmental mitigation measures in an amount not to exceed \$43,420, and

Be It Further Resolved that the Director of Transportation and Public Works is hereby authorized to approve the annual renewals of the performance bonds of the Charles M. Schulz – Sonoma County Airport runway safety area project environmental mitigation measures.

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Susan Klassen (707) 565-2231

Supervisorial District(s):

Fifth

Title: West Avenue Safe Routes to School Project- Award of Contract C11010

Recommended Actions:

1. Approve plans and specifications for the West Avenue Safe Routes to School Project.
2. Award construction contract to the lowest responsible bidder, J.A. Gonsalves and Son in the amount of \$121,511.60 and authorize Chair to execute construction contract C11010.

Executive Summary:

The purpose of the West Avenue Safe Routes to School Project is to improve pedestrian safety along the West Avenue corridor in the vicinity of Sheppard Elementary School and Roseland Charter Middle School. Project improvements consist of installation of a "bulb-out" style curb ramp, sidewalk replacement, crosswalk striping, pedestrian activated signal, and decorative fencing.

The project was advertised for bids from November 6, 2013 to December 4, 2013.

Bids were opened on December 4, 2013.

Bids were received as follows:

J.A. Gonsalves: \$121,511.60

Ghilotti Construction: \$131,070.50

Fieldstone Construction: \$134,851.00

Team Ghilotti: \$140,369.84

Ghilotti Brothers: \$140,610

B&M Builders, Inc.: \$147,416.60

The Engineer's Estimate was: \$119,405.00

The low bid of J.A. Gonsalves is \$2,107 above or 1.8% more than the Engineer's Estimate. The next lowest bid is 7.9% higher than the low bid. The low bid is consistent with the other bids received – all six

bids are within 11% of the average bid.

The major differences between the bids and the estimate are the increased prices for sidewalks and curb ramps and decreased costs for electrical system and curb ramp detectable warning surface.

J.A. Gonsalves and Son is experienced in this type of construction. They have constructed projects for the County in the past including the Guerneville Road Shoulder Widening project at the intersections of Vine Hill Road, Olivet Road, and Willowside Road. They have recently constructed a pedestrian pathway and bridge for the city of Santa Rosa at the intersection of Chanate Road and Parker Hill Road.

The total estimated cost of construction is \$133,662.76 including 10% contingency. Construction on this project is scheduled to begin in February or March 2014 and should be completed by the end of April 2014, depending on the weather.

Upon approval of the ON FILE Special Provisions and Plans, the Chair is authorized to award and execute the construction contract which can be found in the ON FILE Bid Book.

Prior Board Actions:

None.

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

The project will improve the safe passage of pedestrians in the vicinity of Sheppard Elementary School and Roseland Charter Middle School.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 133,662.76		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 133,662.76
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 133,662.76	Total Sources	\$ 133,662.76

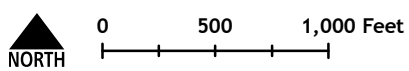
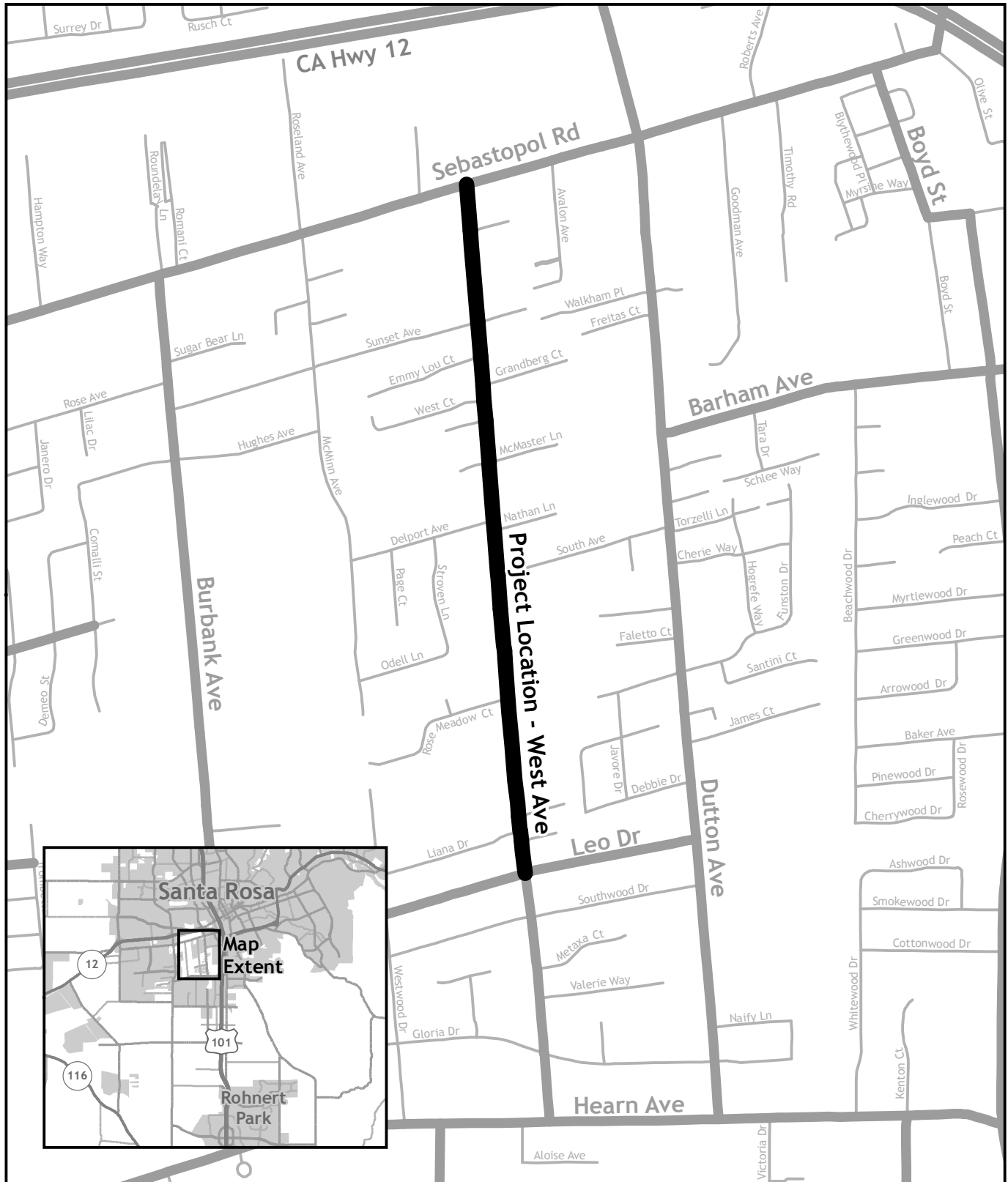
Narrative Explanation of Fiscal Impacts (If Required):

Appropriations are included in the FY 2013-14 Road Improvements budget. The project is funded with a federal Safe Routes To School grant.

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:			
Location Map			
Related Items “On File” with the Clerk of the Board:			
Special Provisions, Bid Book, Plans, Addendum No. 1, Clarification No. 1			

Location Map

West Avenue Safe Routes to School Project (C11010)





County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors (707) 565-2241

Supervisorial District(s):

Title: Minutes of December 3, 2013 and December 10, 2013

Recommended Actions:

Approval.

Executive Summary:

Approval of Minutes:

- (A) Minutes of the Meeting of December 3, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma County Water Agency, South Park County Sanitation District and Board of Supervisors; and
- (B) Minutes of the Meeting of December 3, 2013 of the Sonoma Valley County Sanitation District.
- (C) Minutes of the Meeting of December 10, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and
- (D) Minutes of the Meeting of December 10, 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

DECEMBER 3, 2013

8:30 A.M.

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

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

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

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

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

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

Public Transit Access to the County Administration Center:

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

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

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

APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

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

8:32 A.M. CALL TO ORDER

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

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

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

Chairman Rabbitt presiding.

PLEDGE OF ALLEGIANCE

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

Chairman Rabbitt announced that Consent Items #18 Miscellaneous Classification and Compensation Changes, #28 Appointment of John Guardino to the Flood Control Advisory Committee and Closed Session Item #37 County of Sonoma v. Ritter, had been pulled from the agenda.

He also announced a correction to the agenda for Closed Session Item #39 Sonoma County v. CATS 4 U, Inc., clarifying that the matter was for consideration of the Board of Directors of the Agricultural Preservation and Open Space District, not the Board of Supervisors.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor McGuire made a request to have the Transportation and Public Works Department bring forward a plan on the midblock cross walk in Fulton, and he announced that the Board will consider the amended Sonoma County Library Joint Powers Authority Agreement at the December 10, 2013 Board meeting.

Supervisor Zane announced that she had attended the Bay Area Air Quality Management District Board meeting; two Sonoma Clean Power Authority Board meetings; traveled to Washington D.C. on behalf of the Sonoma County Water Agency to meet with federal legislatures; attended the Santa Rosa Together meeting; the Sonoma County Waste Management Agency Board meeting; and the Sonoma Marin Area Rail Transit Board meeting.

Supervisor Gorin thanked emergency first responders and PG&E for response to the significant winds and power outages and provided the Board with the Arnold Drive Roundabout update. She announced that she had attended the Santa Rosa Together meeting and the California State Association of Counties (CSAC) Annual Conference.

BOARD ANNOUNCEMENTS (Continued)

Supervisor Carrillo announced that he had attended the CSAC Annual Conference, and expressed his support of Supervisor McGuire's request for a plan on the midblock cross walk in Fulton. He updated the Board on the County's Broadband expansion initiative and informed the Board about an upcoming agenda item regarding the Wine Country Broadband Consortium at the December 10, 2013 Board meeting.

Chairman Rabbitt expressed his support for a plan on the midblock cross walk in Fulton and the Broadband expansion initiative efforts. He announced that he had traveled to Washington D.C. on behalf of the Northbay Water Reuse Authority to meet with various legislatures; attended the CSAC Annual Conference; announced his appointment as Co-Chair to the CSAC Tribal Intergovernmental Affairs Subcommittee; attended the CSAC Board of Directors meeting; and attended East Washington Interchange completion celebration in Petaluma.

III. CONSENT CALENDAR (Items 1 through 31)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 4)

PRESENTATIONS AT DIFFERENT DATE

1. Adopt a Gold Resolution congratulating Sonoma Valley Hospital on the opening of their new surgery center and emergency department. (First District)
Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Resolution No. 13-0468
2. Adopt a Gold Resolution commending Herb Loudon for being recognized as the United Veterans Council 2014 Veteran of the Year. (Third District)
Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Resolution No. 13-0469
3. Adopt a Gold Resolution presenting Karl, Nancy, Will, and Brandy Seppi the Wetzel Community Leadership Award by the Healthcare Foundation Northern Sonoma County. (Fourth District)
Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Resolution No. 13-0470
4. Adopt a Gold Resolution presenting Herb and Jane Dwight the Wetzel Community Leadership Award by the Healthcare Foundation Northern Sonoma County. (Fourth District)
Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Resolution No. 13-0471

CONSENT CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY
(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

5. Authorize the Chair to execute a Right of Way Contract and Grant Deed with the State of California Department of Transportation for the granting of portions of the Water Agency fee property and a temporary construction easement for improvements to Highway 101 as a part of Caltrans' Novato Narrows Widening Project; and authorize the General Manager to file a Notice of Determination in accordance with the California Environmental Quality Act. (Second District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

6. Authorize the Chair to execute an agreement with Utegration, Inc. to provide as-needed Systems Applications and Products (SAP) programming and support services (\$200,000; agreement terminates on December 31, 2014).

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)

7. Adopt an Ordinance updating amendments to the Sanitation Code Ordinances of the Sonoma County Water Agency and all County Sanitation Districts. (Second Reading - Ready for Adoption)

Board Action: Approved as Recommended
UNANIMOUS VOTE
Approved by Ordinance No. 6053

8. Authorize the General Manager to execute an agreement with Bartle Wells Associates to prepare a sanitary sewer system use study (\$129,330; agreement terminates October 31, 2014).

Board Action: Approved as Recommended
UNANIMOUS VOTE

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

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

Board Action: Approved as Recommended
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

BOARD OF SUPERVISORS

10. Disbursement of Fiscal Year 2013-14 Fourth District Advertising Funds - 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: Geyserville Chamber of Commerce, \$450; Sonoma County Tourism Bureau, \$500; and reallocate an award for \$2,000 to the Economic Development Department which was previously awarded to the Arts Council.

Board Action: Approved as Recommended
UNANIMOUS VOTE

11. Disbursement of Fiscal Year 2013-14 Fifth District Advertising Funds - Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entity for advertising and promotions activities for Fiscal Year 2013-14: Sonoma County Tourism Bureau, \$500.

Board Action: Approved as Recommended
UNANIMOUS VOTE

COUNTY ADMINISTRATOR

12. Adopt a Resolution approving and making findings related to the AB 1600 Development Fees Annual Reports for Fiscal Year 2012-13 for the Regional Parks Department and the Department of Transportation and Public Works.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0472

FIRE AND EMERGENCY SERVICES

13. Adopt a Resolution approving the Volunteer Fire Assistance Program Award #7FG13059 in the amount of \$19,577 for personal protective equipment and authorizing the Chair to execute the agreement between the County of Sonoma and the State of California Department of Forestry and Fire Protection; and Authorize the use of matching funds from County Service Area 40 Fund Balance in the amount of \$19,577.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0473

GENERAL SERVICES / SHERIFF'S OFFICE

14. Authorize the Chair to execute a First Amendment to the Revocable License Agreement with the State of California for use of the County's Sleepy Mountain communications site located at 4499 Stage Gulch Road, Sonoma, California, and making findings pursuant to Government Code Section 25526.6. The amendment will align the term of the license with the term of the corresponding ground lease and adjust the rent schedule to match the updated equipment list and the new terms of the license.

Board Action: Approved as Recommended
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

HEALTH SERVICES

15. Accept and approve amended Health Action Bylaws to include administrative revisions and the addition of two youth member seats to the Health Action Council.

Speaker:

Tamera Agard

Board Action: Approved as Recommended
UNANIMOUS VOTE

16. Authorize the Director of Health Services to execute an agreement with the County of Marin for Medi-Cal Administrative Activities Host Entity services to coordinate the statewide participation agreement with the California Department of Health Care Services for the period July 1, 2013 through June 30, 2015, in an amount not to exceed \$60,000; and Authorize the Director of Health Services to execute Memorandums of Understanding with community-based organizations that perform Medi-Cal Administrative Activities, in order to facilitate Federal Financial Participation reimbursement.

Board Action: Approved as Recommended
UNANIMOUS VOTE

17. Authorize the Director of Health Services to execute an agreement with Northern California Center for Well-Being for Supplemental Nutrition Assistance Program-Education (SNAP-Ed) nutrition education activities and active recess schools technical assistance and evaluation support with a term end date of September 30, 2016, in an amount not to exceed \$541,950.

Board Action: Approved as Recommended
UNANIMOUS VOTE

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)

18. Adopt a Concurrent Resolution amending Salary Resolution No. 95-0926, Appendix A - Salary Tables to delete the Agricultural Preservation and Open Space District management classification of OSD Community Relations Manager; amending the Memorandum of Understanding between the County and SEIU Local 1021, Appendix A - Salary Tables to add the revised and re-titled classification of OSD Community Relations Specialist and set the salary at \$7,189, monthly I step, effective December 3, 2013; and adopt a Resolution amending the Department Allocation List for the U.C. Cooperative Extension Department to delete 1.0 Full Time Equivalent (F.T.E.) Public Information Specialist allocation and to add 1.0 F.T.E. Department Analyst allocation, effective December 3, 2013.

Item #18 was pulled from the agenda.

CONSENT CALENDAR (Continued)

PERMIT AND RESOURCE MANAGEMENT

19. Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment between three parcels (2 APNs) under Williamson Act contract for Ray Teldeschi, for property located at 9512 West Dry Creek Road, Healdsburg; APNs 139-140-002 and -003 (File No. LLA13-0018). (Fourth District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0474

20. Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment between two parcels under Williamson Act Contract owned by The Lands of Foley Family Wines Inc., for properties located at 26850 and 26888 Ramal Road, Sonoma; APN's 126-121-032 and -033 (File No. LLA13-0002). (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0475

21. Adopt a Resolution to rescind an existing Type II Williamson Act Contract and authorize the Chair to simultaneously enter into a new Type I Williamson Act Contract for 21.04 acres requested by Kimberly Hughes for Nelligan Rd, LLC; 2401 Nelligan Road, Glen Ellen; APN 051-180-013 (File No. AGP08-0030). (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0476

TRANSPORTATION AND PUBLIC WORKS

22. Approve and authorize the Chair to sign an engineering design contract with OPAC Consulting Engineers, Inc. for the design of the replacement of West Dry Creek Road Bridge over the Pena Creek (C01293) in an amount not to exceed \$514,574 with a term ending December 31, 2016. (Fourth District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

23. Adopt a Resolution accepting Grant of Temporary Construction Easement deed, and land for of replacement of Porter Creek Road Bridge northeast of Santa Rosa; authorizing the Chair to execute Right of Way Contract, including payment of \$1,200, which includes \$-0- for severance damages; authorizing proration and transfer of taxes on said land; and authorizing refunds, if applicable, pursuant to §5096 of the Revenue and Taxation Code; lands of Neumann (APN 028-050-021). (First and Fourth Districts)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0477

CONSENT CALENDAR (Continued)

24. Authorize the Chair to sign Personal Services Agreement with Henry Mikus to be the Executive Director of the Sonoma County Waste Management Agency for two years with an option to extend the 2-year term through February 11, 2017.

Board Action: Approved as Recommended
UNANIMOUS VOTE

25. Approve and authorize the Chair to sign the Second Amendment to the Joint Powers Agreement of the Sonoma County Waste Management Agency (SCWMA) which clarifies the Agency's ability to adopt rules and regulations, specifically by ordinance, order, or resolution, and defines the SCWMA's core programs and allows that participation in non-core programs, including a single-use carryout bag ordinance, is at each member jurisdiction's discretion.

Board Action: Approved as Recommended
UNANIMOUS VOTE

MISCELLANEOUS

26. Approval of Minutes - (A) Minutes of the Meeting of November 5, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Sonoma County Water Agency, and Board of Supervisors; and (B) Minutes of the Meeting of November 12, 2013 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Russian River County Sanitation District, South Park County Sanitation District, Sonoma County Water Agency, and Board of Supervisors; and (C) Minutes of the Meeting of November 12, 2013 of the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended
UNANIMOUS VOTE

APPOINTMENTS/REAPPOINTMENTS

(Items 27 through 31)

27. Amend the current term end date for the appointment of Joshua Baker to the Developmental Disabilities Board (Area IV) as a Sonoma County representative, shortening the term end date to December 31, 2013 and reappointing Mr. Baker for a new three year term beginning January 1, 2014 and ending on December 31, 2016. Appointment was approved on July 31, 2012 to fill a vacated seat, which term expires December 31, 2013, with an incorrect term end date of July 31, 2015. (County-wide)

Board Action: Approved as Recommended
UNANIMOUS VOTE

28. Appoint John Guardino to the Flood Control Advisory Committee Laguna-Mark West Zone 1A, for a coterminous term effective December 3, 2013. (First District)

Item #28 was pulled from the agenda.

CONSENT CALENDAR (Continued)

29. Appoint John Merserve to the Flood Control Advisory Committee Valley of the Moon Zone 3A, for a coterminous term effective December 3, 2013. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

30. Reappoint Linda Hale to the Sonoma County Commission on the Status of Women for a term of two years effective November 8, 2013 to November 8, 2015. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

31. Reappoint Mary Farrar to the Advisory Council to Area Agency on Aging, Sonoma County for a term of two years expiring December 10, 2015. (Second District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

IV. REGULAR CALENDAR (Items 32 through 34)

FAIRGROUNDS

32. Adopt a Resolution approving the 2014 Budget (\$9,873,735) and the 2014 County of Sonoma Employee Position Allocation List, for Sonoma County Fair and Exposition, Inc. (SCF).

9:08 A.M.

Present: Tawny Tesconi, Fair Manager

Speakers:

Colleen Fernald

Lisa Carreno

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0478

COUNTY ADMINISTRATOR

33. Receive a state legislative end of session report from the County's state legislative advocates, Paul Yoder and Karen Lange, of Peterson Consulting, Inc., and Shaw, Yoder, and Antwih; Approve the Sonoma County 2014 State and Federal Legislative Program to be used by County staff, legislative advocates, and the legislative delegation in efforts to seek policy support and acquire federal and state resources for County priorities; and adopt a Resolution supporting legislative action related to replica weapons.

9:48 A.M.

Present: Peter Rumble, Deputy County Administrator; Paul Yoder and Karen Lange, of Peterson Consulting, Inc., and Shaw, Yoder, and Antwih

Speakers:

William Rousseau, Clerk-Recorder-Assessor

Colleen Fernald

Mary McElroy

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0479

10:52 A.M. The Board recessed

11:12 A.M. The Board reconvened

REGULAR CALENDAR (Continued)

34. Consider and approve actions from the November 5, 2013 Discussion on Community Healing following the Andy Lopez tragedy.

11:12 A.M.

Present:

Veronica A. Ferguson, County Administrator
Peter Rumble, Deputy County Administrator
Jennifer Murray, Deputy County Administrator
Oscar Chavez, Human Services Department Assistant Director
Brian Vaughn, Health Services, Health Policy Planning and Evaluation Division Director

Speakers:

Chris Thomas, Assistant County Administrator
Angelica Tercero
Jim Duffy
Karen Fraser
Colleen Fernald
Mary McElroy
Lisa Carreno

Board Action: Approve actions summarized in the staff report with recommendations from the Board; direct staff to make changes to the Community and Local Law Enforcement Task Force Draft Charter; and form a Southwest Santa Rosa Annexation Ad Hoc Committee appointing Supervisors Zane and Carrillo as representatives.

UNANIMOUS VOTE

The Chair announced that the Board would reconvene from Closed Session at 2:15 p.m.

1:18 P.M. The Board recessed to closed session.

V. CLOSED SESSION CALENDAR (Items 35 through 42)

5:44 P.M. Counsel Goldstein reported on Closed Session items #35-42

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Possible Initiation of Litigation re 2582 and 2600 Chileno Valley Road, Petaluma, CA. (Govt. Code section 54956.9(d)(4)).

Direction was given to Counsel and staff.

36. The Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Eckhart v. Sonoma County Agricultural Preservation and Open Space District, et al Sonoma County Superior Court Case No. SCV-252224 (Govt. Code Section 54956.9(d)(1)).

Direction was given to Counsel and staff.

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

Item #37 was withdrawn.

38. 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)).

Direction was given to Counsel and staff.

39. The Board of Directors of the Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Sonoma County, et al. v. CATS 4 U, Inc., et al Solano County Superior Court Case No. FSC041857 (Govt. Code Section 54956.9(d)(1)).

Direction was given to Counsel and staff.

40. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Daren Heatherly, et al. v. County of Sonoma, et al., Northern District Court Case No. CV 13 4327 (Govt. Code Section 54956.9(d)(1)).

Direction was given to Counsel and staff.

CLOSED SESSION CALENDAR (Continued)

41. 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)).

Direction was given to Counsel and Labor Negotiators.

42. The Board of Supervisors will consider the following in closed session: Public Employee Appointment - Public Health Officer (Govt. Code Section 54957 (b)(1)).

Board Action: Appoint Dr. Karen Holbrook as interim Public Health Officer.
UNANIMOUS VOTE

VI. REGULAR AFTERNOON CALENDAR (Items 43 through 48)

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

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

Staff Present: Veronica Ferguson, County Administrator and Bruce Goldstein, County Counsel

43. Report on Closed Session.

2:20 P.M. Chair Rabbitt reported that Closed Session will reconvene after Item 47.

44. 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.)

2:20 P.M. Public Comment Opened

Colleen Fernald
Frank Baumgardner
Mary E. Morrison
Maureen DeVoe
Richard Hannan
John Jenkel
Annette Elder
Terry Hilton
Peter Tscherneff

2:50 P.M. Public Comment Closed

45. 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

2:50 P.M. No Acts or Determinations were acted on or reviewed.

REGULAR AFTERNOON CALENDAR (Continued)

PERMIT AND RESOURCE MANAGEMENT

46. GENERAL PLAN AMENDMENTS

46 (A) PLP12-0005- (FOURTH DISTRICT)

- a) APPLICANT: 101 Partners and Nutrdine, c/o Paul Butler
- b) LOCATION: 101 Grant School Road, Healdsburg
- c) ASSESSOR'S PARCEL NO.: 086-030-017
- d) ENVIRONMENTAL DOCUMENT: Mitigated Negative Declaration
- e) REQUEST: Conduct a public hearing and request (1) a parcel specific General Plan Area Policy to allow an expanded facility; (2) a Use Permit for the expansion of an existing fish/pet food manufacturing facility on a 2.7 acre parcel.

2:50 P.M.

Present: Dean Parsons, Project Review Manager, Permit and Resource Management Department

2:52 P.M. Public Hearing Opened

Jean Kapolchok

2:53 P.M. Public Hearing Closed

Board Action: Adopt A Resolution For A Mitigated Negative Declaration And Approving A General Plan Amendment, And A Use Permit As Requested By Nutradine, Inc., For Property Located At 101 Grant School Road, Healdsburg; APN 086-030-017.

UNANIMOUS VOTE

Approved by Resolution 13-0480

Board Action: Adopt An Ordinance Amending The Official Zoning Database Of The County Of Sonoma, Adopted By Reference In Section 26-02-110 Of The Sonoma County Code, To Include Adoption Of A General Plan Planning Area Policy That Applies Solely To The Subject 2.7 Acres Located At 101 Grant School Road, Healdsburg; APN 086-030-017.

UNANIMOUS VOTE

Approved by Ordinance 6054

46 (B) PLP13-0034 - (FIRST DISTRICT)

- a) APPLICANT: Gordon Holmes/Pursuit Enterprises LLC
- b) LOCATION: 3877 Trinity Road, Glen Ellen
- c) ASSESSOR'S PARCEL NO.: 053-051-001 (Portion)
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and request for: (1) A General Plan Amendment from the DA (Diverse Agriculture) 35 acre density designation to the RRD (Resources and Rural Development) 40 acre density land use designation; (2) an amendment to the North Sonoma Valley Specific Plan from the Resource Conservation, 40-100

REGULAR AFTERNOON CALENDAR (Continued)

Item #46(B) Continued

acre density to the Resource Conservation, 20-40 acre density land use designation; and (3) a corresponding Zone Change from the DA (Diverse Agriculture), B6-35 acre density, SR (Scenic Resources) District to the RRD (Resources and Rural Development), B6-40 acre density, SR zoning district to fulfill a Condition of Approval for LLA12-0022 on 1.73 acre parcel.

2:53 P.M.

Present: Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department

2:54 P.M. Public Hearing Opened

2:54 P.M. Public Hearing Closed

Board Action: Adopt A Resolution Finding The Project Exempt From CEQA And Approving A General Plan Land Use Map Amendment, An Area Plan Land Use Map Amendment, And Zone Change As Requested By Gordon Holmes And Pursuit Enterprises LLC, c/o Stephen Dudley, For Property Located At 3877 Trinity Road, Glen Ellen; Portion Of APN 053-051-001.

UNANIMOUS VOTE

Approved by Resolution 13-0481

Board Action: Adopt An Ordinance Amending The Official Zoning Database Of The County Of Sonoma, Adopted By Reference By Section 26-02-110 Of The Sonoma County Code, By Reclassifying Certain Real Property From The DA (Diverse Agriculture) B6-35 Acre Density, SR (Scenic Resource) Zoning Districts To The RRD (Resources And Rural Development), B6-40 Acre Density, SR (Scenic Resource) Zoning Districts On An 1.73 Acre Portion Of The Resulting 7.93 Acre Parcel To Fulfill A Condition Of Approval For A Lot Line Adjustment (LLA12-0022) Located At 3877 Trinity Road, Glen Ellen; Portion Of APN 053-051-001.

UNANIMOUS VOTE

Approved by Ordinance 6055

47. PLP02-0072 AND ADA10-0005 - (SECOND DISTRICT)

a) APPLICANT: Novato Disposal Service Inc.

b) LOCATION: 2543 Petaluma Blvd. South, Petaluma

c) ASSESSOR'S PARCEL NO.: 019-220-046 (Formally 019-220-038)

d) ENVIRONMENTAL DOCUMENT: Subsequent Mitigated Negative Declaration

e) REQUEST: Conduct concurrent public hearings to (1) Consider an appeal, ADA10-0005, of the Planning Commission's December 16, 2010 interpretation of allowed uses for Novato Disposal Service Inc., under PLP02-0072; and (2) Request for a modification of the use permit for a previously approved recycling facility (PLP02-0072 for Novato Disposal Service Inc.) to eliminate the previously permitted public recycling buy-back/drop off business, and portable toilet rental business, and used tire recycling, and a reduction in the maximum allowed 500 tons per day (TPD) of light processing recycling to 130 TPD of non-hazardous construction debris inert, and 140 TPD of single stream recycling materials, and 25 TPD of cardboard recycling (for a total reduction of 500 TPD

REGULAR AFTERNOON CALENDAR (Continued)

Item #47 Continued

down to 295 TPD of materials arriving on site) all within an existing building, on a 5.4 acre property. Following the above hearings, it is recommended the Board take two straw votes and then continue the item to January 14, 2014 on consent for adoption of final resolutions to: (1) Uphold the Appeal (ADA10-0005), setting aside the December 16, 2010 Planning Commission decision, on the grounds that the applicant has withdrawn the request and submitted a Use Permit modification application to allow the Board to more appropriately condition the project, and then (2) Adopt the Subsequent Mitigated Negative Declaration and approve the proposed Use Permit modifications to PLP02-0072 subject to the revised conditions of approval.

2:54 PM

Present: Ken Ellison, Project Planner, Permit and Resource Management Department

3:07 P.M Public Hearing Opened on Appeal ADA10-0005:

Doug Chermak
Eric Koenigshofer

3:14 P.M. Public Hearing Closed on Appeal ADA10-0005:

Straw Vote on Appeal ADA10-0005: Motion to Uphold the Appeal (ADA10-0005), setting aside the December 16, 2010 Planning Commission decision, on the grounds that the applicant has withdrawn the request and submitted a Use Permit modification application to allow the Board to more appropriately condition the project.

UNANIMOUS VOTE

Board Action on Appeal ADA10-0005: Adopt A Resolution Continuing The Final Approval, To Uphold The Appeal (ADA10-0005), Setting Aside The December 16, 2010 Planning Commission Decision, On The Grounds That The Applicant Has Withdrawn The Request And Submitted A Use Permit Modification Application To Allow The Board To More Appropriately Condition The Project, For Property Located At 2543 Petaluma Blvd. South, Petaluma, APN 019-220-046 (Formally 019-220-038) To January 14, 2014 On The Consent Calendar at 8:30 A.M.

UNANIMOUS VOTE

Approved by Resolution 13-0482

3:41 P.M. Public Hearing Opened on Modification of Use Permit:

Eric Koenigshofer
Doug Chermak

3:44 P.M. Public Hearing on Modification of Use Permit Continued to February 11, 2014 at 2:10 P.M.

REGULAR AFTERNOON CALENDAR (Continued)

Item #47 Continued

Board Action on Modification of Use Permit: Adopt A Resolution Continuing The Public Hearing and Final Decision On PLP02-0072, To Adopt The Subsequent Mitigated Negative Declaration And Approve The Proposed Use Permit Modification To PLP02-0072 Subject To The Revised Conditions Of Approval, For Property Located At 2543 Petaluma Blvd. South, Petaluma, APN 019-220-046 (Formally 019-220-038) To February 11, 2014 at 2:10 P.M.

UNANIMOUS VOTE

Approved by Resolution 13-0483

3:50 P.M. The Board recessed into Closed Session.

5:44 P.M. The Board reconvened from continued Closed Session. Counsel Goldstein reported on Closed Session items #35-42. See section V.

48. ADJOURNMENTS

5:45 P.M. The Board adjourned the meeting in memory of Mary Ann Mohar Silveira, Charles Bacigalupi, Nina Regor, Love Dale "Chief" Salcedo, and Mary Ann Mohar Silveira. The meeting was adjourned to December 10, 2013 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano
Chief Deputy Clerk of the Board

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

TUESDAY

DECEMBER 10, 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.

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APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. 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 Bruce Goldstein, County Counsel

Chairman Rabbitt presiding.

PLEDGE OF ALLEGIANCE

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

Chairman Rabbitt announced the following corrections:

- 1) Consent Item #5 Sea Ranch Apartments Letter of Intent, on page 2 of the staff report, it states that the Sea Ranch Association has placed a lien on the Sea Ranch Apartments. It should say that the Sea Ranch Association has delayed placing a lien on the apartments pending renewed negotiations as described in the staff report.
- 2) Correction to Consent Item #23 Broadband Connectivity Endorsement - The name of the consortium changed from "Wine Country Broadband Consortium" to "North Bay North Coast Broadband Consortium."
- 3) Consent Item 39 Williamson Act Contract Replacement the address of the property incorrectly states the location in Forestville, it is in Healdsburg.
- 4) Consent Item #44 Geysers Road Bridge at Big Sulphur Creek Replacement Project was pulled from the agenda.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor Carrillo announced that he had participated in the National Association of Counties Board of Directors meeting.

Supervisor Gorin announced that she had attended the Health Action meeting; the Sonoma County First 5 Commission meeting; and she provided a Sonoma County meal gap update.

Supervisor Zane reported that she attended the Bay Area Air Quality Management District Board meeting and the Climate Protection Air Quality District Board meeting. She thanked Peter Rumble, Kathleen Kane, the Red Cross, Oscar Chavez, Catholic Charities, and the United Methodist Church for their efforts in obtaining beds for the homeless during recent cold nights and she commented on the late Nelson Mandela.

Supervisor McGuire announced that the Sonoma County Transportation Authority approved the second partnership grant with the Sonoma Marin Area Rail Transit (SMART) to extend the SMART train into northern Sonoma County.

BOARD MEMBER ANNOUNCEMENTS (Continued)

Each Board member made comments and acknowledged Chairman Rabbitt for his role as 2013 Chair of the Board and presented him with gifts.

Chairman Rabbitt announced that he had attended the Association of Bay Area Governments (ABAG) Legislative and Governmental Affairs meeting, the Finance and Personnel meeting and Executive Board meeting. He reported that his appointment as ABAG Vice President had been ratified at the ABAG Executive Board meeting and that he was appointed to the Golden Gate Bridge Highway and Transportation Suicide Prevention Board.

III. CONSENT CALENDAR (Items 1 through 48)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 3)

PRESENTATIONS AT BOARD MEETING

1. Presentation of Golden Noodle Award to Art Ibleto, The Pasta King, for his contributions to the Paws and Pasta fundraiser event where he helped raise \$100,000 for Sonoma County's neediest animals. (Fourth District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

PRESENTATIONS AT DIFFERENT DATE

2. Adopt a Gold Resolution honoring Al Alys for his dedication and insightful guidance for over 35 years as an appointed Retirement Board Trustee of the Sonoma County Employees' Retirement Association (SCERA) greatly benefiting the members of SCERA and residents of the County of Sonoma. (Countywide)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0484

3. Adopt a Gold Resolution commending Gary Bei, Retirement Administrator, for his years of service to the Sonoma County Employees' Retirement Association (SCERA).

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0485

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

4. Adopt a Resolution making certain findings and approving the quitclaim of certain Open Space Easement interests to the County of Sonoma for \$4,887 in connection with the Adobe Road Signal at East Washington St. Project, Petaluma, CA, and authorizing the President of

CONSENT CALENDAR (Continued)

Item #4 Continued

the Board of Directors to execute the related deed and right of way contract (A.P.N 136-070-043). (4/5 vote required) (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0486

COMMUNITY DEVELOPMENT COMMISSION

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

AND

PERMIT AND RESOURCE MANAGEMENT

5. Approve and authorize the Chairman of the Board of Supervisors and the Executive Director of the Sonoma County Community Development Commission to execute the Letter of Intent regarding the separation of the Sea Ranch Apartments from the Sea Ranch Association. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

RUSSIAN RIVER COUNTY SANITATION DISTRICT

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

6. Authorize the Chair to execute an agreement with Larry Walker Associates, Inc., to provide regulatory and permitting assistance for the amount of \$250,000; agreement terminates on December 31, 2018. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

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

7. Authorize the Chair to execute the first amended agreement with Sonoma State University for the Watershed Academics for Sustainability Collaborative (WATERS) increasing the agreement amount by \$204,318, expanding the scope of work to include greater collaboration opportunity across additional educational disciplines, a web-based reporting approach, and extending the agreement term by three years, for a new not-to-exceed agreement total of \$252,475, and end date of December 31, 2016.

Board Action: Approved as Recommended

UNANIMOUS VOTE

8. Authorize the General Manager of the Water Agency to execute two agreements with West Coast Watershed Inc., to provide consulting services for the North Coast Resource Partnership, one agreement for \$181,346, to be fully reimbursed by the State, resulting in no cost to the Water Agency, and a second agreement for \$328,620, funded by the Water Agency; both agreements terminate on June 30, 2015.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

9. Adopt a Resolution determining that the construction, operation, and maintenance of the Westside Facility Project and relocation of the water education program will not have a significant adverse effect on the environment, approving the Initial Study and Negative Declaration of Environmental Impact, and authorizing the filing of a Notice of Determination. (Fourth and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0487

SONOMA COUNTY WATER AGENCY

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

AND

COUNTY COUNSEL

10. Authorize the General Manager to execute Legal Services Agreement with Water and Power Law Group (with approved subcontractor Bluewater Strategies) for legal and consulting services to develop strategies to resolve conflicts among regional water supply and fisheries interests (for a total contract amount of \$310,000, agreement terminates June 30, 2016). (4/5 vote required)

Board Action: Approved as Recommended

UNANIMOUS VOTE

SONOMA COUNTY WATER AGENCY

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

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, K. Brown)

11. Grant of Property Rights to Sonoma Marin Area Rail Transit District on McDowell Creek and Purchase and Acceptance of Easement for Napa Salt Marsh Pipeline Project -
- (A) Authorize the Chair to execute a Purchase Agreement, Grant Deed, and License Agreement with the Sonoma Marin Area Rail Transit District for the granting of portions of the Water Agency fee property and a temporary construction easement and to execute such other documents and take such other actions necessary to close transaction.
- (B) Authorize the General Manager to execute Agreements for Purchase and Sale of Property Rights with the Sonoma Marin Area Rail Transit District for the Napa Salt Marsh Pipeline Project.
- (C) Authorize General Manager to accept easements and to execute such other documents and take such other actions necessary to close purchase transaction and acquire the easement required for the Sonoma Valley County Sanitation District Napa Salt Marsh Restoration Pipeline Project.
- (D) Authorize the General Manager to file a Notice of Determination in accordance with the California Environmental Quality Act. (First and Second Districts)

CONSENT CALENDAR (Continued)

Item #11 Continued

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

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)

12. Authorize the Chair to execute an agreement with Alpha Analytical Laboratories, Inc., to provide laboratory testing and monitoring services for the amount of \$1,200,000; agreement terminates on March 31, 2017.

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

13. Authorize the Chair to execute agreements to provide inspection, maintenance, and emergency services with: (A) Pacheco Utility Line Builders, Inc, for electrical power lines for the amount of \$240,000; agreement terminates on December 31, 2017, (B) Leete Generators for small generators for the amount of \$75,000; agreement terminates on July 31, 2018, and (C) Peterson for larger generators for the amount of \$90,000; agreement terminates on July 31, 2018.

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)

BOARD OF SUPERVISORS

14. Disbursement of Fiscal Year 2013-14 Second District Advertising Funds - Approve Advertising Program grant awards and authorize the County Administrator to execute a contract with the following entity for advertising and promotions activities for Fiscal Year 2013-14: American Legion Post 28, \$1,000; Cotati Chamber of Commerce, \$1,200; Friends of the Petaluma River, \$1,500; Petaluma Downtown Association, \$1,500; Sonoma County Farm Bureau, \$3,000; and Sonoma County Farm Trails, \$3,000.

Board Action: Approved as Recommended
UNANIMOUS VOTE

15. Disbursement of Fiscal Year 2013-14 Third District Advertising Funds - 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: Actors Theater for Children, \$500; Sonoma County Farm Bureau, \$1,000; Santa Rosa Symphonic Chorus, \$1,000; 6th Street Playhouse, \$1,000; and Sonoma County Children's Museum, \$2,000.

Board Action: Approved as Recommended
UNANIMOUS VOTE

16. Adopt a Resolution in Support of the Postal Protection Act of 2013.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0488

COUNTY ADMINISTRATOR

AND

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

17. Authorize the Chair to execute a Professional Services Agreement with Moss Adams, LLP for management review services for the Agricultural Preservation and Open Space District in an amount not to exceed \$98,642 for a term to expire on December 3, 2014.

Board Action: Approved as Recommended
UNANIMOUS VOTE

COUNTY ADMINISTRATOR

18. Authorize the County Administrator to execute a Personal Services Agreement with Jose Obregon as Director of General Services, from September 10, 2013 through September 10, 2016.

Board Action: Approved as Recommended
UNANIMOUS VOTE

19. Extend the resignation date for Chief Probation Officer, Robert Ochs, from January 3, 2014 to December 12, 2014.

Board Action: Approved as Recommended
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

20. Receive status report on fire and emergency medical services associated with the opening of the Federated Indians of the Graton Rancheria Casino and direct staff to develop long-term plan for mitigating Casino impacts on these services. (Second and Third Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

ECONOMIC DEVELOPMENT BOARD

21. Adopt a Resolution approving and confirming the Annual Report for 2013 and the 2014 Marketing Plan prepared by the Sonoma County Tourism Board, contingent upon presentation and concurrence in March 2014; and levy of the Annual Assessment for the Sonoma County Tourism Business Improvement Area.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0489

22. Approve and authorize the Chair to execute a Memorandum of Understanding (MOU) with the Sonoma County Tourism Bureau (SCTB) for the Economic Development Board to provide research and report services to the SCTB, for \$51,000, from July 1, 2013 through June 30, 2014.

Board Action: Approved as Recommended

UNANIMOUS VOTE

23. Approve Sonoma County joining the North Bay North Coast Broadband Consortium, direct staff to participate in the Consortium and pursue grant funds for broadband efforts, and adopt a Resolution endorsing Sonoma County's membership in the proposed Wine Country Broadband Consortium for broadband development.

Chairman Rabbitt noted that the name of the consortium changed from "Wine Country Broadband Consortium" to "North Bay North Coast Broadband Consortium."

Speaker:

Cathy Emerson, Cal State Chico and Consortium Manager

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0490

GENERAL SERVICES

24. Authorize the General Services Director to execute an agreement for personal services with William W. Wilkins in an amount not to exceed \$35,000 for real estate consultant services effective through June 30, 2014.

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

HEALTH SERVICES

25. Authorize the Director of Health Services to execute a Memorandum of Understanding with the County of Humboldt for the period January 1, 2014 to December 31, 2016 to provide Public Health Laboratory Director Services to the County of Humboldt Public Health Laboratory and to receive revenue in an amount of \$74,328.

Board Action: Approved as Recommended
UNANIMOUS VOTE

26. Authorize the Director of Health Services to execute a grant agreement with Community Foundation Sonoma County to receive revenue to fund operation of the mobile spay/neuter program for the term January 1, 2014 through June 30, 2015 in the amount of \$135,000; and Authorize the Director of Health Services to execute the second amendment to an agreement with Lea Bové to provide veterinary services associated with the mobile spay/neuter program, increasing the contract by \$81,520, resulting in a new total not to exceed amount of \$133,520, and extending the term from December 31, 2013 to June 30, 2015.

Board Action: Approved as Recommended
UNANIMOUS VOTE

HUMAN RESOURCES

27. Adopt a Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the Sonoma County Deputy Sheriffs' Association (DSA) for the period of December 10, 2013 through December 9, 2015.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0491

28. Adopt a Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the Deputy Sheriff's Law Enforcement Management (DSLEM) for the period of December 10, 2013 to December 9, 2015.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0492

29. Adopt a Resolution amending the Department Allocation List for the U.C. Cooperative Extension Department to delete 1.0 Full Time Equivalent (F.T.E.) Public Information Specialist allocation and to add 1.0 F.T.E. Department Analyst allocation, effective December 10, 2013.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0493

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)

30. Authorize the Director of Human Resources to execute an agreement with The Segal Company for employee and retiree benefit consulting, actuarial, and brokerage services for the period January 1, 2014, through December 31, 2017, with a maximum agreement amount not to exceed \$ 980,000, and an option for deferred compensation and/or retirement investment analysis and retirement planning services, with a maximum amount not to exceed \$292,000.

Board Action: Approved as Recommended
UNANIMOUS VOTE

31. Adopt a Concurrent Resolution approving the Side Letter Agreement between the County and SEIU amending the 2013 - 2015 SEIU MOU, Section 8.21, One-Time Lump-Sum, Non-Recurring and Non-Pensionable Payments, authorizing the deposit of the two \$100 County Health Reimbursement Arrangement (HRA) contributions, to instead be deposited into a Flexible Spending Account (FSA) for eligible active employees not enrolled in a County sponsored medical plan.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0494

32. Adopt a Concurrent Resolution amending Salary Resolution 95-0926, Section 12, Staff Development and direct staff to develop a matching savings program.

Speaker:

Lou Maricle, Vice Chair Sonoma County Administrative Management Council – SCAMC

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No. 13-0495

HUMAN RESOURCES
AND
SONOMA COUNTY WATER AGENCY
(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

33. Adopt a Concurrent Resolution approving the Memorandum of Understanding (MOU) between the County of Sonoma and the International Union of Operating Engineers, Stationary Engineers, Local No. 39 (Local 39) for the period of September 18, 2012 through June 30, 2016.

CONSENT CALENDAR (Continued)

Item #33 Continued

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0496

INFORMATION SYSTEMS / DISTRICT ATTORNEY / PUBLIC DEFENDER

34. Authorize the Information Systems Department Director to execute a services agreement with Karpel, Inc. to provide legal case management software and implementation services for the District Attorney's and Public Defender's offices effective January 2, 2014 through January 1, 2016, for an amount not to exceed \$771,223 and an additional 5 years annual maintenance effective one year after date of software installation, for an amount not to exceed \$483,336..

Board Action: Approved as Recommended

UNANIMOUS VOTE

PERMIT AND RESOURCE MANAGEMENT

35. Adopt a Resolution authorizing the Chair to certify the Annual Report for Phase I Term 3 Year 4 (2012-2013) for the National Pollutant Discharge Elimination System (N.P.D.E.S.) Discharge Permit No. CA 0025054 for Storm Water Discharges, and directing the submittal of Annual Report package to the North Coast Regional Water Quality Control Board (N.C.R.W.Q.C.B).

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0497

36. Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment among four parcels under Williamson Act Contract for the Lands of Kunde et al (Jeff Kunde), for property located at 2451 Nelligan Road and 11011 Highway 12, Kenwood; APNs 051-170-024, 051-180-014, and 051-250-010, -013, and -019 (File No. LLA12-0044). (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0498

37. Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment between two parcels under Williamson Act contract owned by The Lands of Sandra D. Donnell located at 4499 Stage Gulch Road, Sonoma; APNs 142-091-011, -008, and 142-052-023 (File No. LLA13-0008). (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0499

CONSENT CALENDAR (Continued)

38. Adopt a Resolution to rescind an existing Non-Prime (Type II) Williamson Act Contract and authorize the Chair to simultaneously enter into a new Non-Prime Open Space Williamson Act Contract for 40.77 acres requested by Brian Sublett and Lisa Stahr, Trustees; 6811 Gardner Ranch Road, Santa Rosa; 055-010-032 (File No. AGP13-0017). (First District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0500

39. Adopt a Resolution to rescind an existing Non-Prime (Type II) Williamson Act Contract and authorize the Chair to simultaneously enter into a new Open Space Williamson Act Contract for 170.31 acres requested by Sweetwater Springs Ranch LLC; 3000 Sweetwater Springs Road, Healdsburg; APN 110-200-020 (File No. AGP12-0030). (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0501

PERMIT AND RESOURCE MANAGEMENT
AND
AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

40. Adopt a Concurrent Resolution authorizing the Permit and Resource Management Department and Sonoma County Agricultural Preservation and Open Space District to submit an application for \$300,000 in funding, to the Local Coastal Program Planning Grant to California Coastal Commission. (First and Fifth Districts)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0502

PROBATION

41. Adopt a Resolution endorsing the contractual relationship between the State, local governmental agencies, non-profit organizations and other private entities and the Sonoma County Probation Department Camp Supervised Adult Crews (SAC) programming in 2014 and 2015, as required by the State; and Authorize the Chief Probation Officer to execute agreements and enter into product orders with the State, local government agencies, and non-profit organizations and other private entities in an amount not to exceed \$100,000 for the Supervised Adult Crews (SAC) Program and \$25,000 for the Probation Camp Program for 2014 and 2015.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0503

CONSENT CALENDAR (Continued)

RETIREMENT

42. Adopt a Resolution adopting the election results declaring Michael R. Gossman as the Second Trustee position (General) of the Sonoma County Employees' Retirement Association (SCERA) Board.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0504

TRANSPORTATION AND PUBLIC WORKS

43. Approve and authorize Chair to execute Consent to "Assignment of Rights and Obligations Under Commercial Airline Operator Agreement and Lease Form Between Horizon Air Industries, Inc. and Alaska Airlines, Inc." (4/5 vote required) (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

44. Approve and authorize the Chair to execute engineering design contract with TRC Engineers, Inc. for the replacement of Geysers Road Bridge over Big Sulphur Creek (C09001) in an amount not to exceed \$611,888 with a term ending December 31, 2016. (Fourth District)

Item #44 was pulled from the agenda.

45. Adopt a Resolution authorizing the Chair to execute a Right of Way Contract for a public utility easement being acquired for the Adobe Road Signal at East Washington Street Project on behalf of Pacific Gas and Electric Company, including payment of \$1,000, which includes \$-0- for severance damages; authorizing proration and transfer of taxes on said land; and authorizing refunds, if applicable, pursuant to §5096 of the Revenue and Taxation Code; lands of Buckeye Ranch Family Limited Partnership (APN 136-130-015). (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No. 13-0505

APPOINTMENTS/REAPPOINTMENTS

(Items 46 through 48)

46. Accept the Sonoma County Maternal, Child and Adolescent Health (MCAH) Annual Report 2013; and Appoint Janelle Aman, Melanie Dodson, and Rebecca Forth to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2014; and Reappoint Donna Bassett, Gina Cuclis, and Stacey Stirling to the Sonoma County Maternal, Child and Adolescent Health Advisory Board for a two-year term beginning on January 1, 2014. (Health Services)

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

47. Appoint Babe Whitley to the Sonoma County Community Development Committee as a tenant representative for a two-year term or until a successor is appointed and qualified.
(Community Development Commission)

Board Action: Approved as Recommended
UNANIMOUS VOTE

48. Reappoint Trina Hartmann as an alternate member of the Assessment Appeals Board for a term of three years beginning on September 2, 2013 and ending on September 1, 2016
(County-wide)

Board Action: Approved as Recommended
UNANIMOUS VOTE

10:12 A.M. Supervisors Zane left the meeting

10:13 A.M. The Board recessed

10:27 A.M. The Board reconvened

IV. REGULAR CALENDAR (Items 49 through 52)

HUMAN SERVICES

49. Approve the Child Care Planning Council of Sonoma County "Advocacy Priority Issues for 2013-2015" and provide direction for the implementation of these Priorities; and Accept an Annual Report from the Child Care Planning Council of Sonoma County on the status of child care planning activities in Sonoma County.

10:27 A.M.

Present: Carol Simmons, Child Care Planning Council Coordinator and Jynx Lopez, Co-Chair of the Child Care Planning Council

Board Action: Approved as Recommended
UNANIMOUS VOTE

TRANSPORTATION AND PUBLIC WORKS

50. Resolution of Necessity, Adobe Road Signal at East Washington Street Project - Conduct a public hearing and determine that the acquisition of real property for the Adobe Road Signal at East Washington Street Project ("Project") is necessary for public purposes; Adopt a Resolution authorizing acquisition and condemnation of real property necessary for public purposes for the properties identified as lands of Sonoma County Agricultural Preservation and Open Space District (open space easement interest on APN 136-070-043); Vaca (APN 136-070-004); and Gray/Nelson (APN 136-060-056); Authorize and direct County Counsel and the Transportation and Public Works Director to take all steps necessary to obtain said property rights, including exercise of eminent domain, if necessary. (4/5 vote required) (Second District)

Chairman Rabbitt announced that a staff presentation was not required for this hearing because a settlement had been reached with the property owners and no further action was required by the Board on this matter.

COUNTY ADMINISTRATOR

51. Consider amended Sonoma County Library Joint Powers Authority Agreement, including allowing for change in effective date if needed.

11:02 A.M.

Present: Don Schwartz, County Administrator Analyst

Speakers:
Time May
Johanna Scallon
Julie Freis

REGULAR CALENDAR (Continued)

Item #52 Continued

Board Action: Approve the proposed changes to the amended Sonoma County Library Joint Powers Authority Agreement as set forth in the staff report with the following recommended changes: Eliminate allowing local communities to fund additional hours, and encourage continued discussions for 2 Sonoma County representative seats and flexibility for 2 City of Santa Rosa representative seats on the Library Commission.

UNANIMOUS VOTE

52. Approve the Charter and confirm appointments to the Community and Local Law Enforcement Task Force.

11:47 A.M.

Present: Veronica A. Ferguson, County Administrator

The Chair announced that the Board would confirm appointments to the Task Force to date, and appoint members to the remaining seats at the January 7, 2014 meeting.

County Administrator Ferguson recommended that the Task Force hold its first meeting on January 13, 2014 at the Human Services Department Employment and Training Office, at 2227 Capricorn Way, Santa Rosa, following the Board's confirmation of remaining appointments at the January 7, 2014 Board meeting.

Board Action: (1) Approve the revised Charter for the Community and Local Law Enforcement Task Force and (2) Appoint the following individuals to the Community and Local Law Enforcement Task Force for a term of one year, expiring December 31, 2014:

First District:

Brien Farrell

Third District:

Francisco H. Vasquez, Ph. D

Sylvia Lemus

Robert Edmonds

Fourth District:

Carolyn Lopez

Jose Castaneda

Fifth District:

Irene Rosario

Eric Koenigshofer

Amber Twitchell

REGULAR CALENDAR (Continued)

Item #52 Continued

Sheriff Representatives:

Omar Paz, Jr.

Mark Essick

Judy C. Rice

UNANIMOUS VOTE

12:17 P.M. The Board recessed to closed session.

V. CLOSED SESSION CALENDAR (Item 53 through 58)

2:08 P.M. Counsel Goldstein reported on Closed Session items #53-58

53. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: County of Sonoma v. Maria Luis. County Superior Court, SCV 252948 (Govt. Code Section 54956.9(d)(1)).

Direction was given to Counsel and staff.

54. The Board of Directors of the Sonoma County Water Agency will consider the following in closed session: Conference with Legal Counsel - Initiation of Litigation - Name of Case: Filing of petition with State Water Resources Control Board for temporary urgency change in Sonoma County Water Agency's water rights permits (Govt. Code Section 54956.9(d)(4)).

Board Action: Authorize the General Manager, in consultation with County Counsel and the Water Agency's water rights counsel, to file a Petition for Temporary Urgency Change in the Water Agency's water right permits with the State Water Resources Control Board.

UNANIMOUS VOTE

55. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Citizens Against the Roundabout (CAR) v. California Department of Transportation (respondent); County of Sonoma (Real Parties in Interest) (Govt. Code Section 54956.9(d)(1)).

Direction was given to Counsel and staff.

56. The Board of Directors of the Sonoma County Water Agency will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: State of California v. Majauskas, et al., Marin Superior Court Case No. CIV 1303061 (Govt. Code Section 54956.9(d)(1)).

Item was continued to an unspecified date.

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

Item #57 was withdrawn.

58. 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 &

CLOSED SESSION CALENDAR (Continued)

Item #58 Continued

Associates, and Janet Cory Sommer, Burke & Associates. Employee organization: All.
Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6
(b)).

Direction was given to Counsel and Labor Negotiators.

VI. REGULAR AFTERNOON CALENDAR (Items 59 through 69)

2:08 P.M. - RECONVENED FROM CLOSED SESSION

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

Staff Present: Veronica Ferguson, County Administrator and Bruce Goldstein, County Counsel

59. Report on Closed Session.

2:08 P.M. Counsel Goldstein reported on Closed Session items #53-58

60. 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.)

2:10 P.M. Public Comment Opened

Jonathan Melred

2:15 P.M. The Board recessed

2:17 P.M. The Board reconvened

Miguel Molina

Bob Williamson

Mary Morrison

Maureen DeVoe

Richard Hannan

Marti Wroth

John Jenkel

Dara McCuiston

Peter Tscherneff

Susan Lamont

Sharon Lacy

Elaine B Holtz

Nicole Guerra

RJ Kamprath

Magick

Montana Podva

Stacy Sincheff

Colleen Fernald

Zac Britton

Father Tom Chesterman

Michael Rothenberg

Alfredo Sanchez

3:21 P.M. Public Comment Closed

REGULAR AFTERNOON CALENDAR (Continued)

61. 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

3:21 P.M. No Acts or Determinations were acted on or reviewed.

3:21 P.M. The Board recessed

3:42 P.M. The Board reconvened

3:42 P.M. David Hurst, Deputy County Counsel joined the Board replacing Counsel Goldstein.

PERMIT AND RESOURCE MANAGEMENT

3:43 P.M. Chairman Rabbitt announced that items #62 - 67 would be taken concurrently.

UNCONTESTED HEARINGS

62. PLP12-0018- (FIFTH DISTRICT)
- a) APPLICANT: Dutton Ranch Family Limited Partnership
 - b) LOCATION: 10655 Mill Station Road and 2760 Sullivan Road, Sebastopol
 - c) ASSESSOR'S PARCEL NO.: 061-030-037 and 061-030-035 and -036
 - d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
 - e) REQUEST: Conduct a public hearing and adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Approve the addition of 19.05 acres to Agricultural Preserve 1-395, for a total preserve size of 302 acres; (3) Approve the requested Land Conservation Contracts (Williamson Act Contracts), and the Land Conservation Plans attached and incorporated into it for the two parcels 10 acres and 24.61 acres in size as a condition of a previously approved Lot Line Adjustment (LLA11-0034) and to ensure the legal descriptions under the contracts coincide with the adjusted boundary lines for the property; and (4) Authorize the Chair to execute the approved Williamson Act Contracts and Land Conservation Plans.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

Board Action: Adopt A Resolution Finding The Project Exempt From CEQA (California Environmental Quality Act) And Thereby (1) Enlarging Ag Preserve 1-395 By 19.05 Acres; (2) Approving The Two New Prime (Type I) Land Conversation Contracts (Aka Williamson Act Contracts), Which Will Rescind And Replace An Existing Type I Land Conversation Contract To Fulfill A Condition Of Approval For A Previously Approved Lot Line Adjustment (LLA11-0034) For The Dutton Ranch Family Limited Partnership; And (3) Directing The Chair Execute

REGULAR AFTERNOON CALENDAR (Continued)

Item #62 Continued

These Documents, For Property Located At 2760 Sullivan Road And 10655 Mill Station Road, Sebastopol, APN 061-030-037 And APNs 061-030-035 and -036.

UNANIMOUS VOTE

Approved by Resolution No. 13-0506

63. AGP12-0011- (FIFTH DISTRICT)

a) APPLICANT: Bernard and Pamela Noonan

b) LOCATION: 422 Highway 1, Bodega Bay

c) ASSESSOR'S PARCEL NO.: 100-180-063

d) ENVIRONMENTAL DOCUMENT: Categorical Exemption

e) REQUEST: Conduct a public hearing and adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Approve the addition of 247.61 acres to Agricultural Preserve 2-257, for a total preserve size of 4,167.36 acres. (3) Approve the requested Land Conservation (Williamson Act) Contract, and the Land Conservation Plan attached and incorporated into it, for 247.61 acres; and (4) Authorize the Chair to execute the approved Williamson Act Contract and Land Conservation Plan.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

Board Action: Adopt A Resolution (1) Finding The Project Exempt From CEQA; (2) Approving The Addition Of 247.61 Acres To Agricultural Preserve 2-257, For A Total Preserve Size Of 4,167.36 Acres; (3) Approving The Request By Bernard And Pamela Noonan For A New Land Conservation (Williamson Act) Contract, And Land Conservation Plan Attached And Incorporated Into It, For 247.61 Acres; And (4) Authorizing The Chair To Execute The Approved Williamson Act Contract And Land Conservation Plan, For Property Located At 422 Highway 1, Bodega Bay, APN 100-180-063, Fifth District.

UNANIMOUS VOTE

Approved by Resolution No. 13-0507

64. AGP12-0015 - (SECOND DISTRICT)

a) APPLICANT: Gary S. and Gillian Mahrt

b) LOCATION: 4055 Middle Two Rock Road, Two Rock

c) ASSESSOR'S PARCEL NO.: 022-200-044

d) ENVIRONMENTAL DOCUMENT: Categorical Exemption

e) REQUEST: Conduct a public hearing and adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Enlarge by 55.39 acres Agricultural Preserve 2-252, for a total preserve size of 1,238 acres; (3) Approve the requested Land Conservation Contract (Williamson Act Contract) and the Land Conservation Plan attached and incorporated into the property; and (4) Direct the Chair to execute those documents.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

REGULAR AFTERNOON CALENDAR (Continued)

Item #64 Continued

Board Action: Adopt a Resolution (1) Finding The Project Exempt From CEQA, (2) Modifying Agricultural Preserve 2-252 By Adding 55.39 Acres, (3) Approving The Requested Land Conservation Contract (Williamson Act Contract), And The Land Conservation Plan Attached And Incorporated Into The 55.39 Acres, And (4) Directing The Chair To Execute Those Documents For Property Located At 4055 Middle Two Rock Road, Two Rock, APN 022-200-044, Supervisorial District 2.

UNANIMOUS VOTE

Approved by Resolution No. 13-0508

65. AGP12-0029 - (SECOND DISTRICT)

- a) APPLICANT: Robert N. Foehr and Alfreida G. Foehr
- b) LOCATION: 4324 Spring Hill Road, Two Rock
- c) ASSESSOR'S PARCEL NO.: 022-230-001
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Enlarge by 70.61 acres Agricultural Preserve 2-252, for a total preserve size of 1,254 acres; (3) Approve the requested Land Conservation Contract (Williamson Act Contract) and the Land Conservation Plan attached and incorporated into the property; and (4) Direct the Chair to execute those documents.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

Board Action: Adopt A Resolution (1) Finding The Project Exempt From CEQA, (2) Modifying Agricultural Preserve 2-252 By Adding 70.61 Acres, (3) Approving The Requested Land Conservation Contract (Williamson Act Contract), And The Land Conservation Plan Attached And Incorporated Into The 70.61 Acres, And (4) Directing The Chair To Execute Those Documents For Property Located At 4324 Spring Hill Road, Two Rock, APN 022-230-001, Supervisorial District 2.

UNANIMOUS VOTE

Approved by Resolution No. 13-0509

66. AGP13-0003 - (FOURTH DISTRICT)

- a) APPLICANT: Mary Louise Bucher and Timothy Bucher
- b) LOCATION: 7850 Dry Creek Road, Geyserville
- c) ASSESSOR'S PARCEL NO.: 139-130-003
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and] adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Enlarge by 17.24 acres Agricultural Preserve 1-312, for a total preserve size of 759.24 acres; (3) Approve the requested Land Conservation Contract (Williamson Act Contract), and the Land Conservation Plan attached and incorporated into the property; and (4) Direct the Chair to execute those documents.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

REGULAR AFTERNOON CALENDAR (Continued)

Item #66 Continued

Board Action: Adopt A Resolution (1) Finding The Project Exempt From CEQA; (2) Approving The Addition Of 17.24 Acres To Agricultural Preserve 1-312, For A Total Preserve Size Of 759.24 Acres; (3) Approving The Requested Land Conservation Contract (Williamson Act Contract), And The Land Conservation Plan Attached And Incorporated Into It; and (4) Directing The Chair To Execute Those Documents, For Property Located At 7850 Dry Creek Road, Geyserville, APN 139-130-003, Supervisorial District 4.

UNANIMOUS VOTE

Approved by Resolution No. 13-0510

67. AGP13-0004 - (FOURTH DISTRICT)

- a) APPLICANT: Mary Louise Bucher and Timothy Bucher
- b) LOCATION: 7700 Dry Creek Road, Geyserville
- c) ASSESSOR'S PARCEL NO.: 139-130-024
- d) ENVIRONMENTAL DOCUMENT: Categorical Exemption
- e) REQUEST: Conduct a public hearing and adopt a Resolution to: (1) Find the project exempt from CEQA; (2) Enlarge by 20 acres Agricultural Preserve 1-312, for a total preserve size of 779.24 acres; (3) Approve the requested Land Conservation Contract (Williamson Act Contract), and the Land Conservation Plan attached and incorporated into the property; and (4) Direct the Chair to execute those documents.

3:43 P.M. Public hearing opened

3:43 P.M. Public hearing closed

Board Action: Adopt A Resolution (1) Finding The Project Exempt From CEQA; (2) Approving The Addition Of 20 Acres To Agricultural Preserve 1-312, For A Total Preserve Size Of 779.24 Acres; (3) Approving The Requested Land Conservation Contract (Williamson Act Contract), And The Land Conservation Plan Attached And Incorporated Into It; And (4) Directing The Chair To Execute Those Documents, For Property Located At 7700 Dry Creek Road, Geyserville, APN 139-130-024.

UNANIMOUS VOTE

Approved by Resolution No. 13-0511

REGULAR HEARINGS

68. PLP09-0035 - (FIRST DISTRICT)

- a) APPLICANT: Bodean, Inc.
- b) LOCATION: 4411 Porter Creek Road, Santa Rosa
- c) ASSESSOR'S PARCEL NO.: 120-210-006, -031 and -048
- d) ENVIRONMENTAL DOCUMENT: Environmental Impact Report
- e) REQUEST: Reopen the public hearing and (1) Adopt a Resolution certifying the Final Environmental Impact Report; (2) Adopt an Ordinance rezoning a 33-acre portion of a 99-acre parcel to add the Mineral Resource Combining District; and, (3) Approve a Use Permit and Mining and Reclamation Plan with a production limit of 500,000 cubic yards

REGULAR AFTERNOON CALENDAR (Continued)

Item #68 Continued

(750,000 tons) per year for a 20-year period subject to the Mitigation Monitoring Plan and conditions of approval, and adopt a Statement of Overriding Considerations.

3:44 P.M.

Present: Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department and Jason Nutt, Deputy Director, Department of Transportation and Public Works

4:06 P.M. Public Hearing Reopened

Joe Morgan
Gary Helfrich
Laurie Lamantia
Carol Shook
Nick Tibbetts
Bill R. Williams

4:28 P.M. Public Hearing Closed

Board Action: Direct staff to incorporate minor changes to the resolution presented in a memo by County Counsel and revise condition #23 to further reduce safety impacts and add language to Condition #23 as follows:

Under b. Replace "Sign and" with "Provide consistent signage ..."

Under c. Add "Automatic": "Install automatic bicycle-activated flashing ..."

Add d. "The applicant shall enter into an agreement or provide other alternative financial assurance acceptable to the Dept. of Transportation and Public Works, to pay a fair share contribution towards widening to provide Class II bike lanes/shoulders along the following two road segments:

- 1) MP 16.2-17.0 with a fair share contribution of 26% of the total cost; and
- 2) MP 19.44-20.16 with a fair share contribution of 27% of the total cost."

UNANIMOUS VOTE

Board Action: Adopt A Resolution Certifying The Final Environmental Impact Report, Making And Adopting A Statement Of Overriding Considerations, Adopting A Mitigation Monitoring Program, And Approving The Mark West Quarry Expansion Project Consisting Of (1) A Zone Change To Add The MR (Mineral Resource) Combining District To A 33-Acre Portion Of A 99 Acre Parcel Adjacent To The Existing Quarry Parcel, (2) A Surface Mining Use Permit To Allow Mining Of 500,000 Cubic Yards (750,000 Tons) Per Year For A 20-Year Period Within The Expansion Area, And (3) A Revised Reclamation Plan That Directs How The Existing Quarry And The Expansion Area Will Be Reclaimed When Mining Ends, On Property Located

REGULAR AFTERNOON CALENDAR (Continued)

Item #68 Continued

At 4411 Porter Creek Road, Santa Rosa, APNs 120-210-048, -031, And -006; Supervisorial District No. 1.

UNANIMOUS VOTE

Approved by Resolution 13-0512

Board Action: Adopt An Ordinance Amending The Official Zoning Database Of The County Of Sonoma, Adopted By Reference By Section 26-02-110 Of The Sonoma County Code, To Add The MR (Mineral Resource) Combining District To A 33 Acre Portion Of APN No.120-210-031 Located At 4411 Porter Creek Road, Santa Rosa.

UNANIMOUS VOTE

Approved by Ordinance 6056

69. ADJOURNMENTS

5:17 P.M. The Board adjourned the meeting in memory of Brittany Victoria Anderson, Tim Morse, Dorothy Guest and Steve-O McAlpin. The meeting was adjourned to January 7, 2014 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: 21
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors of Sonoma County

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Rita Scardaci, x7876; Alfredo Perez, x6627

Supervisorial District(s):

Countywide

Title: First 5 Commissioner Appointment

Recommended Actions:

Approve the appointment of Socorro Shiels to the First 5 Sonoma County Commission for a two-year term through November 30, 2015.

Executive Summary:

This item requests approval of the appointment of Socorro Shiels to the First 5 Sonoma County Commission for a two-year term through November 30, 2015.

The California Children and Families First Act of 1998 provided for the creation of a Sonoma County Children and Families Commission, now called the First 5 Sonoma County Commission, charged with promoting, supporting, and improving the early development of children from the prenatal stage through five years of age. The Commission is funded by a state surtax on tobacco products.

Enacted in October 2008, Ordinance 5807 increased the number of Commission members from seven to nine. The member categories listed below are identified in the Children and Families Act of 1998, Health and Safety Code section 130140. Prospective members are recruited by category, not by supervisorial district.

Three (3) ex officio members:

- The Health and Human Services liaison member of the Board of Supervisors, appointed from time to time by the Chair of the Board
- The Director of the Sonoma County Department of Health Services
- The Director of the Sonoma County Human Services Department

Six (6) other members from the following categories:

- Recipients of project services included in the Commission's strategic plan
- Educators specializing in early childhood development
- Representatives of a local child care resource or referral agency or a local child care coordinating group

- Representatives of a local organization for prevention or early intervention for families at risk
- Representatives of community-based organizations that have the goal of promoting nurturing and early childhood development
- Representatives of local school districts
- Representatives of local medical, pediatric, or obstetric associations or societies

First 5 Sonoma County Commissioner Jane Escobedo resigned her seat on the Commission on September 23, 2013. The Commission conducted an extensive recruitment to attract candidates representing local school districts. A Notice of Vacancy was posted with the Clerk of the Board and at the Santa Rosa Library in accordance with the Maddy Act, and notice of the vacancy and an application was sent to the Commission’s 750-member mailing list of grantees, community advisors, community-based organizations, the Sonoma County Office of Education and other interested individuals and agencies. In addition, the recruitment documents were posted on the First 5 Sonoma County website.

One application was received and screened by a recruitment committee of the Commission on November 7, 2013. The recruitment committee recommended the selection of Socorro Shiels as a qualified person to fill the vacancy. Socorro Shiels currently serves the Santa Rosa Elementary and High School Districts as Superintendent. She brings combined elementary and secondary experience to the district as well as expertise in creating rigorous educational systems for all students. Prior to this, Ms. Shiels was the Assistant Superintendent of Educational Services at Morgan Hill School District. Morgan Hill initiatives included effective collaboration, instructional data analysis, and building developmental assets, with great attention to systematic professional development that ensured organizational capacity. Ms. Shiels also worked as the Program Director of District and School Support Services for the Santa Clara County Office of Education. In that position, Ms. Shiels assisted schools and districts in various stages of program improvement, leveraged resources for school reform, and increased educational opportunities for all students. She began her career as a bilingual teacher and has worked as a site-level administrator at both the elementary and secondary level. Ms. Shiels is currently completing her PhD at University of California, Davis.

At its December 9, 2013 meeting, the Commission voted to accept the recommendation for Socorro Shiels to fill the vacancy and voted that she be appointed to the Commission to fill a mid-term vacancy as a representative of a local school district. The Commission believes that Socorro Shiels will contribute to the Commission’s ability to achieve its goals.

Consistent with Ordinance 5807, Commissioners must serve staggered terms, of which two expire on November 30 of each year. In order to maintain the staggered terms for the Commission, Socorro Shiels will fill a two-year term until November 30, 2015.

Prior Board Actions:

Commissioner appointments are recruited and recommended by the First 5 Sonoma County Commission and appointed at the discretion of the Board of Supervisors. All prior Commissioners were so appointed, except for ex-officio Commissioners.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Recruitment of public members to the Commission encourages engagement with civic services and promotes a better community.

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:			
None			
Related Items "On File" with the Clerk of the Board:			
None			



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Diane Kaljian- (707) 565-5950

Supervisorial District(s):

All

Title: Veterans' Remains Officer of Sonoma County

Recommended Actions: Appoint Ron Collier Veterans' Remains Officer of Sonoma County for a two-year term ending January 31, 2016.

Executive Summary:

Ron Collier is currently serving as the Veterans' Remains Officer for Sonoma County for a two year term ending 1/31/2014.

Under Mr. Collier's leadership, Sonoma County has implemented a model program in support of AB 1644 and the Missing in America Project to ensure that the remains of indigent/unclaimed Veterans are properly interred in a National/State Veteran Cemetery. Ron has spent over 300 hours in his volunteer position to review records of over 400 decedents stored in a local cemetery. With the assistance of the Sheriff/Coroner, County Recorder, Vital Statistics and the Public Administrator, 59 Veterans and 5 dependants now have a final resting place in a National Cemetery. Through the voluntary effort of Mr. Collier and the agencies assisting him, Sonoma County's program is recognized as a model program in complying with AB1644; Mr. Collier and the CVSO have made presentations at both the California State PA/PG/PC and County Veteran Service Officer conferences.

In the next term, Mr. Collier will continue to work in collaboration with the Sonoma County Veteran Services Officer, Sonoma County Public Administrator and the Sonoma County Sheriff-Coroner to ensure the unclaimed remains of deceased Sonoma County Veterans are properly interred with military honors in a National cemetery.

Mr. Collier has received training from the National director of the "Missing in America Project," a qualified Veterans' Remains Organization (VRO). He is a member of the organization, and has been appointed as the Northern California Veteran Remains Officer coordinator by the Missing in America Project. He also is a member of the American Legion's Military Escort Team. Because his father served in World War II in the Army Air Corps, Mr. Collier qualifies to be a member of the Sons of the American Legion. He is a member of Post 111 in Healdsburg.

AB 1644 was signed into law on August 27, 2010. It changed the California Military and Veterans Code, Sections

940-950 and formalized the requirement for a Veterans' Remains Organization (VRO) to be designated by each county board of supervisors. The new code establishes procedures whereby all (not just indigent) unclaimed remains of veterans and veterans' dependents could be identified and designated to a veterans' remains organization (VRO) for proper burial.

Updated for AB 1644 - Section 942 of the Military and Veterans Code is amended as follows:

“The board of supervisors of each county shall designate a veteran of the United States military or a member of a Veterans' Remains Organization as defined in Section 951, and who shall cause to be decently interred the body of any veteran or spouse or the eligible dependent of a veteran as defined by the United States Department of Veterans Affairs for compensation purposes who dies in the county. This section shall apply to all indigent, abandoned, or unclaimed veterans and dependents of veterans, including those deceased veterans and dependents of veterans without having sufficient means to defray the expenses of burial, other than moneys paid or due and payable by the United States, pursuant to the World War adjusted compensation act.”

Under Section 950 of the Military and Veterans Code, the person appointed shall receive no compensation for any duties he may perform in compliance with this article.

Recommendation: Reappoint Ron Collier as Veterans' Remains Officer of Sonoma County for a two-year term ending January 31, 2016.

Prior Board Actions:

Appointed Ron Collier for two year term ending 1/31/2014

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	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):

None

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			
None			



County of Sonoma

State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing Designating Ron Collier as Veterans' Remains Officer Of Sonoma County.

Whereas, AB 1644 stipulates that each county's board of supervisors formalize the requirement for a Veterans' Remains Organization to establish procedures for the interment of indigent veterans and their dependents; and

Whereas, Ron Collier was appointed as the County of Sonoma Veterans Remains Officer in January, 2012; and

Whereas, Ron Collier is a member of the Sons of American Legion, Post 111, in Healdsburg; and

Whereas, Ron Collier is a member of the Legion's Military Escort Team that escorts Sonoma County members of the military who were killed in action and have returned to Sonoma County for burial; and

Whereas, Ron Collier has received training from the national director of the Missing in America Project, and serves as the Northern California Coordinator for the Missing in America Project, a qualified Veterans' Remains Organization; and

Whereas, Ron Collier has established a model program as the Sonoma County Veteran Remains Officer, and has agreed to continue his service.

Now, Therefore, Be It Resolved, that Ron Collier is designated Veterans' Service Officer of Sonoma County for a two-year term.

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

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 District

Title: Appointment

Recommended Actions:

Appoint Dr. Wendy Von Wiederhold to the Sonoma County Mental Health Board effective 01/07/2014 and expiring on 01/07/2017. (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	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

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Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

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Attachments:

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

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 District

Title: Appointment

Recommended Actions:

Appoint David Ebright to the Sonoma County Mental Health Board effective 01/07/2014 and expiring on 01/07/2017. (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	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

--

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

--

Attachments:

--

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

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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

Board Agenda Date: January 7, 2014

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 District

Title: Appointment

Recommended Actions:

Reappoint Lyndal-Marie Armstrong to the Sonoma County Mental Health Board effective 12/31/13 and expiring on 12/31/2016. (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	\$	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$

Narrative Explanation of Fiscal Impacts (If Required):

--

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

--

Attachments:

--

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor David Rabbitt

Second District

Title: Reappointment

Recommended Actions:

Reappoint Christopher Rohde to the Commission on Human Rights, representing the Second District, for a term of two years to expire 1/07/16.

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
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: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): BOS

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor Efren Carrillo 565-2241

Fifth

Title: Reappointment

Recommended Actions:

Amend the term for the appointment of Paul Juilly to the Cazadero Community Services District, decreasing the four year term to a two year term beginning December 6, 2013 through December 1, 2015.

Executive Summary:

Appointment was approved by the Board of Supervisors on November 12, 2013 for an incorrect term of four years. (Fifth District)

Prior Board Actions:

Appointment by the BOS on November 12, 2013.

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):

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

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

None.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 28
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors/Directors/Commissioners

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Board of Supervisors 565-2241

Supervisorial District(s):

Title: Selection of Officers

Recommended Actions:

1) Adopt a Resolution appointing the Chair, Vice-Chair and Chair Pro-Tem for the year 2014 for the Board of Supervisors, Directors and Commissioners, 2) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Corporation, 3) Adopt a Resolution naming the officers of the County of Sonoma Public Financing Authority, and 4) Adopt a Resolution naming the officers of the Sonoma County Water and Wastewater Financing Authority.

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary - FY 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:

(4) Resolutions

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



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____
Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Appointing Chair, Vice Chair And Chair Pro Tem For The Year 2014 For The
Board Of Supervisors, Board Of Directors, Commissioners.**

Be It Resolved that the Board of Supervisors of the County of Sonoma hereby appoints:

Supervisor _____ Chair

Supervisor _____ Vice Chair

Supervisor _____ Chair Pro Tem

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Directors Of The Sonoma County Public Financing Authority, Approving The Appointments Of The Chair, Vice Chair, Secretary, Assistant Secretaries, Treasurer, Assistant Treasurer And Legal Advisor Of The Authority.

Whereas, Article II Section 2.04(a) of the Joint Exercise of Powers Agreement for the County of Sonoma Public Financing Authority requires that an annual meeting be held for the purpose of organization, election of officers and the transaction of other business.

Now, Therefore, Be It Resolved that _____, Chair of the Board of Supervisors is hereby elected Chair of the Authority; _____, Vice-Chair of the Board of Supervisors is hereby elected Vice Chair of the Authority; Veronica Ferguson, Clerk of the Board of Supervisors is hereby appointed as Secretary of the Authority; Chris Thomas, Assistant County Administrator, Peter Rumble, Christina Rivera and Jennifer Murray, Deputy County Administrators as Assistant Secretaries of the Authority; David Sundstrom, Auditor-Controller-Treasurer-Tax Collector of the County of Sonoma, is hereby appointed Treasurer of the Authority; Jonathan Kadlec, Assistant Treasurer-Tax Collector of the County of Sonoma, is hereby appointed Assistant Treasurer of the Authority; and Bruce Goldstein, County Counsel of the County of Sonoma is hereby appointed Legal Advisor of the Authority.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Directors Of The Sonoma County Public Financing Corporation, Approving The Appointments Of President, Secretary, Assistant Secretaries And Treasurer Of The Corporation.

Whereas, Article 3.05 of the By-Laws for the County of Sonoma Public Financing Corporation requires that an annual meeting be held for the purpose of organization, selection of officers and the transaction of other business; and

Now, Therefore, Be It Resolved that _____, Chair of the Board of Supervisors of the County of Sonoma is hereby appointed the President of the Corporation; Veronica Ferguson, County Administrator of the County of Sonoma, is hereby re-appointed as Secretary of the Corporation; Chris Thomas, Assistant County Administrator of the County of Sonoma, Peter Rumble, Christina Rivera and Jennifer Murray, Deputy County Administrators of the County of Sonoma are hereby appointed as Assistant Secretaries; and David Sundstrom, Auditor-Controller-Treasurer-Tax Collector of the County of Sonoma is hereby re-appointed Treasurer of the Corporation.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma

State of California

Date: January 7, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Directors Of The Sonoma County Water and Wastewater Financing Authority (Authority) Confirming Officers of the Authority.

Whereas, the First Amended Joint Exercise of Powers Agreement between the Sonoma County Water Agency, the Russian River County Sanitation District, and the Sonoma Valley County Sanitation District requires that the Board of Directors of the Authority hold at least one regular meeting each year; and

Whereas, the Bylaws of the Authority require confirmation of officers to be the first order of business at the first meeting of the Authority held in each calendar year; and

Whereas, the Bylaws of the Authority specifically identify that the officers of the Authority shall be a Chair, Vice-Chair, Executive Director, Secretary, Treasurer, and Controller; and

Whereas, the Bylaws state that the Chair of the Authority shall be the Chair of the Board of Supervisors; the Vice-Chair shall be the Vice-Chair of the Board of Supervisors; the Executive Director shall be the person who is the General Manager of the Agency; the Secretary shall be the person who is the Clerk of the Board of Supervisors; the Treasurer of the County shall be the Treasurer of the Authority; and the Auditor-Controller of the County shall be the Controller of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Sonoma County Water and Wastewater Financing Authority hereby finds, determines, and declares as follows:

1. All of the above recitals are true and correct.
2. The above-named individuals shall be the officers of the Sonoma County Water and Wastewater Financing Authority.

PASSED AND ADOPTED on January 7, 2014, by the following vote:

Resolution #

Date:

Page 2

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 29
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: No Vote Required

Department or Agency Name(s): Sonoma County Counsel

Staff Name and Phone Number:

Bruce Goldstein (707) 565-2421

Supervisorial District(s):

Title: 2013 Combined Fund Drive Report

Recommended Actions:

Receive Report on the 2013 Combined Fund Drive

Executive Summary:

On May 21, 2013, the Board of Supervisors approved the continued participation of County and related entity employees in the United Way 2013 Combined Fund Drive which ran September 1 through November 8, 2013. This year's campaign was a great success raising \$284,988 for over 344 community non-profits. Approximately 28% of our workforce participated.

The 23rd Annual Sonoma County Combined Fund Drive (CFD) was co-chaired by Grant Davis, General Manager of the Sonoma County Water Agency and Bruce Goldstein, County Counsel. The co-chairs were supported by a dedicated and highly talented team of Steering Committee members (Committee) and Employee Campaign Leaders (ECL's) comprised of volunteers from all County Departments. The ECL's served as liaisons for their department and raised awareness of the campaign, coordinated fundraising activities, conducted outreach and assisted co-workers in making contributions by paper or online pledging. The Committee and ECL's worked closely with the United Way Coordinator, Melissa Dobar, to simplify the donation process and changes were made to the eWay site which resulted in a more effective campaign.

This year's theme was "Heart of Sonoma County" and was a grass roots effort designed to inspire all Sonoma County employees. The campaign employed a social media approach and our Facebook site showcased the positive role of County employees in the community. The site highlighted departmental fundraising events, displayed prize incentives and posted photos and videos. Videos were produced that featured employees and the agencies that moved them to donate their time and energy including, production of a highly entertaining video, featuring the Sonoma County Board of Supervisors in support of the 2013 campaign.

One of the highlights of this year’s campaign was the October 10th “Kick-Up” lunch that was designed to “kick-up” the campaign with free BBQ, live music, prize incentives and a display of non-profit booths. This was the single largest Fund Drive event ever, with over 500 people enjoying each other’s company, great food expertly prepared by SCLEA volunteers and amazing music by Powerglide!

Here are some highlights from the 2013 drive:

- The Campaign raised a total of \$284,988 (with donations still coming in) which is the highest since the 2008 campaign;
- 22 departments increased their pledges from 2012;
- 28% of employees donated in 2013 (26% participation in 2012);
- 12 departments had 40% or higher participation (Auditor-Controller-Treasurer-Tax Collector, County Administrator’s Office, Board of Supervisors, County Counsel, CRA, Economic Development Board, General Services, Human Resources, Human Services, Permit & Resources, Public Defender);
- 344 non-profit agencies were supported through these donations (306 in 2012);
- 35 department special events were held (examples include: Penny Wars, Raffle Baskets, Bake Sales, Book Sales, Root Beer Floats, Nachos, Pancake Breakfast, Breakfast Tacos, Breakfast Biscuits, office decorating, roses, massages, cupcake sales, chili, salsa competition); and
- Departmental special event’s raised over \$9,400, of which Human Resources events raised the most of all departments.

The 2013 Combined Fund Drive Campaign once again demonstrated the desire of Sonoma County employees and retirees to be engaged in their community and help meet the needs of many worthy causes county-wide. The support and encouragement provided by your Board is critical to the success of this effort and is greatly appreciated.

Prior Board Actions:

5/21/2013 – Board authorized participation in the 2013 Combined Fund Drive Campaign.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Through the participation of the Combined Fund Drive Campaign, County employees and retirees expanded upon their civil service role by contributing to key service agencies and investing in our community.

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):

N/A

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

NONE.

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

NONE.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 30
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Mark DeBacker: 707-565-3915
Wes Kitchel: 707-565-1152

Supervisorial District(s):

5th District

Title: Annapolis Fire Apparatus Garage

Recommended Actions:

Approve the project plans and specifications of Annapolis Fire Apparatus Garage and authorize the Chair to execute a construction contract with the lowest responsive and responsible bidder, R & C Construction in the amount of \$302,000.

Executive Summary:

General Services and Fire and Emergency Services (County Fire) are requesting the Board of Supervisors approve award of a contract to R&C Construction for construction of the Annapolis Fire Station at the Transportation and Public Works' (TPW) Annapolis Road Yard. This fire station would replace the two temporary garages that currently house the fire apparatus. This station is important to protect fire apparatus and to support adequate services in the Annapolis area. The Board approved funding for the project in the FY 12-13 budget, and approved proceeding with the project in March, 2013.

Background:

The temporary garages are in a location which has no electricity, restroom facilities or concrete floor. The garages are inadequate to house fire apparatus as evidenced by the continual rodent problems that have rendered the apparatus unusable on several occasions because of electrical wiring that has been eaten. There have also been several instances of personal protective equipment that has been eaten or nested in, placing fire personnel at potential risk from health hazards carried by, and left behind by, the rodents. This potential health problem for the firefighters as well as the cost burden incurred by County Fire for replacement of equipment and decontamination of the vehicles which is neither sustainable nor operationally acceptable. To add to the challenge County Fire has acquired a water tender for the Annapolis Fire Company and no structure currently in which to house it.

In addition, as reported to the Board in September, 2012 with the Fire and Emergency Services Department report on Standards of Coverage, response times from Annapolis are by far the lowest

within County Service Area 40 (CSA 40), the areas in the County with fire services provided by the Department. Approximately 32% of the calls in the Annapolis fire service area have the first unit arrive within 15 minutes of the call. This is largely due to the remote nature of the area, but this project will enhance readiness, reliability and availability to respond to calls.

Work Description:

Construct a satellite fire apparatus garage for the support of the volunteer fire department. County Fire has developed a use agreement with Transportation and Public Works Department (TPW) to provide space at the TPW Road Yard site in Annapolis. The station will consist of a 32' X 60', four-bay garage with lights. The new station will allow all apparatus to be housed in a clean and secure environment. The garage will have passive ventilation and storage areas for the equipment that is now stored at various firefighter residences. The ability to store the protective clothing properly on site will reduce the recurrent costs associated with replacing equipment damaged equipment in the current structures and facilitate the management of all fire equipment and clothing. Residents may also see a reduction in their fire insurance rates with the construction of the station.

The fire station will be a type 3 fire facility capable of supporting one volunteer fire company without providing living quarters. The facility will not support 24 hour/7 day staffing. However the facility will serve as the fire crew assembly point for response to calls for service and will afford a much higher level of equipment and fire apparatus storage and security. The project is a basic metal building on a concrete slab with no heat/air conditioning, basic lighting, manual overhead doors for the apparatus, enhancements to the natural site drainage and a single accessible parking stall, as required. A chemical toilet contract will be provided by Fire and Emergency Services.

Procurement of bids: A Notice Inviting Bids for the Annapolis Fire Apparatus Garage was issued on October 27, 2013. The project bid opening was on November 26, 2013. Four bids were received. After review of the bids, General Services Staff determined R&C Construction was the lowest responsive and responsible bidder. General Services recommends that the Board award the work to R&C Construction in the amount of \$302,000. The bid amount is within the Board approved and appropriated budget.

Schedule:

Earliest start date would be the first week of January, 2014 with completion in 126 days (May 6, 2014).

Results of Non-Approval:

If the project is not awarded, county volunteer fire fighters may continue to encounter unserviceable equipment when responding to emergencies; the county will continue to sustain repair costs for damaged fire vehicles and replacement costs for damaged equipment. County residents in areas serviced by this apparatus may well be required to pay more for fire insurance and may occasionally experience delayed emergency response when unserviceable equipment is encountered.

Prior Board Actions:

6/11/12 - FY12/13 BOS Action item to adjust recommended capital budget to provide \$1,000,000 for fire facilities.

3/19/2013 BOS approval of funding for Annapolis Fire Station Construction.

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

Construction of this facility will minimize damage to equipment, in order to provide quality emergency services in the community of Annapolis.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 327,649		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 327,649	Total Sources	\$ 327,649

Narrative Explanation of Fiscal Impacts (If Required):

Total Annapolis project budget is \$500,000. Costs incurred to date for design and bidding are \$101,795, with \$398,205 remaining for construction, inspections and management. Annapolis budgeted amount for the construction contract is \$327,649, which includes \$25,649 contingency (\$327,649 - \$25,649 = \$302,000).

In June, 2012 the Board approved \$1 million in Tobacco Endowment Funds to fund the costs of the Annapolis Fire Station, a Lakeville Fire Station and \$85,000 toward completion of the Bodega Fire Station. Should the Board approve the recommended action including the use of \$500,000 in Tobacco Funds for the Annapolis station, there will be \$415,000 remaining to help fund the Lakeville station. Based on the most recently available information, it appears that additional funding may be required to cover the full costs of the Lakeville Station. General Services and Fire and Emergency Services are obtaining further information on the project and the site and expect to return to the Board.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
None			

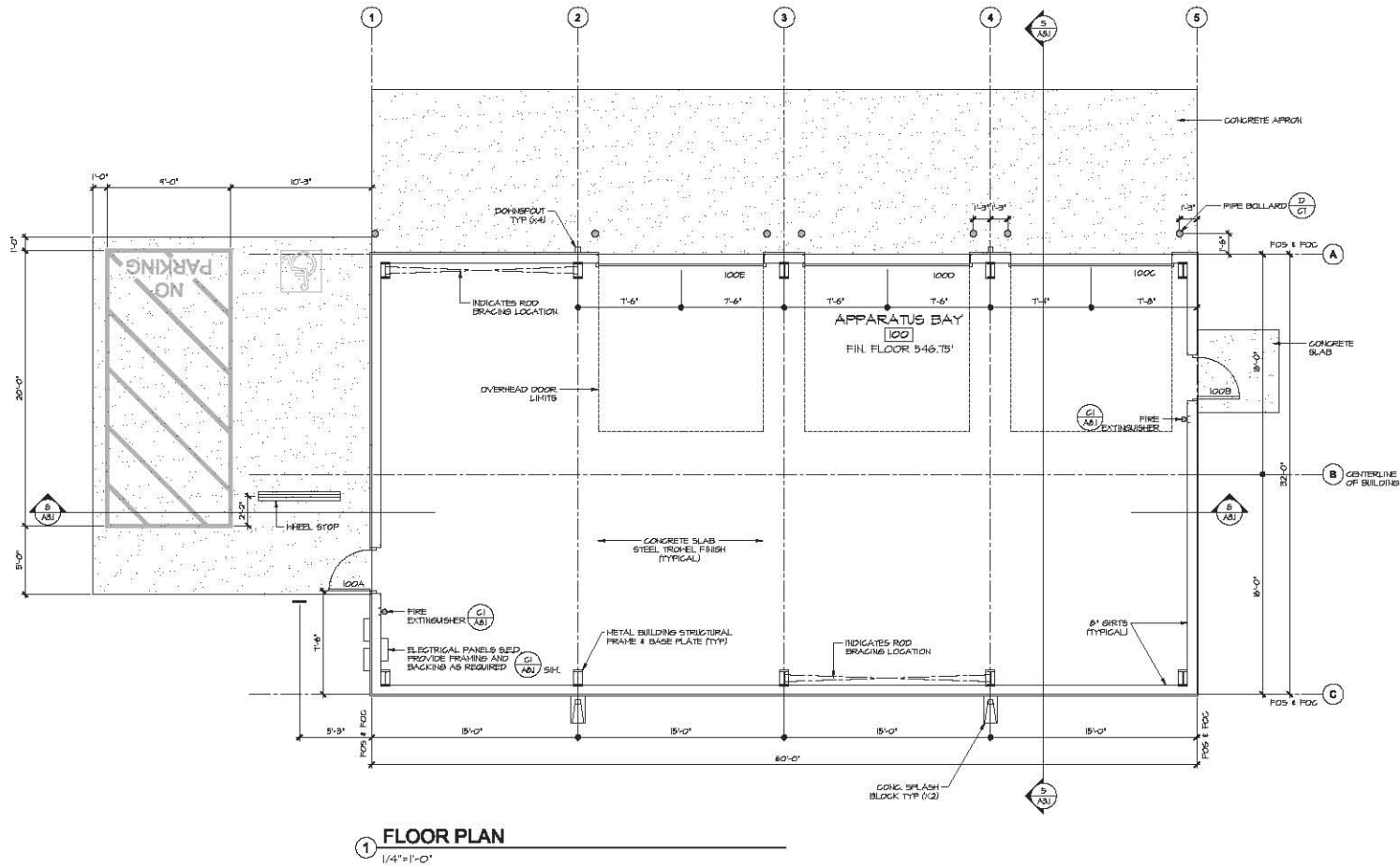
Narrative Explanation of Staffing Impacts (If Required):

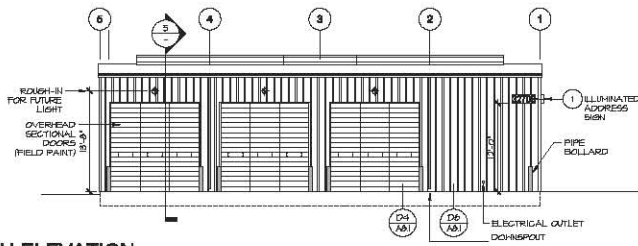
Facility will serve existing volunteer fire fighters.

Attachments:

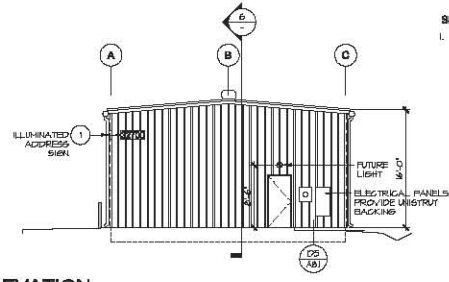
Elevations and floor plan are attached.

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

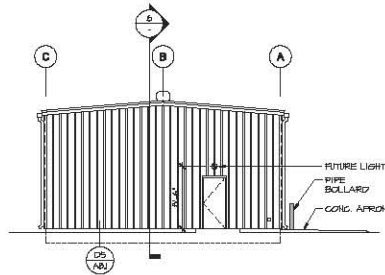




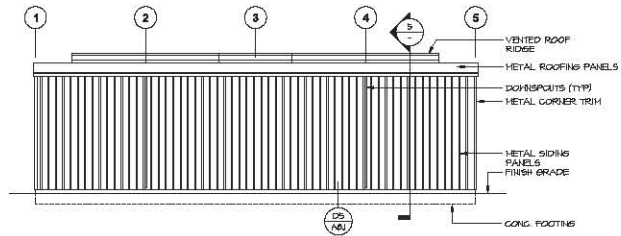
2 NORTH ELEVATION
1/8"=1'-0"



1 WEST ELEVATION
1/8"=1'-0"



4 EAST ELEVATION
1/8"=1'-0"



3 SOUTH ELEVATION
1/8"=1'-0"

SHEET NOTES
 L. ILLUMINATED ADDRESS SIGN
 Provide and install aluminum box frame address sign with translucent front panel. Comply with Code of Sonoma Ordinance 500, 18-34. Building numbers shall be 2' high. Intensity III with LED lighting. Control by Photo-cell 1/2" fit or-pipe timer. Have to start. Provide backing plate for mounting. Seal all penetrations.



200 E STREET
 Suite 102
 Santa Rosa, CA 95404
 Tel: (707) 544-3920
 Fax: (707) 544-2814
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ANNAPOLIS
 FIRE APPARATUS
 BARRAGE
 3270D ANNAPOLIS RD.
 SONOMA COUNTY

COUNTY OF SONOMA
 ARCHITECTURE
 DIVISION
 GENERAL
 DEPARTMENT
 3300 QUALITY CENTER BLVD
 SUITE 200, CA 94903
 TELEPHONE (707) 542-2311
 FAX (707) 542-3444

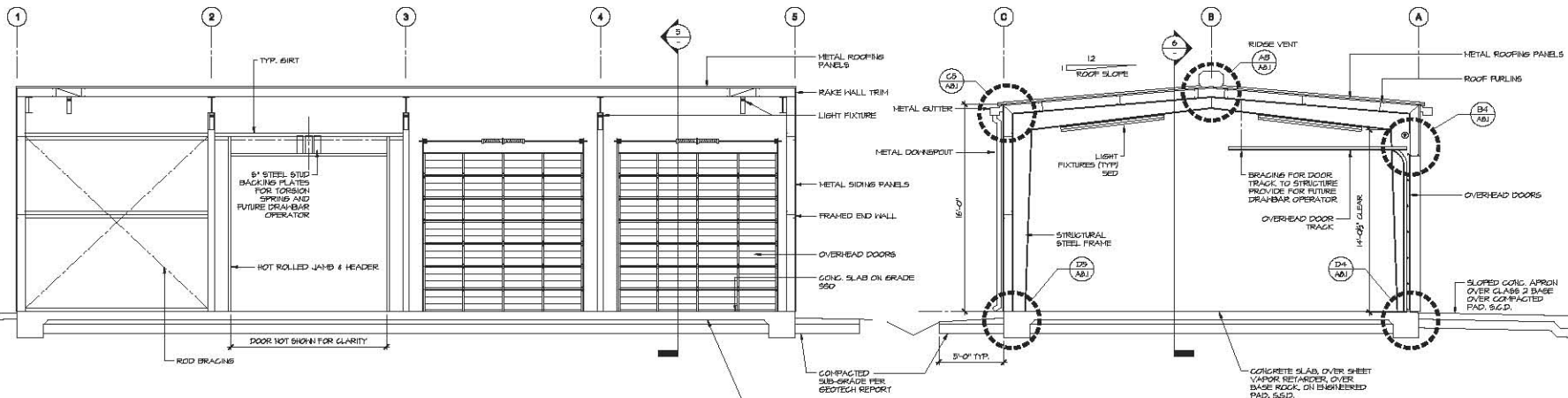
EXTERIOR ELEVATIONS
 BUILDING SECTIONS

Job No: 011074
 Drawn By: DS
 Checked By: DS
 Cad File: A4
 Date: 10/7/2013

Revisions

Sheet Number

A3.1



6 LONGITUDINAL SECTION
1/4\"=1'-0"

5 CROSS SECTION
1/4\"=1'-0"

Annapolis Fire Apparatus Garage

County of Sonoma

Fire and Emergency Services Department



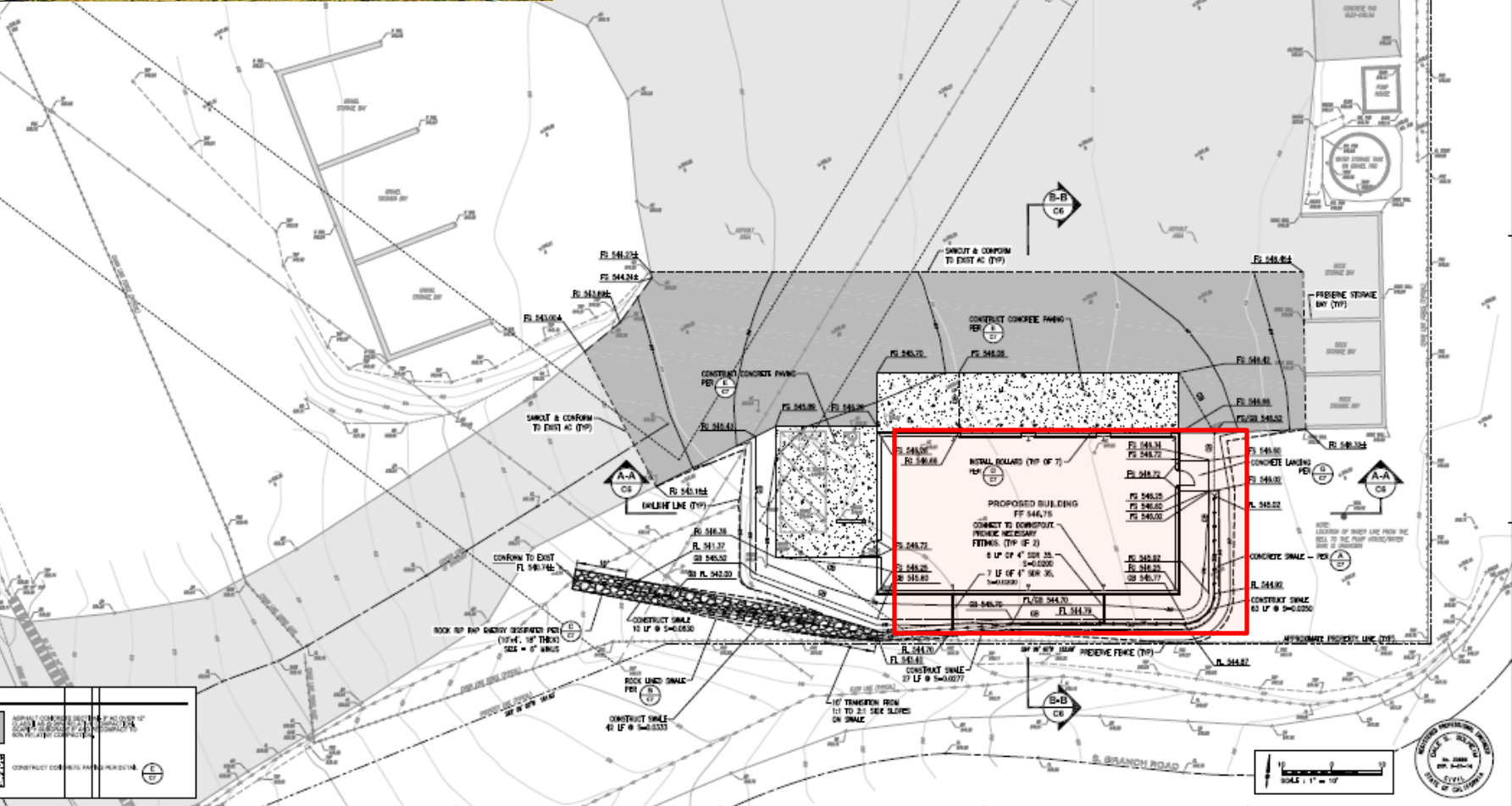


Budget

- Bodega \$ 85,000
- Annapolis Total Budget 500,000
 - Construction Award \$ 327,649
 - Contingency 25,649
 - Design/Bid/Inspection 146,702
- Lakeville (remaining) 415,000







300 E STREET
 SUITE 100
 SANTA ROSA CA 95404
 TEL: (707) 544-3920
 FAX: (707) 544-2514
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ANNAPOLIS
 FIRE APPARATUS
 GARAGE
 32705 ANNAPOLIS RD.
 SONOMA COUNTY

COUNTY OF SONOMA
 ARCHITECTURE
 DIVISION
 REGISTERED
 ARCHITECT
 1990 CODE, (CIP) ONE
 YEAR TERM OF PRACTICE
 NO. 1400000001

GRADING AND DRAINAGE PLAN

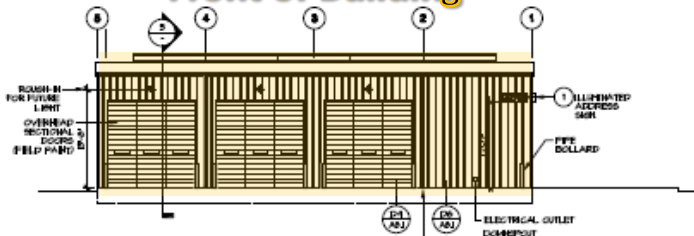
Job No: 13-1927
 Drawn By: SM
 Checked By: DS
 Date: 10/7/2013

Revision

Sheet Number
C5
 8 of 21



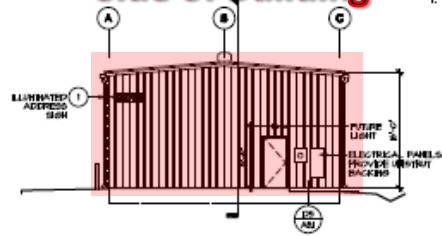
Front of Building



2 NORTH ELEVATION

1/8"=1'-0"

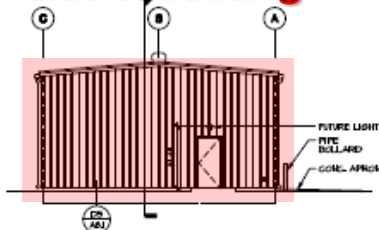
Side of Building



1 WEST ELEVATION

1/8"=1'-0"

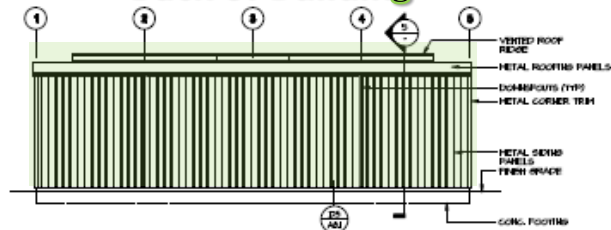
Side of Building



4 EAST ELEVATION

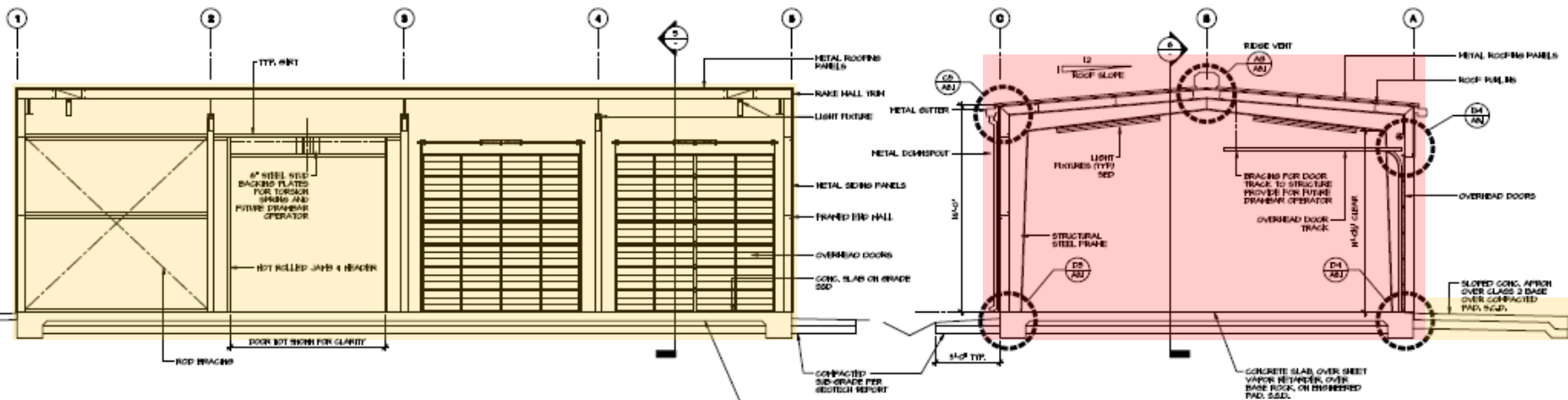
1/8"=1'-0"

Back of Building



3 SOUTH ELEVATION

1/8"=1'-0"



6 LONGITUDINAL SECTION

1/4"=1'-0"

5 CROSS SECTION

1/4"=1'-0"

SHEET NOTES
 1. ILLUMINATED ADDRESS SIGN
 Provide and install along base frame address sign with translucent front panel. Comply with County of Sonoma Ordinance SCC 15-34. Building numbers shall be 1 1/2" high, internally lit with LED lighting. Covered by minimum 4" RMT 1/2" pipe liner. Mount to siding. Provide backing plate for mounting. Seal all penetrations.

GLASS ARCHITECTS

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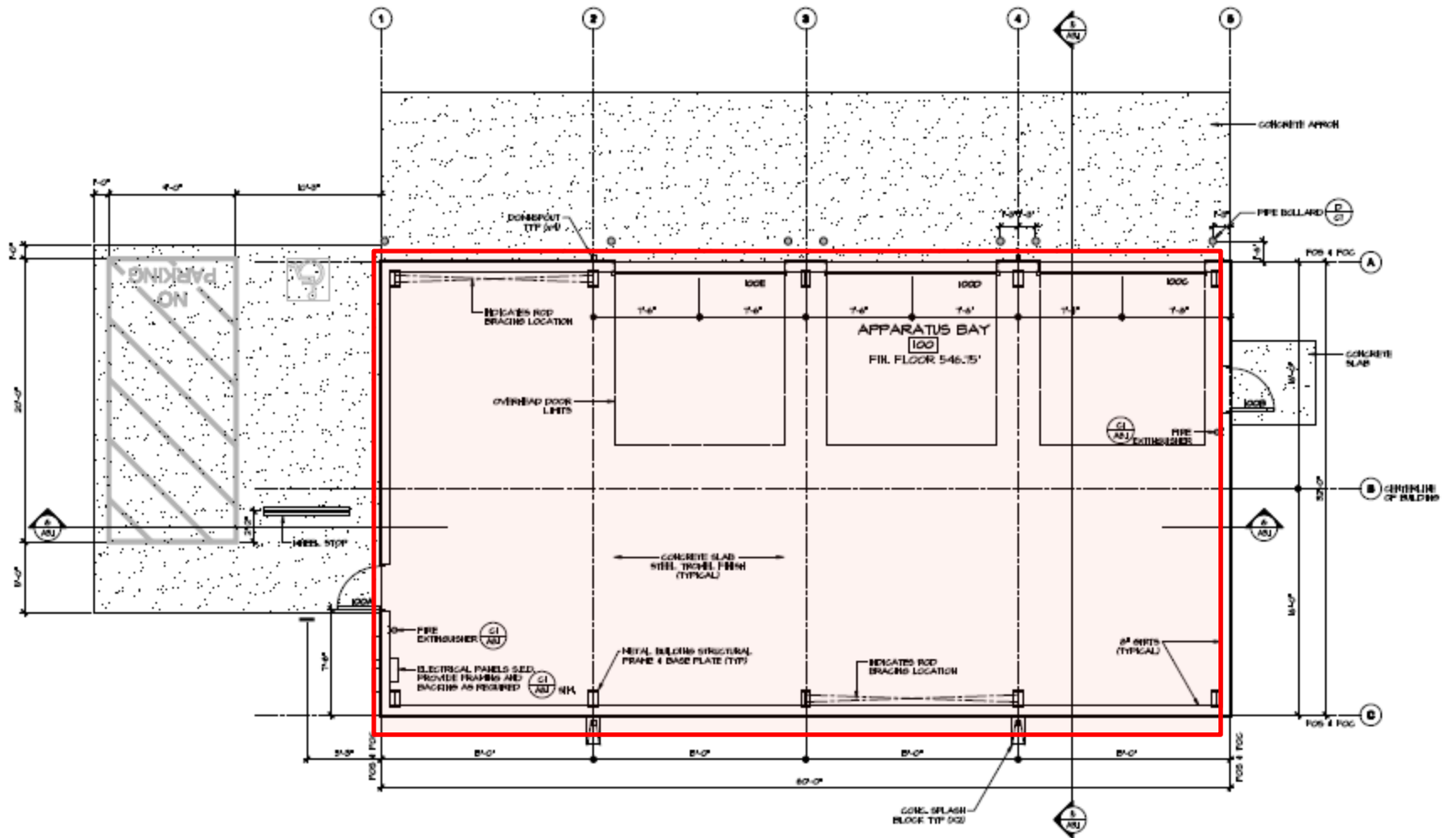
**EXTERIOR ELEVATIONS
 BUILDING SECTIONS**

Job No: 21027J
 Drawn By: CS
 Checked By: SZ
 Cad File: AA
 Date: 10/7/2013

Revisions

Sheet Number
A3.1

12 of 21



1 FLOOR PLAN
1/4"=1'-0"



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 31
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors and Board of Commissioners

Board Agenda Date: January 7, 2014

Vote Requirement: 4/5

Department or Agency Name(s): County Administrator Office & Community Development Commission

Staff Name and Phone Number:

CDC: Mark Krug, 565-7509

Supervisorial District(s):

All

Title: Cold Weather Homeless Shelter Funding Augmentation

Recommended Actions:

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

1. Authorize the Executive Director of the Community Development Commission to execute an amendment to the Samuel Jones Hall funding agreement with the City of Santa Rosa to provide up to \$34,750 for a 68-bed expansion of the facility from December 24, 2013 through March 31, 2014.
2. Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with Catholic Charities to provide up to \$20,000 for the estimated additional costs that will be incurred to operate a warming station at the Homeless Services Center from January 1 through March 31, 2014.
3. Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with West County Community Services to provide up to \$25,000 for the estimated additional costs that will be incurred to expand the shelter by up to 12 beds at the Guerneville Veterans Building homeless shelter for an estimated 72 days between January 1 and March 31, 2014.
4. Authorize the Executive Director of the Community Development Commission to execute an amendment to the funding agreement with Catholic Charities to provide \$75,000 to expand the Rapid Re-Housing program assistance for up to 20 additional homeless households from January 1 through June 30, 2014.
5. Authorize the Executive Director of the Community Development Commission to expend up to \$25,000 to conduct a Vulnerability Index assessment of homeless persons.

Executive Summary:

The purpose of this agenda item is to request Board of Supervisors and Community Development Commission authorization to use up to \$179,750 in General Fund Contingency funds to establish an "Emergency Homelessness Response Fund" in order to pay a portion of the cost for increases in winter shelter capacity and related actions to protect the health and safety of homeless people living outside.

Based on the point-in-time homeless count conducted county-wide in late January 2013, approximately 3,300 homeless people in Sonoma County currently live outdoors. This number of unsheltered homeless people grew by

approximately 50% since 2009, when job losses resulting from the recession swelled the number of people who lost their homes, filling all homeless shelters in the County to capacity on a year-round basis. After the onset of unusually cold weather in early December 2013, homeless service providers and other interested parties such as local churches expanded county-wide shelter capacity on a temporary, emergency basis by nearly 20%, from 559 to 666 beds. Nevertheless, demand for beds continues to far exceed supply and the ongoing cold weather conditions create a health threat to all people living in unsheltered conditions.

Staff of the Community Development Commission (CDC), County Administrator's Office, and Departments of General Services, Health Services, and Human Services, have been communicating and collaborating on this issue since early December. Various proposals are being formulated quickly in response to severe winter weather conditions and shelter facility opportunities as they arise, all of which require operational funding to support expansion efforts. Due to the rapid response deemed necessary to protect health and safety of unsheltered homeless people, the normal planning and funding approval time frames are not feasible. Thus, staff recommends creation of an "Emergency Homelessness Response Fund" to be administered through the CDC to help pay costs incurred from mid-December 2013 through March 31, 2014 to expand services as identified below at Samuel Jones Hall and the Guerneville Veterans Building homeless shelters, and to provide expanded services at other locations within Sonoma County as yet to be determined.

ALTERNATIVES TO EXPAND SHELTER FACILITIES

The Santa Rosa Armory facility, located at 1500 Armory Drive in Santa Rosa, is available for use as a cold-weather emergency homeless shelter through a licensing agreement with the State. The Armory was used in this way for many years until about 10 years ago, when the City of Santa Rosa and County decided to establish the Brookwood, Russell Avenue, and Samuel Jones Hall shelters, which could be operated more cost-effectively and year-round. The Armory facility is actively used by the National Guard. The dual-purpose use as a homeless shelter requires the facility to be set up for shelter purposes each evening and broken-down and thoroughly cleaned and returned daily to the Guard every morning. This requires homeless persons to exit the facility each morning at or before 6AM, one of the coldest hours of the day. The facility rent is \$13,000 per month. State regulations, such as mandated security from a licensed and bonded security firm, and other requirements, create a total operating cost of \$45,000 to \$50,000 per month. This burdensome and logistically inefficient operation is unsatisfactory for all stakeholders, but the Armory can be expediently opened to provide severe-weather respite to homeless persons this winter.

Staff and volunteers of public and non-profit agencies throughout the county are seeking alternatives to the Armory option that can expand bed capacity right away during this winter season, including possibly using or repurposing county-owned or other properties, such as churches, for use as temporary shelters. Many proposals for establishing new shelter locations are hampered by legal and logistical hurdles to feasibility, such as zoning or other land-use restrictions.

After a great deal of investigation by their staff, the City of Santa Rosa opted to enter into a funding agreement with Catholic Charities to place 68 new beds in the gymnasium of the existing Samuel Jones Hall shelter. The City owns this property and Catholic Charities has been the operator since it opened in 2005. The agreement is for 100 days beginning December 24 and the estimated cost is \$69,500. The City requests County operational funding support for half the cost, or \$34,750. The County currently has a long-standing written agreement with the City to fund operations at Jones Hall in an amount equal to \$100,000 per year. The requested \$34,750 would be in addition to this amount.

Catholic Charities also operates the Homeless Services Center in central Santa Rosa at 600 Morgan Street. This is a day services center and the intake and application location for the Samuel Jones Hall shelter. During the severe cold weather in early December, Charities brought in tents, propane heaters and other equipment and supplies to

establish warming centers. These were kept open overnight so that homeless persons have a place to go that is heated. Charities will continue to run the overnight warming centers on Morgan Street during extreme weather conditions as long as the demand continues, and is seeking funding from the City of Santa Rosa and the County for the incremental cost to maintain the warming centers through March 31st. The estimated County share is \$15,000 - \$20,000. If approved, the additional funding would be added to the existing CDC award to Catholic Charities for the Homeless Services Center for FY 2013-2014, which is \$38,817.

The Veteran's Hall Building in Guerneville has been used as a winter-only homeless shelter for several years and opened this winter on December 1st. The CDC-administered funding is the primary operational funding source for the shelter. Due to the multi-use concept of this building the current agreement for use of the building as a homeless shelter limits the operation to the meeting room area, creating a shelter with a capacity of 25 beds. The shelter operator, West County Community Services (WCCS) reports that they are routinely filled beyond capacity. During the early December cold snap, a local community hall had sheltered a portion of the overflow, but this was an unfunded and non-staffed situation that encountered operating issues and the practice ended on December 20th. County and CDC staff discussions have therefore explored the possibility of allowing WCCS to use the large event room in Guerneville Vets Hall facility to expand shelter capacity by up to 12 beds on a daily basis. Such an expansion may impact planned events and limit further bookings at the facility. However both parties have agreed to the expanded use and will work around the hours of any previously scheduled events. Associated costs include an increase in staffing, food, utilities, and other operating costs. The estimated cost for expanded bed capacity is up to \$25,000. If approved, the additional funding for added beds would be added to the existing CDC funding agreement for the winter shelter in the amount of \$70,530 for the 2013/2014 winter months.

The CDC-owned property in Sonoma Valley, generally known as the former Sheriff's Substation, was also investigated as a potential temporary shelter for this winter. While many obstacles exist, the insurmountable one is that the property usage for such a purpose is prohibited by CC&R's (covenants, conditions and restrictions), which are private party contractual agreements that local governments are not able to waive or negate.

Other discussions and investigations are under way. For example, General Services is assessing the impacts of using the County-owned and operated Veterans Hall Building in the City of Sonoma. At the time of this writing, the feasibility of this action is in question. Preliminary analysis indicates that repurposing the building for the months of January through March would impact nineteen (19) previously booked revenue producing events currently scheduled at the facility. These events represent a variety of interests and planners estimate that a total 2,310 individuals would attend these events.

In addition, there may be a longer term impact on General Services' efforts to expand and encourage public use of the building by community groups. General Services staff is preparing a report for Board presentation in February in which the future oversight and management of the Sonoma veteran building will be discussed. The intent is to request Board direction on seeking proposal for third party operation of the facility to promote greater use and reduce county costs through a planned Request for Proposals process. Current and/or future use of the facility as a homeless shelter would be relevant to any party having an interest in submitting a proposal. At the time of this writing, staff is not bringing forth a recommendation on the use of the Sonoma veteran building as a homeless shelter. The elements generated by the repurposing need to be further assessed and mitigation plans need to be developed and communicated to all impacted stakeholders. Even if the facility can be temporarily re-purposed, because there is no existing homelessness usage, there is not a homeless services provider with specific building familiarity and, more importantly, no existing funding agreement tied to the building that could be readily amended. To re-purpose this building or others where there is no existing provider in place, an additional step of initiating an expedited contracting process would be required.

Additionally, there have been conversations about the use of county-owned surface parking lots as "safe overnight parking" locations where homeless persons could reside in their own vehicles overnight. Specifically,

the Sheriff's Main Office and the Main Adult Detention Facility (MADF) surface lots were highlighted based on the assumption that lobby restrooms would be available, making these desirable choices. Sheriff Office staff has confirmed that these restrooms are not available for this purpose as the lobbies are not staffed overnight. Investigations continue about the use of other county parking lots, but no viable locations or proposals have emerged, most typically due to lack of oversight capacity and because of public health and safety concerns for both homeless persons and others in the immediate area. Investigation into the use of County parking lots continues, but staff is not making any recommendations in this regard at this time, as it appears to be an option of last resort.

ALTERNATIVES TO FREE UP SHELTER BEDS

In FY 2012-2013, the CDC began a pilot Rapid Re-Housing program and Catholic Charities was selected as operator through a competitive Request for Qualifications. This was the first Rapid Re-Housing program in the County and Catholic Charities continues to operate the pilot, now in its second year. In 2013, competitive State operating funds were awarded to several local non-profit agencies, including Catholic Charities, greatly expanding local Rapid Re-Housing programs. Rapid Re-Housing is a program that aims to move homeless persons quickly into permanent housing and offers rental assistance and case management, typically for a few months and at most for up to two years. In the short-run, this helps current shelter occupants to move out into permanent housing, thereby freeing up beds for other unsheltered homeless people, which shortens shelter waiting lists and brings a greater number of homeless people indoors. It also is designed to end homelessness altogether for program participants, so it is uniquely effective as both a short- and long-term intervention. Early data from the pilot is very encouraging, indicating that homelessness can be ended for \$4,000 - \$6,000 per household, which is more cost-effective than shelter operations when looking at cost per successful exit to permanent housing. Based on this evidence of effectiveness, staff is recommending that the CDC's existing FY 2013-2014 Rapid Re-Housing funding agreement (\$76,590) with Catholic Charities be augmented by an additional \$75,000 in order to move 15-20 current shelter resident households into permanent housing, thereby freeing up shelter beds for those currently sleeping out-of-doors.

IDENTIFYING THE MOST VULNERABLE AND PRIORITIZING THEM FOR HOUSING PLACEMENT

Homeless persons sleeping outdoors who are medically compromised are the most likely to succumb to death from exposure. To prioritize this population for placement into available housing, a new national initiative uses an evidence-based Vulnerability Index assessment tool that generates a numerical score for each homeless person. Those with the highest scores are prioritized for housing placement. While CDC staff and some community partners have received training in this assessment approach, local implementation has been stymied by lack of resources to pay costs required to perform the assessments, and to establish agreements and protocols to be implemented by all local providers.

To focus local resources on protecting the health and lives of the most vulnerable homeless people in the county, staff recommends that up to \$25,000 of the "Emergency Homelessness Response Fund" be approved for CDC to initiate use of the Vulnerability Index assessment tool. Working in concert with the Department of Health Services and existing networks of community partners, the CDC will coordinate the use of the Vulnerability Index assessment instrument by community outreach workers and other homeless and health services providers in order to identify the most vulnerable homeless people "on the streets" and help prioritize them for housing placement.

ADDITIONAL WEATHER-DRIVEN EMERGENCY RESPONSE

Following Board approval, staff will review the impacts of the recommended actions once completed. If additional needed resources are identified and/or additional options for shelter, warming or extreme weather events, staff will return with additional information for the Board.

Prior Board Actions:			
11/09/04: Board and Commission authorized execution of License Agreement with State National Guard for Armory use and operational funding in joint City of Santa Rosa and County funding arrangement.			
Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community			
Actions to protect vulnerable homeless individuals from the negative health aspects of severe winter weather, including possible fatal hypothermia, meet this strategic goal.			
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 0	Select an item.	\$
Add Appropriations Req'd.	\$ 179,750	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$ 179,750
	\$		\$
Total Expenditure	\$ 179,750	Total Sources	\$ 179,750
Narrative Explanation of Fiscal Impacts (If Required):			
This action requests additional expenditures of \$179,750, to be funded from County General Fund contingencies. If approved, appropriations will be included in the second quarter budget adjustments.			
Staffing Impacts - None			
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:			
None.			



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 32
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Oscar Chavez, 565-3812

Supervisorial District(s):

All

Title: Upstream Investments Update

Recommended Actions:

1. Accept *Upstream Investments Progress Report and Next Steps for 2014 – 2016*.
2. Approve Upstream Investments recommendations for 2014 – 2016.

Executive Summary:

Background

The Upstream Investments Policy seeks to eliminate poverty in Sonoma County and ensure equal opportunity for quality education and good health in nurturing home and community environments. The three primary strategies are Invest Early (whenever possible, dedicate funding and other resources to prevention-focused policies and interventions); Invest Wisely (ensure that upstream policies and interventions have the highest possible likelihood of success by selecting those that are backed by sound evidence); and Invest Together: (focus community-wide upstream policies and interventions on preventing six targeted factors and improving 22 indicators of success).

In 2012, the Board approved implementing Upstream Investments in Sonoma County over a two year period. The following seven recommendations were identified as part of that process:

Invest Early

- Expand outreach activities in the areas of legislative advocacy, business engagement, public opinion, and shared outreach with aligned initiatives.
- Develop standardized language and processes for the use of upstream principles in funding activities.
- Identify and report the amount of funding currently dedicated to Upstream Investments and track changes over time

Invest Wisely

- Expand the breadth and depth of technical assistance to expand program evaluation capacity.
- Build and launch the interactive cost benefit tool.

Invest Together

- Launch a shared outcomes system.
- Develop a single format by which local organizations can articulate their role in and commitment to the various local collective impact activities.

Progress Report:

The Board has received annual reports of the process of Upstream Investments since it began. The topic of today's action, *Upstream Investments Progress Report and next Steps for 2014 – 2016*, describes the progress of the Upstream Investments Policy Committee in 2012 and 2013 as well as plans for the following two years.

In short, the Upstream Investments Policy Committee completed the following activities in 2012 and 2013 related to the seven goals and recommendations stated above:

Invest Early

- 304 outreach activities were conducted to share information and garner support.
- 72 unique funders fund programs on the Portfolio.
- Upstream representatives participated in the planning and implantation of the Road to the Early Achievement and Development of Youth (READY) in partnership with the Department of Health Services, Community Child Care Council of Sonoma County, River to Coast Children's Services, Child Care Planning Council of Sonoma County and First 5.

Invest Wisely

- 24 individuals have served on the Portfolio Review Committee.
- 76 submissions to the Portfolio of Model Upstream Programs have been approved.
- 15 Portfolio Application workshops were presented and attended by 109 organizations.
- 45 organizations requested and received one-on-one technical assistance.
- Upstream received funding from the Community Foundation of Sonoma County and Department of Health Services for one full-time employee to provide technical assistance to organizations.
- The Portfolio Review Committee established renewal procedures for programs on the Portfolio.

Invest Together

- The Policy Committee published the *Indicators of Success 2012 Update*.
- To date, 198 local entities have actively engaged in the Upstream Investments Policy.
- The Policy committee launched the Shared Outcomes Measurement Workgroup.
- 15 organizations signed and returned a Letter of Intent to participate in the planning process around shared measurement. Upstream and Health Action accepted co-ownership of the Shared Measurement Workgroup.
- Upstream collaborated with Health Action to add 4 indicators of success.

Next Steps

As discussed in the report, the overall mission of Upstream Investments is to support prevention-focused policies and interventions that increase equality and reduce monetary and societal costs. To assist this mission, in 2014 – 2016 the Upstream Investments Policy Committee will complete the following next steps.

Invest Early

- Expand the Outreach Campaign to influence public opinion.
 - Legislative Advocacy: An increase in activities that influence elected officials and funders.

- Business recognition: An increase in the number of businesses that support Upstream.
- Aligned Outreach: Increased collaboration with other aligned initiatives such as Health Action, Cradle to Career and the Mayor’s Gang Prevention Task Force (further details are included in the attached report).
- Find opportunities to fund and expand upstream activities.
 - A multi-year strategy that ensures ongoing solicitation of new resources.
 - A record of how local funders have prioritized Upstream Investments.
 - A record of how Upstream Investments has been used by local organizations who solicit resources from local benefactors.

Invest Wisely

- Evidence of a Portfolio of Model Upstream Programs process that is sustainable, defensible and reflects the changing environment of evidence-informed practice.
- A monthly increase in the number of programs approved for Portfolio inclusion.
- A record of how Portfolio inclusion has changed the practices of member organizations.
- An increase in the technical assistance that is provided each month.
- Evidence that technical assistance is prioritized to support aligned local initiatives.
- Support for communities of high need as they seek to address and eliminate racial and ethnic disparities.

Invest Together

- The 26 indicators of success are updated and disseminated.
- Evidence of and support for upstream principles in County activities.
- A cross-sector measurement of shared outcomes where none currently exists.
- Promote further integration of upstream principles across-County departments and programs with initial outreach targeted to the Human and Health Services departments.
- Conduct targeted outreach to school districts with the goal of increased committee participation and Portfolio representation.
- Convene an ongoing learning community to continue dialogue around Upstream Investments and evidence-informed practice.
- Engage in cross sector collaboration with other countywide initiatives.
- Convene a group of consumers to better understand their experience with evidence-informed practices and/or services.

Prior Board Actions:

- March 2013 The Board of Supervisors appointed 3 new members to the Upstream Investments Portfolio Review Committee and reappointed 5 members to a second term.
- January 2013 the Board of Supervisors approved *The Upstream Investments Progress Report and next Steps for 2013* and *Indicators of Success 2012 Update*.
- March 2012 the Board of Supervisors appointed the first 15 members of the Upstream Portfolio Review Committee.
- November 2011 the Upstream Ad Hoc Board Committee made a progress report to the Board that described the Upstream Ad Hoc Board Committees’ accomplishments. The Board approved 10 next steps including convening the Upstream Investments Policy Committee for a two-year term (2012-2013) and appointing members to the Portfolio Review Committee for a one or two-year term

(2012-2013).

- January 2011 the Upstream Ad Hoc Board Committee made a progress report to the Board. The Board approved the Upstream Logic Model and approved a pilot test of the Portfolio of Model Upstream Programs.
- January 2010 the Upstream Investments Team made a report to the Board that included seven recommendations to promote Upstream Investments in Sonoma County.
- July 2008 the Board of Supervisors chartered the Upstream Investments Project to understand the antecedents to criminal behavior and to identify upstream interventions that reduce downstream criminal justice costs.

Strategic Plan Alignment Goal 3: Invest in the Future

Upstream Investments is focused on community investments and prevention efforts.

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):

Fiscal impacts are part of the Department's 13/14 approved budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Upstream Investments Progress Report and Next Steps for 2014 - 2016

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

None.



UPSTREAM INVESTMENTS

Promoting healthy communities and equal opportunity for all



Progress Report Next Steps for 2014 - 2016

Submitted to the Sonoma County Board of Supervisors

January 2014

Submitted by the Upstream Investments Policy Committee



UPSTREAM INVESTMENTS



Promoting healthy communities and equal opportunity for all

Progress Report 2013

Progress Report and Next Steps 2014-2016

Submitted to the Sonoma County Board of Supervisors

Submitted by the Upstream Policy Committee

Efren Carrillo 5th District Supervisor
Shirlee Zane 3rd District Supervisor
Susan Gorin (Alternate) 1st District Supervisor
Jerry Dunn (Sponsor) Human Services Department
Kathleen Kane Community Development Commission
Lori Norton/Christina Rivera County Administrators Office
Barbara Fitzmaurice County Counsel
Julie Paik/Gigi Myrtle Department of Child Support Services
Rita Scardaci Department of Health Services
Ben Stone Economic Development Board
Alfredo Perez First 5 Sonoma County
John Hartwig Information Services Department
Jill Ravitch/Christine Cook Office of the District Attorney
Kathleen Pozzi Office of the Public Defender
David Koch Probation Department
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Steven Herrington Sonoma County Office of Education
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Chuck Fernandez Catholic Charities, Diocese of Santa Rosa
Carol Simmons Child Care Planning Council
Robert Judd Community Foundation Sonoma County
Marlus Stewart Drug Abuse Alternatives Center
Robin Bartholow North Coast Builders Exchange
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Elece Hempel Petaluma People Services Center
Lee Alderman Redwood Credit Union
Caryl Hart Regional Parks
Jynx Lopez River to Coast Children's Services
Tom Schwedhelm Santa Rosa Police Department
Mike Kallhoff United Way of the Wine Country

Acknowledgements

The Upstream Investments Policy Committee acknowledges and appreciates the significant work conducted by the members of four committees and the project staff.

Executive Committee

1. Efren Carrillo, *5th District*
2. Jerry Dunn, *Human Services Department*
3. Jill Ravitch, *Office of the District Attorney*
4. Rita Scardaci, *Department of Health Services*
5. Steven Herrington, *Sonoma County Office of Education*

Portfolio Review Committee

1. Alfredo Perez, *First 5 Sonoma County*
2. B.J. Bischoff, *Bischoff Performance Improvement Consulting*
3. Carlos Ayala, *Sonoma State University*
4. Carol Simmons, *Child Care Planning Council*
5. Christina Rivera, *County Administrators Office*
6. Dan Blake, *Sonoma County Office of Education*
7. Jennifer O'Donnell, *United Way of the Wine Country*
8. Julie Sabbag-Maskey, *Human Services Department*
9. Katie Greaves, *Human Services Department*
10. Leo Tacata, *Office of the District Attorney*
11. Monique Chapman, *Sheriff's Office*
12. Robert Halverson, *Probation Department*
13. Robert Judd, *Community Foundation Sonoma County*
14. Serena Lienau, *City of Santa Rosa*
15. Susan Castillo, *Department of Health Services*
16. Stephen Jackson, *Sonoma County Office of Education*

Portfolio Appeal Committee

1. David Koch, *Probation Department*
2. Kathleen Kane, *Community Development Commission*
3. Peter Rumble, *County Administrator's Office*

Shared Outcomes Measurement Committee

1. Alfredo Perez, *First 5 Sonoma County*
2. Alexandra Bartz, *Summer Search*
3. Angie Dillon-Shore, *Community Action Partnership*
4. Cindy Williams, *Office of the District Attorney*
5. Dan Blake, *Sonoma County Office of Education*
6. Erin Hawkins, *Petaluma Health Care District*
7. George Malachowski, *Human Services Department*
8. David Koch, *Probation Department*
9. Gigi Mertle, *Department of Child Support Services*
10. Jen Lewis, *Department of Health Services*
11. Jenny Helbraun Abramson, *Continuum of Care*
12. Karin Demarest, *Community Foundation*
13. Kathryn Pack, *Department of Health Services*
14. Kellie Noe, *Department of Health Services*
15. Kim Gilmore, *Information Systems Department*
16. Laurie Siebler, *Community Child Care Council*
17. Robert Halverson, *Probation Department*
18. Steve Pettit, *Public Defender's Office*
19. Teddie Pierce, *Community Development Commission*

Project Managers

Oscar Chavez, *Human Services Department*
Angie Dillon-Shore, *Human Services Department*

Project Staff

Joni Thacher, *Human Services Department*
Megan Sirna, *Human Services Department*
Joy Thomas, *Human Services Department*

The Human Services Department would like to acknowledge the contributions of former staff members, Marla Stewart and Larissa Heeren.

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Introduction

Background

The 2007 Sonoma County Strategic Plan found that criminal justice costs comprised over half of the discretionary general fund, and, as a percent of the total discretionary general fund, were growing. As criminal justice costs continued to rise, County funds available for other County services were diminished.

In July 2008, the Board of Supervisors chartered the Upstream Investments Project to understand the antecedents to criminal behavior and to identify upstream interventions that reduce downstream criminal justice costs.

In January 2010, the Upstream Investments Team made a report to the Board that included seven recommendations to promote Upstream Investments in Sonoma County. These recommendations included convening the Upstream Ad Hoc Board Committee to implement these recommendations.

In January 2011, the Upstream Ad Hoc Board Committee made a progress report to the Board. The Board approved the Upstream Logic Model (refer to Appendix E) and a pilot test of the Portfolio of Model Upstream Programs.

In November 2011, the Upstream Ad Hoc Board Committee made a progress report to the Board that described the Upstream Ad Hoc Board Committee's accomplishments. The Board approved 10 next steps including establishing the Upstream Investments Policy Committee for a two year term (2012-2013).

In March 2012, the Board appointed the first 15 members of the Portfolio Review Committee.

In February 2013, the Upstream Investments Policy Committee made a progress report to the Board that describe the Upstream Investment Policy Committee's accomplishments in 2012.

Purpose of this Progress Report

This report describes the progress of the Upstream Investments Policy Committee in 2012-2013 and the next steps for 2014. The Upstream Investments Policy Committee will return to the Board in January 2015 with a full report about the accomplishments during 2014 term and recommendations for next steps related to the continuation of the Upstream Investments Policy.

Brief Description of the Upstream Investments Policy

The Upstream Investments Policy, sponsored by the Sonoma County Board of Supervisors and widely supported throughout the community, seeks to eliminate poverty in Sonoma County and ensure equal opportunity for quality education and good health in nurturing home and community environments. The three primary strategies are:

- **Invest Early:** Whenever possible, dedicate funding and other resources to prevention-focused policies and interventions.
- **Invest Wisely:** Ensure that upstream policies and interventions have the highest possible likelihood of success by selecting those that are backed by sound evidence. Programs that meet the criteria for the Portfolio of Model Upstream Programs have demonstrated this commitment to evidence-informed practice.
- **Invest Together:** Focus community-wide upstream policies and interventions on preventing six targeted factors and improving 26 indicators of success to achieve the Upstream vision, mission, goals, and measureable impacts.

Guiding Principles

The following principles guide the work of the Upstream Investments Policy Committee:

- The Upstream Investments Policy is a significant and long term public/private partnership. As such, it is important to acknowledge that it cannot use a short term yardstick for this long term journey. This report discusses accomplishments and next steps – but these will not be the last steps. This is a marathon, not a sprint.
- The Upstream Investments logic model approved by the Board of Supervisors in January 2011 is a well-developed and well-supported plan for action. The 2014-2016 Policy Committee will continue a period of implementation.
- Collective impact provides the greatest promise for making significant improvements related to the Upstream Investments Policy and other aligned community-wide initiatives. The implementation activities managed by the Upstream Investments Policy Committee represent purposeful collaboration between Upstream Investments and other community-wide initiatives. Appendix C describes aligned community-wide initiatives.
- A primary objective continues to be identifying evidence-informed methods and funding for upstream interventions in Sonoma County.

NOTE: Some words and phrases used in this report may be unfamiliar to the reader. Refer to Appendix B for a definition of terms.

Report Highlights

2012 - 2013 Upstream Investments Policy Committee Activities

Invest Early

- 242 outreach activities have been conducted to share information and garner support.
- 65 unique funders fund programs on the Portfolio

Invest Wisely

- A total of 22 individuals have served on the Portfolio Review Committee.
- 65 unique programs have been approved to the Portfolio of Model Upstream Programs.
- 15 Portfolio Application workshops were presented and attended by 99 unique organizations.
- 40 organizations requested and received one-on-one technical assistance.
- Upstream received funding from the Community Foundation of Sonoma County and Department of Health Services for one full-time employee to provide training and technical assistance to engage the community and build the capacity of organizations to adopt Upstream principles.
- The Portfolio Review Committee established renewal procedures for programs on the Portfolio.

Invest Together

- To date, 197 local entities have actively engaged in the Upstream Investments Policy.
- The Policy Committee published the *Indicators of Success 2012 Update*.
- Upstream collaborated with Health Action to add 4 indicators of success.
- The Policy Committee launched the Shared Outcomes Measurement Workgroup.
- 16 organizations signed and returned a Letter of Intent to participate in the planning process around shared measurement.
- Upstream and Health Action accepted co-ownership of the Shared Measurement Workgroup.
- Upstream representatives participated in the planning and implementation of the Road to the Early Achievement and Development of Youth (READY) in partnership with the Department of Health Services, Community Child Care Council of Sonoma County, River to Coast Children's Services, Child Care Planning Council of Sonoma County, and First 5 Sonoma County.

Next Steps for 2014 - 2016

Goals new to this report are *italicized*. All other goals have been carried over from 2012 – 2013.

Invest Early:

- Expand the Outreach Campaign to influence public opinion.
 - Legislative Advocacy: An increase in activities that influence elected officials and funders.
 - Business Recognition: An increase in the number of businesses that support Upstream.
 - Aligned Outreach: Increased collaboration with other aligned initiatives.
- Find opportunities to fund and expand upstream activities.
 - A multi-year strategy that ensures ongoing solicitation of new resources.
 - A record of how local funders have prioritized Upstream Investments.
 - A record of how Upstream Investments has been used by local organizations who solicit resources from local benefactors.

Invest Wisely:

- Evidence of a Portfolio of Model Upstream Programs process that is sustainable, defensible and reflects the changing environment of evidence-informed practice.
- A monthly increase in the number of programs approved for Portfolio inclusion.
- *A record of how Portfolio inclusion has changed the practices of member organizations.*
- *An increase in the number of organizations receiving technical assistance and the hours of technical assistance provided each month.*
- Evidence that technical assistance is prioritized to support aligned local initiatives.
- *Support for communities of high need as they seek to address and eliminate racial and ethnic disparities.*

Invest Together:

- The 26 indicators of success are updated and disseminated.
- Evidence of and support for upstream principles in County activities.
- A cross-sector measurement of shared outcomes where none currently exist.
- Promote consistent meaningful engagement with organizations that returned a Resolution of Alignment.
- *Promote further integration of upstream principles across county departments and programs with initial outreach targeted to the Human and Health Services departments.*

- *Conduct targeted outreach to school districts with the goal of increased committee participation and Portfolio representation.*
- *Convene an ongoing learning community to continue dialogue around Upstream Investments and evidence-informed practice.*
- *Engage in cross sector collaboration with other countywide initiatives.*
- *Convene a group of consumers/clients to better understand their experience with evidence-informed practices and/or services.*

Invest Early

The Upstream Investments Policy promotes the implementation of prevention-focused policies and interventions. *Invest Early* means making a commitment to dedicate funding and other resources to early interventions whenever possible. Organizations that have shifted existing funding to, or invested new funding in upstream interventions have demonstrated a commitment to investing early whenever possible.

2011 Board Approved Recommendations

1. Expand the **Outreach Campaign** to influence public opinion.
2. Significantly **Expand Resources** for upstream investments.

2012 - 2013 Upstream Investments Policy Committee Activities

1. Outreach Campaign

Throughout 2012 and 2013, the Upstream Investments outreach campaign included making presentations about Upstream, hosting a website and a Facebook page, conducting a traditional and social media campaign, making informational presentations to local groups, supporting the outreach of Upstream champions, maintaining and using a list-serve to share information, and launching an Engagement Team. This campaign to date has included the following activities:

a. Outreach Activities to Date

	Local, State, and National Presentations	Mentions in Traditional Media	Mentions in Social Media
2009-2011	54	47	17
2012	26	9	59
2013	12	6	12
TOTAL to date	92	62	88

Refer to Appendix D for a full list of presentations to date.

b. Engagement Team

In 2013, the Upstream Investments Policy Committee convened a one-year, Engagement Team to expand outreach activities to four new audiences: elected officials, business, healthcare, and aligned initiatives. Team members demonstrated expertise related to

legislative advocacy, business relations and recognition, marketing and communications, community engagement, and grassroots organizing.

The Engagement Team’s progress was slower than expected. Changes in staffing stalled progress. The team’s original work plan recommended the development of four simultaneous campaigns targeting identified audiences. Limited fiscal and human resources compromised these efforts. The committee was dissolved and will be called on as necessary on an ad hoc or individual basis.

2013 Engagement Team

Position	Representative	Organization
Elected officials (up to 4 positions)	1. Lisa Wittke Schaffner 2. Diana Ramirez	Sonoma County Board of Education Senator Noreen Evans’ Office
Business community (up to 4 positions)	3. Kelly Bass 4. Lee Alderman	Santa Rosa Chamber of Commerce Redwood Credit Union
Private foundations (up to 4 positions)	None	
Communications (up to 4 positions)	5. Susan Starbird 6. Cindy Butner	Starbird Creative Press Democrat
Aligned Initiatives (up to 4 positions)	7. Kellie Noe 8. Beth Dadko 9. Lori Ann Norcia	Cradle to Career, DHS Health Action, DHS Volunteer Center of Sonoma County
Public at large (up to 2 positions)	None	

2. Expand Resources

Ten local funders are actively engaged in developing ways to promote upstream principles through their funding activities: City of Santa Rosa, Community Development Commission, Community Foundation Sonoma County, First 5 Sonoma County, John Jordan Foundation, Sonoma County Department of Health Services, Sonoma County Human Services Department, Sonoma County Probation Department, Sonoma County Office of Education, and United Way of the Wine Country. Throughout 2012 and 2013, these funders pilot tested the use of upstream principles in their various funding activities as follows.

Requests for Proposals (RFPs)

- Requiring programs to be prevention-focused.
- Requiring responders to have a Resolution of Alignment.
- Providing bonus points for programs on the Portfolio.
- Requiring responding programs to be on the Portfolio (at any Tier level).
- Providing information to RFP review committees about which programs are on the Portfolio.
- As a step-wise approach, requiring specific components of Portfolio criteria – for instance requiring a logic model or outcomes that link to the Upstream Indicators of Success.
- For grantees that are not on the Portfolio, requiring a discussion about why not and reports about progress towards a submission to the Portfolio.

Contracts

- Requiring contracted services to be on a national evidence-based clearinghouse.
- Requiring contracted programs to be on the Portfolio to maintain contract funding.
- Discussing upstream principles in contract-monitoring site visits.

Technical Assistance

- Funding training and certification for grantees about specific evidence-based practices.
- Supporting grantees to successfully meet the Portfolio requirements by hosting Portfolio workshops, referring grantees to Upstream staff for Portfolio application assistance, and/or providing direct assistance to grantees as grantees prepare their Portfolio application.

Leveraging other funding

- Recommending Portfolio programs to donors, volunteers and other funding sources.

Next Steps for 2014 - 2016

1. Outreach and Engagement Campaign

The Policy Committee will expand outreach activities to local businesses, elected officials, healthcare, school districts, county departments and other aligned initiatives. Based on a definition of successful business engagement and understanding of best practices, the Human Services Department will continue the work of the Engagement Team. The Engagement Team will convene as an ad hoc advisory group to provide specific input in engagement strategies for the various sectors.

Staff will develop and pilot test messages to the local business community; identify and target specific community stakeholders to pilot engagement messages; identify and make use of all necessary and available resources including websites, multi-media presentations, print materials, speakers, convening of “learning communities”, customized training and technical assistance, support staff, and funding; and develop mechanisms for tracking and acknowledging participation. Activities and progress will be reported to the Policy Committee and Board of Supervisors as necessary. Upon completion of the work plan, subsequent plans will be developed around legislative advocacy, healthcare and aligned initiatives. With the completion of each work plan, group membership will be reevaluated to ensure combined expertise is relevant to new goals.

Staff will also begin a process of engaging transitional-age youth in the Policy Committee. Working collaboratively with youth and several Sonoma County youth serving agencies, we will support the development of Guidelines for Youth Participation in Leadership. Policy Committee members will be supported to meaningfully engage youth in the Policy decision-making process.

Human Services Department staff will continue to keep a record of activities that influenced elected officials, funders and other important community decision-makers. They will also develop and implement strategies to further collaboration with aligned initiatives, including but not limited to Health Action, Cradle to Career and the Mayor’s Gang Prevention Task Force.

2. Expand resources

The Policy Committee will develop a strategic three-year plan to ensure ongoing solicitation of new resources. They will identify and report the funding currently dedicated to Upstream Investments. Based on this information, the committee will recognize stable funding sources and identify and petition new sources.

Through the renewal process established by the Portfolio Review Committee the Upstream staff will identify, monitor and report the ways Upstream Investments was used by local organizations who solicit resources from local benefactors. This report will reflect the practices of individual organizations and collective shifts as knowledge and use of the Portfolio expands.

The Policy Committee will identify and report the amount of funding currently dedicated to Upstream Investments and track changes over time. They will also continue to maintain a record of how local funders have prioritized Upstream Investments.

Invest Wisely

The Upstream Investments Policy promotes evidence-informed practice. *Invest Wisely* means ensuring that upstream policies and interventions have the highest possible likelihood of success by selecting those that are backed by sound evidence. Programs that meet the criteria for the Portfolio of Model Upstream Programs have demonstrated this commitment to evidence-informed practice.

2011 Board Approved Recommendations

1. Formalize the **Portfolio of Model Upstream Programs**.
2. Provide **Technical Assistance** related to program evaluation and implementing evidence-informed practice.
3. Finish and launch the **Interactive Cost Benefit Tool**.

2012 – 2013 Upstream Investments Policy Committee Activities

1. Portfolio of Model Upstream Programs

The Portfolio of Model Upstream Programs (the Portfolio) is a three-tiered clearinghouse of local evidence-based, promising, and emerging practices. The criteria for each tier represent a broad industry and local consensus about the requirements for the three levels of evidence-informed practice. Applying to the Portfolio provides a structured and concrete method for service providers to expand their capacity to deliver evidence-informed services. The Portfolio also provides local funders with an objective, third party assessment of a program's rigor related to implementation and outcomes. The criteria for each tier of the Portfolio are as follows:

Tier 1: Evidence-Based Practices

Evidence-Based Practices are “gold standard” programs – those programs that have been empirically proven to produce positive outcomes and that are implemented in Sonoma County with fidelity to the original model. These programs are listed on a national evidence-based clearinghouse and are implemented in Sonoma County in a way that adheres to the protocol of the originally developed and evaluated program.

Tier 2: Promising Practices

Promising Practices do not meet the rigorous Tier 1 criteria for evidence-based practice, but they are designed based on sound theory and with clear expected outcomes. Tier 2 programs have a literature review, a logic model, a manual, an evaluation, and have been delivered to

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Refer to appendices at the end of this report for definitions of terms. Contact 707.565.5800 for more information.

more than one group of clients.

Tier 3: Emerging Practices

Emerging Practices have the intent of being outcomes-based and meet the pre-requisites for evidence-based practice. However, these programs have not yet completed an evaluation. Tier 3 programs have a literature review, a logic model, policies and procedures, and a credible plan to conduct an evaluation. These programs may be innovative pilot programs.

For a full description of each tier criteria and the Portfolio, refer to <http://www.SonomaUpstream.org>.

The Portfolio is administered by a Board-appointed review committee. The purpose of the Portfolio Review Committee is to evaluate submissions to the Portfolio in accordance with the Review and Decision Process and to determine tier placement for each submission. Programs that are denied for tier placement are provided with technical assistance from the Human Services Department and are afforded a second review. The Portfolio Review Committee is also responsible for ensuring that the tier criteria and the Review and Decision Process continue to meet County policy and accepted industry practices related to evidence-informed practice, and to make recommendations for changes when appropriate. The Portfolio Review Committee is comprised of a minimum of 7 and a maximum of 15 members representing the County Administrator's Office, Sonoma County Health and Human Services Departments, Sonoma County Criminal Justice Departments, local early childhood development organizations, local education entities, local funders, Bay Area universities or colleges, and the community at large. The 2012 - 2013 members of the Portfolio Review Committee are listed on the Acknowledgements page at the beginning of this report.

To date, the Portfolio Review Committee has approved 65 unique programs for Tier placement; 21 as Evidence-Based Practices (Tier 1), 26 as Promising Practices (Tier 2), and 18 as Emerging Practices (Tier 3). Refer to <http://www.SonomaUpstream.org> for a full list of the local organizations that have successfully demonstrated their capacity to deliver evidence-informed programs through a successful Portfolio submission, and the local funders that support these programs.

a. Renewal Process

November 17, 2013 marked three years of membership for the first programs approved to the Portfolio. The Portfolio Review Committee determined that after an organization's program has been on the Portfolio for three years *the organization must demonstrate that the program continues to produce the same or improved outcomes as described in the original application*. All future applications for that program at the same tier for which it was approved must be

submitted as a Renewal Application, using the instructions and application forms posted on the Upstream Investments website at the time of the renewal submission.

Organizations with Tier 1 and Tier 2 programs will be allowed to renew at the same Tier. Organizations with Tier 3 programs are expected to have an evaluation and manual in place and apply for Tier 2 status. However, if the organization can show that there were extenuating circumstances that made it impossible for it to have executed an evaluation plan or create a robust program manual, the organization may submit the program again to be on the Portfolio using a Tier 3 Renewal Form. Tier 3 organizations may only renew at the Tier 3 level one time. After their second 3-year term on the Portfolio they must apply for Tier 2 status or they will be removed.

2. Technical Assistance

To support the expansion of evidence-informed practice, the Human Services Department provides technical assistance in the form of workshops and one-on-one assistance. The Human Services Department has hired a full time staff person to provide customized technical assistance to requesting organizations and to build the capacity of the community through trainings and informational presentations. To date, the Human Services Department has held 15 workshops about different components of the Portfolio criteria. Ninety-nine (99) organizations have sent one or more representatives to one or more workshops, and 42 organizations have requested and received one-on-one assistance in a face-to-face meeting for an hour or more. Refer to Appendix A for a full listing of organizations that have received technical assistance.

With the goal of increased Portfolio involvement from organizations in Sonoma Valley, Upstream Investments partnered with the Community Foundation of Sonoma County, the Sonoma Valley Fund, Sonoma Valley Chamber of Commerce, and Sonoma County Health Action to host a Portfolio presentation in Sonoma Valley. The presentation increased collective understanding of evidence-informed practice, upstream interventions and the Portfolio. The Policy Committee will continue a regional outreach campaign to other areas in Sonoma County.

3. Interactive Cost Benefit Tool

In the January 2010 report to the Board, the Upstream Team described a local cost benefit analysis that explored whether or not there is a cost benefit for County general fund related to criminal justice if the County is the sole funder of upstream interventions. This local cost benefit analysis determined that the County would not financially benefit related solely to criminal justice costs of the general fund if the County was the only funder of upstream interventions. Savings that result from upstream investments are shared throughout the

criminal justice system including services funded by state and federal sources such as courts, prisons, and parole. Savings from upstream interventions are also shared by a variety of other public services. Because the benefits of upstream interventions are spread among all public services funded by a variety of sources, it is critical that varied funding sources (local, state, federal, private) collectively invest in upstream interventions.

Since the initial local cost benefit analysis, there has been a desire to expand the cost benefit analysis template to include costs and benefits related to other County funded services including cash aid and CalFresh, child welfare, and alcohol and other drug services. This expanded analysis would facilitate the development of an interactive cost benefit tool that would allow local funders and service providers to estimate long-term savings from individual upstream investments.

To date, the development of this interactive cost benefit tool has not been funded. Staff will continue to seek funding to support this activity.

Next Steps for 2014 - 2016

1. Portfolio of Model Upstream Programs

Continue building the Portfolio. Present new members of the Portfolio Review Committee to the Board for approval when necessary.

Continue to define a renewal process that reflects and supports the changes in evidence-informed practice in our community, while also encouraging and recognizing the importance of innovation.

2. Technical Assistance

Continue providing technical assistance and identify funding to expand the breadth and depth of the Portfolio as follows:

- Provide assistance to more organizations through an increased number of workshops.
- Provide deeper assistance to organizations through a more intensive program of one-on-one assistance.
- Expand the regional outreach campaign to increase understanding of evidence-informed practice, upstream interventions and the Portfolio.
- Provide targeted technical assistance to Tier 3 organizations around evaluation plan implementation and robust program manual development.
- Leverage existing technical assistance (for instance, universities and free webinars) by strengthening linkages between service providers and these existing resources.

- Develop learning communities that meet on an ongoing basis with staff support where service providers can meet, share their experiences, and learn from each other.
- Publish and maintain a dictionary of the growing local vocabulary related to prevention, evidence-informed practice and collective impact.

3. Address Racial and Ethnic Disparities

Support communities of high need as they seek to address and eliminate racial and ethnic disparities.

- Define and identify high need communities in Sonoma County.
- Recommend and advocate for programs that seek to end racial and ethnic disparities to organizations with service populations in identified high need areas and prioritize for technical assistance.
- Conduct targeted outreach to organizations in these areas to determine their greatest areas of need.

Invest Together

The Upstream Investments Policy promotes collective impact. *Invest Together* means focusing community-wide policies and interventions to achieve the Upstream vision, mission, goals, and measureable impacts.

2011 Board Approved Recommendations

1. Embed the **Indicators of Success** in *www.HealthySonoma.org*.
2. Increase **Collective Impact** related to Upstream Investments and other aligned initiatives.
3. Continue the **County's Leadership** of incorporating upstream principles in County activities.

2012 - 2013 Upstream Investments Policy Committee Activities

1. Indicators of Success

In 2011, the Upstream Investments Policy identified 4 goals and 22 indicators of success to track community progress towards meeting the Upstream vision. Refer to Appendix E for a full list of the goals and indicators of success. Each of the Upstream indicators matches one or more indicators selected by 12 aligned initiatives. Refer to Appendix C for a description of these 12 aligned initiatives.

In November 2012, the Upstream Investments Policy Committee approved the *Indicators of Success 2012 Update*, a report about the 22 indicators which describes current performance, illustrates trends over time, identifies disparities by race/ethnicity, lists the programs on the Portfolio related to each indicator, and benchmarks Sonoma County to other counties and the State. Working collectively, the Sonoma County community can see significant social change in the areas reflected by these indicators. The Upstream Investments Policy Committee urges all community members to use the information in this report to take the following actions (which are more fully described in the *Indicators of Success 2012 Update* available at <http://www.sonomaupstream.org/documents/Indicators2012.pdf>).

In February 2013, the Policy Committee adopted an additional 4 indicators from Health Action raising the total number of indicators tracked from 22 to 26.

2. Collective Impact

To date, 197 local entities have demonstrated their commitment to collective impact and have actively engaged in the implementation of the Upstream Investments Policy. These entities have participated in one or more of seven engagement activities:

- Serving on an Upstream committee
- Hosting an Upstream presentation
- Submitting an Upstream Resolution of Alignment
- Attending a Portfolio workshop
- Requesting and receiving one-on-one technical assistance
- Submitting a program on the Portfolio
- Funding a program on the Portfolio

This engagement is fully described in Appendix A on pages 23 - 34. Thirty-one entities have significantly promoted the implementation of the Upstream Investments Policy and furthered collective impact by participating in four or more of the seven categories of engagement. These 31 entities represent business, cities, community-based organizations, education, philanthropy, and County departments. In February 2013, the Board of Supervisors approved and the Human Services Department presented a Gold Resolution to 25 of these entities (italicized) for their commitment to the early implementation of Upstream from 2009-2012. All thirty-one organizations are as follows:

- *California Parenting Institute*
- *Center for Social and Environmental Stewardship*
- *Child Care Planning Council*
- *City of Santa Rosa*
- *Community Action Partnership of Sonoma County*
- *Community Child Care Council of Sonoma County*
- *Community Foundation Sonoma County*
- *Drug Abuse Alternatives Center*
- *Extended Child Care Coalition*
- *First 5 Sonoma County*
- *Forget Me Not Farms*
- *Martial Arts Youth Institute (MAYi)*
- *National Alliance on Mental Illness Sonoma County (NAMI)*
- *Office of the District Attorney*
- *On the Move / V.O.I.C.E.S.*
- *Petaluma City and Petaluma Joint Union High School Districts*
- *Petaluma People Services Center*
- *Professional Association for Childhood Education*
- *Recourse Mediation Services*
- *River to Coast Children's Services*
- *Santa Rosa Chamber of Commerce*
- *Social Advocates for Youth*
- *Sonoma County Department of Child Support Services*
- *Sonoma County Department of Health Services*

- *Sonoma County Human Services Department*
- *Sonoma County Office of Education*
- *Sonoma County Probation Department*
- *United Way of the Wine Country*
- *Volunteer Center of Sonoma County*
- *Workforce Investment Board*
- *Young Women's Christian Association (YWCA)*

Shared Outcomes Measurement

In another activity to promote collective impact, the Upstream Investments Policy Committee convened the Shared Outcomes Measurement Workgroup to develop, implement, and sustain the measurement of a few community-wide outcomes for children, families, and individuals. This work represents the next step in developing shared outcomes measurement. It takes Sonoma County beyond the population-level data currently available and published in the *Indicators of Success 2012 Update* to collecting, analyzing, and using information about the array of services that specific individuals and families receive in this community. The full action plan and developed documents for the Shared Outcomes Measurement Workgroup can be viewed at <http://www.sonomaupstream.org/html/shared.asp>. To date this work has resulted in the following products:

- Shared Outcomes Action Plan
- Shared Outcomes One-Year Work Plan
- Documented Best Practices in Other Communities
- Shared Outcomes Logic Model
- Outcomes We May Track
- Draft Business Plan
- Draft Scope of Work for Database
- Letter of Intent for Participating in the Planning Process

On July 3, 2013, a Letter of Intent was sent to local stakeholders and County Departments to signal their intent to participate in the development of a shared measurement system. To date, 16 organizations have returned their Letter of Intent. On July 25, 2013, the Policy Committee convened 33 individuals from 25 organizations to discuss the next steps for shared measurement and the development of a standalone research institute to conduct research, house data and offer technical assistance to local organizations.

As of October 2013, the Human Services Department and Department of Health Services, as led by Upstream Investments, Health Action, and Cradle to Career, have agreed to co-own the shared outcomes work.

Other Aligned Activities

To promote collective impact through the Upstream Investments Policy, and to ensure that planning and activities in different areas are complimentary and jointly successful, the Human Services Department participates in the following activities:

- The **Cradle to Career** Operational Committee and Upstream committees have numerous members in common, which facilitates ongoing communication between the initiatives and supports mutually-reinforcing activity. The Human Services Department

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Refer to appendices at the end of this report for definitions of terms. Contact 707.565.5800 for more information.

coordinated the booth exhibits for the Cradle to Career launch in April 2012 and at the 2013 Fall Dialogue. Each booth highlighted a program on the Portfolio that supports the Cradle to Career continuum. Tracking indicators of success for Cradle to Career is part of the annual Upstream Indicators Report and the Shared Outcomes Measurement Workgroup.

- Serves on the **Health Action Council** and the Committee for Healthcare Improvement; and Department of Health Services staff serve on every Upstream committee.
- Presented Upstream as a break-out session at the Fall Trustees Symposium hosted by the **Sonoma County Office of Education**.
- Serves on the Santa Rosa **Mayor's Gang Prevention Task Force** Policy Team; and Santa Rosa City staff serve on the Portfolio Review Committee.
- Serves on the **Community Development Committee**; and staff of the Community Development Commission serve on Upstream committees.
- Serves on the **First 5 Sonoma County Commission** and First 5 staff serve on Upstream committees.
- Serves on the **Partnership for Children** Advocacy Groups Roundtable; and staff of the Partnership serves on Upstream committees.
- Sponsors **Prevent Child Abuse** Sonoma County.
- Serves on **Sonoma County BEST** Board of Directors.
- Leads the **Workforce Investment Board**.
- Released, in collaboration with the Department of Health Services, First 5 Sonoma County, the Probation Department, and the Community Development Commission, a **Request for Qualifications** to competitively select a list of qualified program evaluators that can be used by all County Departments to evaluate County delivered and County funded services.
- Was funded, in collaboration with the Department of Health Services, Community Child Care Council of Sonoma County, Child Care Planning Council, and River to Coast Children's Services, by First 5 to implement the **Road to the Early Achievement and Development of Youth (READY)**.

3. County Leadership

The County also demonstrates a commitment to investing early, investing wisely and investing together through County activities. In 2012 and 2013, the County highlighted Upstream Investments in the 2012-2013 budget, pilot tested the use of upstream principles in competitive procurements and contracting, submitted Resolutions of Alignment for County Departments and collaboratives, submitted a Letter of Intent, and submitted County programs to the Portfolio.

1. Indicators of Success

- Update and widely disseminate the *Indicators of Success* and promote the Calls to Action. Schools, businesses, cities, non-profits, faith-based communities, civic organizations, and individuals can all use this information to focus their engagement and contribute to collective impact. An update of the *Indicators* will be published in late spring 2014.
- Continue to support expansion and scaling of effective practices and support the replacement or improvement of practices that demonstrate inefficacy. Communities and organizations are complex adaptive systems. Success requires an ever-changing array of public and private approaches. This community has a collective desire to improve home and community environments and a shared understanding that some well-intentioned approaches are not successful.
- Encourage local businesses, chambers of commerce, and media agencies to use this information and engage in community-wide collective impact activities.

2. Shared Outcomes

- Collaborate with Department of Health Services (Health Action and Cradle to Career) to provide leadership for the Shared Outcomes Measurement Workgroup and to launch a pilot of a shared measurement system.
- Increase in the number of Letters of Intent returned.
- Convene an ongoing learning community with partnered organizations to identify the barriers and benefits of a common research institute.
- Approve policies for data sharing including, when appropriate, approve Memorandums of Understanding.
- Gain agreement from 5-10 organizations to participate in a shared measurement pilot, possibly leveraging a shared measurement effort already being conducted (i.e. First 5 contractors).
- Determine which shared outcomes to measure for the pilot, with common definitions and measurement tools.
- Define and pilot-test reports and plan to produce them regularly.
- Develop a three-year management plan to implement the scope of work and ensure that all objectives are met.
- Create a foundation for future, more complex, shared data analysis and use.

3. Collective Impact

- Convene a group of consumers to better understand their experience with evidence informed practices.

- Promote consistent and meaningful engagement with organizations that returned a Resolution of Alignment.

4. County Leadership

- Promote further integration of upstream principles across county departments.
- Host a series of presentations within county departments to define and promote upstream principles.
- Create and distribute a newsletter to department heads and community partners that can be used to disseminate information about Upstream Investments within their departments and organizations.
- Continue to reflect upstream principles in County activities including the budget, procurement, service delivery, and policy development.

Leadership and Resources

The Upstream Investments Policy is one of several large-scale, County-sponsored collective impact initiatives with the intent of improving community well-being. Collective impact backbone organizations dedicate staff with the necessary skills to provide overall strategic direction, facilitate effective dialogue between partners, manage data collection and analysis, and coordinate community outreach. The County of Sonoma serves as the backbone organization for the Upstream Investments Policy.

2011 Board Approved Recommendations

1. Continue the Upstream Investments Policy.
2. Provide backbone resources in 2012-2013 and 2013-2014.

2012 – 2013 Upstream Investments Policy Committee Activities

The Human Services Department sponsors the Upstream Investments Policy on behalf of the Board of Supervisors and dedicates the following staffing resources:

- **Sponsorship (.1 FTE):** Inspires and maintains a community-wide focus on the mission, vision, and goals; represents Upstream Investments in County, state, and federal settings.
- **Project Management (.75 FTE):** Supervises staff; designs and facilitates meetings and activities to promote successful achievement of goals; makes presentations to a wide range of audiences; works one-on-one with organizations aligning their practices; ensures effective communications among partners; prepares updates and reports for the Board of Supervisors.
- **Project Operations (1 FTE):** Coordinates correspondence; manages scheduling and logistics of five committees; ensures Brown Act compliance; coordinates the review process for the Portfolio Review Committee; documents all meetings; produces all documents; coordinates development and implementation of all communications and outreach; designs marketing materials; manages website content; staffs the Engagement Team; coordinates outreach activities with aligned initiatives.
- **Program Evaluation Technical Assistance (Contract):** Provides one-on-one and workshop assistance about program evaluation (including finding and using relevant research to inform program design, developing logic models, designing and implementing evaluations, and disseminating and using evaluation results to improve programs).

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Refer to appendices at the end of this report for definitions of terms. Contact 707.565.5800 for more information.

- **Data Analysis and Reporting (.50 FTE):** Collects, analyzes, and reports all necessary data; ensures ongoing maintenance and publication of the *Indicators of Success*, staffs the Shared Outcomes Measurement Committee.

In 2013, The Department of Health Services and Community Foundation donated funds to Upstream Investments to hire one full-time staff to provide technical assistance to local non-profits to increase their use of evidence-informed practice.

In 2013, First 5 funded the Road to the Early Achievement and Development of Youth (READY). The Human Services Department received one full-time staff to coordinate the project.

Next Steps for 2014 - 2016

Identify resources for 2014 – 2016 to support the next steps described in this report.

The Human Services Department will work to identify resources to continue the backbone support for the Upstream Investments Policy and to add the necessary support for the next steps recommended by the Upstream Investments Policy Committee as described in this report. Recommendations will be submitted by the Human Services Department as part of the County's 2014-2015 budget process.

Appendix A

Local Community Engagement in Upstream Investments

To date, 197 local entities have actively engaged in the Upstream Investments Policy. This engagement is fully described in the tables on pages 23 - 34 and summarized in the table below. While this information is comprehensive, it does not provide the full story. Many organizations champion Upstream Investments in ways that are not reflected here such as promoting Upstream Investments in their sphere of influence, introducing Upstream staff to their colleagues, and donating meeting space. Thirty-one entities have significantly promoted the implementation of the Upstream Investments Policy by participating in four or more of the seven categories of engagement described below. Twenty-five of these entities were early adopters and have been given a Gold Resolution to recognize their outstanding participation. All 30 entities are shaded blue in the tables on pages 23 - 34.

Summary of Community Engagement in Upstream Investments by Category

Category	#	Number of Entities in the Category that Engaged in Each Activity						
		Serve(d) on Upstream Committee(s)	Hosted Upstream Presentation(s)	Submitted Resolution of Alignment	Attended Portfolio Workshop(s)	Received One-on-One Technical Assistance ¹	Implement Program(s) on the Portfolio	Fund Program(s) on the Portfolio
Business	13	6	1	1	4	1	1	5
Cities and Sponsored Entities	5	2	2	0	0	1	0	4
Civic Groups	7	0	6	0	0	0	0	2
Community Based Organizations	97	13	10	47	70	35	49	4
County of Sonoma	25	17	14	9	6	3	7	9
Education	19	4	4	4	6	1	14	4
Healthcare	14	1	1	3	4	0	9	3
Philanthropy	17	3	3	1	4	1	2	13
TOTAL	197	46	41	65	94	42	82	44

¹One-on-one technical assistance is only reported for organizations receiving one hour or more of face-to-face support.

Business

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Bischoff Performance Improvement Consulting	Yes			1			
2. Empire College		1					
3. ESC Appraisals				1			
4. First Community Bank							1
5. Maria Pappas Business Consulting				1			
6. North Coast Builders Exchange	Yes						
7. Press Democrat	Yes						
8. Redwood Credit Union	Yes						
9. Santa Rosa Chamber of Commerce	Yes		Yes	1	Yes	1	1
10. Sonoma Bank							1
11. Starbird Creative	Yes						
12. TWiT TV							1
13. Xandex Corporation							1

Cities and Sponsored Entities

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. City of Petaluma							1
2. City of Santa Rosa	Yes	1			Yes		6
3. Mayors Gang Prevention Task Force	Yes	3					
4. Santa Rosa Recreation and Parks							1
5. Town of Windsor							1

Civic Groups

Organization	Serve(d) on Upstream Committee	Number of Upstream Presentation(s) Hosted	Submitted Resolution of Alignment	Attended Portfolio Workshop(s)	Received One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Petaluma Chamber of Commerce		3					
2. Petaluma Kiwanis Club							1
3. Petaluma Rotary		1					1
4. Rohnert Park-Cotati Rotary		1					
5. Russian River Rotary		1					
6. Santa Rosa Sunrise Rotary		1					
7. Windsor Lions Club		1					

Community Based Organizations (CBOs)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. 10,000 Degrees					Yes	1	1
2. Action Network				2		1	
3. Alternative Family Services			Yes			1	
4. ARTescape				1			
5. Becoming Independent				2			
6. Big Brother Big Sisters	Yes					1	
7. Boys & Girls Clubs of Central Sonoma County			Yes			5	
8. Boys & Girls Clubs of Marin and Southern Sonoma Counties		1	Yes			3	

Community Based Organizations (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
9. Boys and Girls Club of Sonoma Valley						3	
10. Buckelew Programs	Yes			1			
11. California Human Development			Yes	1			
12. California Parenting Institute	Yes	1	Yes	2		1	
13. California Youth Outreach			Yes			1	
14. CalSERVES AmeriCorps				1			
15. Catholic Charities of the Diocese of Santa Rosa			Yes	1			
16. Center for Creative Arts				1			
17. Center for Social and Environmental Stewardship			Yes	1	Yes	7	
18. Ceres Community Project			Yes		Yes		
19. Children and Family Circle			Yes		Yes	1	
20. CHOPS Teen Club			Yes	1	Yes		
21. Cloverdale Community Outreach Committee			Yes	2			
22. Committee on the Shelterless			Yes	3	Yes	1	
23. Community Action Partnership of Sonoma County	Yes	1	Yes	6	Yes	7	
24. Community and Family Services Agency				1		5	
25. Community Child Care Council of Sonoma County		1	Yes	6	Yes	3	
26. Community Matters						1	1
27. Community Support Network			Yes	1		1	
28. Conservation Corps North Bay			Yes		Yes	1	
29. Council on Aging				1			

Community Based Organizations (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
30. Double Punches Boxing Club					Yes		
31. Dove Tail Learning				1			
32. Drug Abuse Alternatives Center	Yes	1	Yes	1		3	
33. Early Learning Institute			Yes	1		1	
34. Extended Child Care Coalition			Yes	1	Yes	1	
35. Forget Me Not Farm			Yes	1	Yes	1	
36. Gateway to Quality GIV				1			
37. Goodwill Industries of the Redwood Empire			Yes		Yes	1	
38. Goranson and Associates				1			
39. Hanna Boys Center				1			
40. Hospice by the Bay				3			
41. Inter-Faith Shelter Network				1			
42. Jewish Community Center		1		1			
43. Jewish Family and Children’s Services			Yes		Yes	1	
44. Kid Scoop News			Yes	2	Yes		
45. La Luz Center		2		3	Yes		
46. Latino Service Providers				1		1	
47. Legal Aid of Sonoma County				3			
48. Life Works of Sonoma County				2	Yes		
49. Listening for Change				1	Yes		
50. Lomi Psychotherapy				1			
51. Martial Arts Youth Institute			Yes	1	Yes	1	
52. Mendocino Family and Youth Services				1			
53. Mentor Me Petaluma				1	Yes	1	

Community Based Organizations (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
54. NAMI Sonoma County			Yes	1	Yes	1	
55. North Bay Children’s Center			Yes				
56. New Ways to Work						1	
57. North Bay Regional Center							1
58. Northern California Center for Wellbeing						2	
59. On the Move/ V.O.I.C.E.S.	Yes		Yes	1	Yes	1	
60. Partnership for Children			Yes				
61. Pepperwood Preserve					Yes		
62. Petaluma People Services Center	Yes		Yes	2	Yes	10	
63. Professional Association for Childhood Education (no longer operating in Sonoma County)	Yes		Yes		Yes	1	
64. Recourse Mediation Services		1	Yes	2		1	
65. Redwood Empire Food Bank				3	Yes		
66. Restorative Resources			Yes	1		1	
67. River to Coast Children’s Services	Yes		Yes	1	Yes	2	
68. Russian River Counselors			Yes		Yes		
69. Salvation Army				1	Yes	2	1
70. Self Esteem Living Foundation				1			
71. Seneca Center			Yes		Yes	1	
72. Social Advocates for Youth	Yes		Yes	2	Yes	5	
73. Sonoma Community Center				2			
74. Sonoma County Adult and Youth Development (merged with California Parenting Institute)			Yes	3		4	

Community Based Organizations (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
75. Sonoma County Indian Health Project						1	
76. Sonoma County Legal Services Foundation				1			
77. Sonoma Ecology Center				2			
78. Sonoma League for Historic Preservation				1			
79. Sonoma Overnight Support				1			
80. Sonoma Valley Mentoring Alliance			Yes	3			
81. Sonoma Valley Teen Services				1	Yes		
82. Summer Search North Bay	Yes			1		1	
83. Sunny Hills Services			Yes	1		1	
84. Suzie Gruber						1	
85. The Living Room Center			Yes	1			
86. ThumbsUp Kids				1			
87. TLC Child and Family Services			Yes		Yes	1	
88. Transition Sonoma Valley				1			
89. Valley of the Moon National Historical Association				1			
90. Verity			Yes	1		1	
91. Vintage House Senior Center				2			
92. Volunteer Center of Sonoma County	Yes	1	Yes	1	Yes	1	
93. Wells Fargo Center for the Arts		2		2			

Community Based Organizations (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
94. West County Community Services			Yes				
95. Women’s Initiative for Self Employment				1			
96. Women’s Recovery Services			Yes	1		1	
97. Young Women’s Christian Association			Yes	1	Yes	1	

County of Sonoma and Sponsored Entities

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Agriculture and Open Space District							1
2. County Administrator’s Office	Yes	1					
3. Community Development Commission	Yes	2		1	Yes		
4. Continuum of Care Steering Committee	Yes	1					
5. County Counsel	Yes						
6. Department of Child Support Services	Yes		Yes	2	Yes		
7. Department of Health Services	Yes	4		4	Yes	3	5
8. First 5 Sonoma County	Yes	2	Yes				9

County of Sonoma and Sponsored Entities (continued)

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio - as Implementer	Number of Programs on the Portfolio - as Funder
9. Maternal, Child and Adolescent Health Advisory Board		1	Yes				
10. Perinatal Alcohol and Other Drug Action Team		1	Yes				
11. Economic Development Board	Yes		Yes				
12. Fish and Wildlife Commission							1
13. General Services	Yes						
14. Human Services Department	Yes	1	Yes	1		4	8
15. Area Agency on Aging						1	
16. Workforce Investment Board	Yes	2	Yes			1	1
17. Information Services Department	Yes						
18. Office of District Attorney	Yes	1				1	1
19. Family Justice Center			Yes	1			
20. Probation Department	Yes	1		1		2	8
21. Juvenile Justice and Delinquency Prevention Commission			Yes				
22. Public Defender	Yes						
23. Regional Parks	Yes	1					
24. Sheriff's Office	Yes	1					
25. Water Agency		1				1	1

Education

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Cloverdale Unified School District						1	
2. Cotati-Rohnert Park Unified School District						2	
3. Healdsburg Unified School District						2	
4. Petaluma City and Petaluma Joint Union High School District		1	Yes	1		1	
5. Petaluma Adult School						1	
6. Petaluma City Schools				1		1	1
7. Roseland School District						1	1
8. Roseland Charter School						1	1
9. Santa Rosa City Schools						1	
10. Santa Rosa Junior College				1			
11. Sonoma Charter School				1			
12. Sonoma County Board of Education	Yes	1	Yes				
13. Sonoma County Office of Education	Yes	3	Yes	4		4	1
14. Child Care Planning Council	Yes	1	Yes		Yes	2	
15. Special Education Local Plan Area				1			
16. Sonoma State University	Yes						
17. Sonoma Valley Unified School District						1	
18. West Sonoma County Union High School District						1	
19. Windsor Unified School district						1	

Healthcare

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Community Health Centers				1			
2. Kaiser Permanente						1	2
3. Petaluma Health Care District	Yes	1					
4. Petaluma Health Center						1	
5. Redwood Community Health Coalition			Yes				
6. Santa Rosa Memorial Hospital							1
7. Sonoma Valley Community Health Center			Yes	1			
8. Santa Rosa Community Health Centers.			Yes	1		2	
9. Roseland Children’s Health Center						1	
10. Southwest Community Health Center						1	
11. Vista Family Health Center						1	
12. St. Joseph Health System				2		2	1
13. Vista Community Clinic						1	
14. West County Health Centers						1	

Philanthropy

Organization	Serve(d) on Upstream Committee	Hosted Upstream Presentation	Resolution of Alignment	Number of Portfolio Workshops Attended	One-on-One Technical Assistance	Number of Programs on the Portfolio – as Implementer	Number of Programs on the Portfolio – as Funder
1. Bank of America Foundation							1
2. Catholic Charities	Yes					1	
3. Community Foundation Sonoma County	Yes	1		1	Yes		2
4. Exchange Bank Foundation							1
5. Harrison Mecham Relief Fund							1
6. Healdsburg Education Foundation				1			
7. Impact 100 Sonoma		1					
8. John Jordan Foundation							1
9. Levi's GranFondo Cycling							1
10. McCormick Family Foundation							1
11. Mildred Yount Manion Foundation							1
12. Petaluma Community Foundation							2
13. Sisters of St. Joseph Healthcare Foundation							2
14. Sonoma County Health Alliance							1
15. Sonoma Valley Education Foundation				1			
16. Speedway Children's Charities							5
17. United Way of the Wine Country	Yes	2	Yes	1		1	4

Glossary

Aligned Initiatives: The Sonoma County community is dedicated to ensuring the highest possible quality of life for all residents. To this end, there are a variety of community-wide initiatives and collaborations that promote values and indicators of success with which the Upstream Investments Policy is closely aligned. There is a shared value for alignment, collaboration, and collective impact between the initiatives and to this end the *backbone support* for these initiatives actively work together to reduce redundancies, articulate messaging, and share resources. Specific aligned initiatives are described in Appendix C.

Brown Act: An act of the California State Legislature passed in 1953 that guarantees the public's right to attend and participate in meetings of local legislative bodies.

Clearinghouse: A variety of evidence-based clearinghouses evaluate whether or not programs meet the criteria for being an *evidence-based practice*. Generally, these clearinghouses use similar criteria: rigorous evaluation using experimental design, publication in a peer-reviewed journal, sustained effect, replication and replicability. Often, these rigorous evaluations are completed by universities, government agencies, and privately funded research institutes. It is less common for a locality to have the necessary resources to complete this level of evaluation. In order to verify that Sonoma County programs meet the criteria for being evidence-based, the program must be included in one or more evidence-based clearinghouses. Refer to the "Upstream Clearinghouse Crosswalk" on <http://www.SonomaUpstream.org> for a list of clearinghouses and the rating on each that meets the criteria for Tier 1.

Clients: Throughout the community, County Departments and community partners provide services to community members. In these documents, the term "client" is broadly defined to include residents, participants, students, consumers, target populations, and communities served. Again, it is the intent of the Upstream Investments Policy Committee to be inclusive of a wide variety of "clients."

Collective Impact: A commitment of a group of important actors from different sectors to a common agenda for solving a specific social problem. Collective impact is distinctly different from collaboration, partnerships, and networks in that it includes a centralized infrastructure, a dedicated staff, and a structured process that leads to a common agenda, shared measurement, continuous communication, and mutually reinforcing activities among all participants. (John Kania and Mark Kramer, Winter, 2011, *Collective Impact*, Stanford Social Innovation Review, http://www.ssireview.org/site/printer/collective_impact/).

Downstream: In the context of the Upstream Investments Policy, “downstream” refers to those services and interventions which are reactive or remedial and are needed after an individual or family has experienced an overwhelming accumulation of risk factors such as poverty, racial disparities, family dysfunction, and negative peer influences. Examples of services traditionally considered to be downstream include criminal justice, public assistance, child welfare, substance abuse treatment, and mental health treatment. However, these services can also be delivered in an upstream manner with a focus on preventing future risk factors and improving future quality of life.

Evidence-Based: A growing body of research in the social and behavioral sciences has demonstrated that certain approaches and strategies can positively impact important social problems. Those programs that have been found to be effective based on the results of rigorous evaluation and peer review are often called “evidence-based.” An important element of evidence-based practices is that they have been evaluated rigorously in experimental or quasi-experimental studies. Not only are the results of these evaluations important, but it is also essential that the evaluations themselves have been subjected to critical peer review. (Cooney, S.M., Huser, M., Small, S., and O’Connor, C. ,October, 2007. *Evidence-based Programs: An Overview*, What Works Wisconsin-Research to Practice Series, University of Wisconsin-Madison and University of Wisconsin-Extension.)

Evidence-Informed: Refer to “Outcomes-Based” on page 31.

Fidelity: Fidelity is the extent to which a program is implemented in a way that adheres to the protocol or model of the originally developed and evaluated program which has been determined to be *evidence-based*. Programs that are implemented with fidelity can demonstrate that they match the original program in the following dimensions:

Adherence – The extent to which the model’s critical elements (core activities and methods necessary to achieve the outcomes desired) are implemented.

Dose/exposure - The amount of program content received by participants.

Quality of program delivery – The manner in which providers implement the program relative to specifications in the original design.

Participant responsiveness – The extent to which participants are engaged by and involved in the activities and content of the program.

Although discouraged, programs may sometimes make *adaptations* to the model program. Adaptations are made for various reasons, including to reduce cost, improve cultural sensitivity, and improve the fit with the organization’s other programs. If the adaptations are too extensive, then the program is no longer be considered to have *fidelity* to the original program because it

has become essentially a different program. Achieving the same outcomes as the original program is unlikely. Examples of acceptable and risky or unacceptable adaptations are as follows.

Acceptable Adaptations

1. Changing language – Translating and/or modifying vocabulary
2. Replacing images to show youth and families that look like the target audience
3. Replacing cultural references
4. Modifying some aspects of activities such as physical contact
5. Adding relevant, evidence-based content to make the program more appealing to participants

Risky or Unacceptable Adaptations

1. Reducing the number or length of sessions or how long participants are involved
2. Lowering the level of participant engagement
3. Eliminating key messages or skills learned
4. Removing topics
5. Changing the theoretical approach
6. Using staff or volunteers who are not adequately trained or qualified
7. Using fewer staff members than recommended

HealthySonoma.org: A one-stop source of non-biased data and information about community health in Sonoma County, and healthy communities in general. It is intended to help planners, policy makers, and community members learn about issues, identify improvements, and collaborate for positive change.

Interactive Cost Benefit Tool: A web-based tool that will allow local policymakers, service providers, and funders to estimate the savings from individual upstream investments to County funded criminal justice, public assistance, child welfare, and alcohol and other drug services.

Outcomes-Based: Not all good practices have had the opportunity to receive the level of evaluation required to be considered “evidence-based.” The Portfolio of Model Upstream Programs recognizes promising and emerging practices that are based on the findings of research studies, have sound logic, have been or will be evaluated, and have been standardized. This is also referred to as evidence-informed. These criteria are more fully described at <http://www.SonomaUpstream.org>.

Policy Framework: A set of principles and long-term goals that form the basis of making rules and guidelines, and give overall direction to planning and development (<http://www.businessdictionary.com>). The Upstream Logic Model represents the policy framework intended to shift resources to prevention-focused and outcomes-based policies and

interventions that are targeted to a specific set of factors and that improve specific indicators of success.

Portfolio of Model Upstream Programs: The Portfolio of Model Upstream Programs (the Portfolio) is a three-tiered clearinghouse of local evidence-based, promising, and emerging practices. The criteria for each tier represent a broad industry and local consensus about the requirements for the three levels of evidence-informed practice. Applying to the Portfolio provides a structured and concrete method for service providers to expand their capacity to deliver evidence-informed services. The Portfolio also provides local funders with an objective, third party assessment of a program’s rigor related to implementation and outcomes. Refer to <http://www.SonomaUpstream.org> for more information.

Programs: Throughout the community, there are many categories of activities that may reflect upstream principles. In this report, the term “programs” is broadly defined to include a variety of activities that may be also be called strategies, practices, approaches or interventions. It is the intent of the Upstream Investments Policy Committee to be inclusive of a wide variety of “programs.”

Resolution of Alignment: Many public and private organizations through the community share the County’s commitment to upstream principles and are funding and implementing outcomes-based upstream programs. The Board of Supervisors invites organizations to submit Resolutions of Alignment which describe their aligned practices and are approved by their governing bodies. These Resolutions will help develop a better understanding of the breadth and scope of existing upstream investments and will suggest gaps and opportunities for expansion. A sample Resolution template and all Resolutions received to date are available on <http://www.SonomaUpstream.org>.

Upstream: In the context of the Upstream Investments Policy, “upstream” refers to prevention-focused policies and interventions that increase equality and reduce monetary and societal costs. Upstream interventions are provided before individual and families are overwhelmed by the accumulation of risk factors such as poverty, racial disparities, family dysfunction, and negative peer influences. Upstream interventions are any interventions that are provided earlier than current downstream services.

Upstream Logic Model: A one page illustration of the Upstream Investments Policy vision, mission, goals, activities, indicators of success, and impact.

Upstream Principles: This phrase refers to the strategies of investing early, investing wisely, and investing together.

Aligned Initiatives

Collective impact provides the greatest promise for making significant improvements related to the Upstream Investments Policy and other aligned community-wide initiatives. The implementation activities managed by the Upstream Investments Policy Committee represent purposeful collaboration between Upstream Investments and other community-wide initiatives. Twelve are described here.

Aiming High Consortium: This Sonoma County initiative is designed to close the achievement gap for English learners. Twenty-one school districts and 23 partner agencies participate. The Sonoma County Office of Education and the Sonoma County Association of School Administrators provide joint leadership. (<http://www.scoe.org/pub/htdocs/aiming-high.html>)

Continuum of Care: The Sonoma County Continuum of Care is comprised of a broad coalition of nonprofits, public agencies, business organizations, and private individuals working together to combat homelessness and is supported by the Sonoma County Community Development Commission. (<http://www.sonoma-county.org/ckc/cdhomeless.htm>)

Cradle to Career: Cradle to Career Sonoma County is a historic partnership that connects all segments of the educational continuum – early childhood, K-12, college/technical training, careers – with broad community support to improve the educational, economic, and health outcomes for all Sonoma County youth. It engages community partners to coordinate and align the education efforts and resources in Sonoma County to ensure that all of our youth are prepared to succeed. (<http://www.sonomahealthaction.org/cradle-to-career>)

First 5 Sonoma County: First 5 Sonoma County invests in Sonoma County's youngest children by funding programs and services that promote, support, and improve the early development of children from the prenatal stage through age five. First 5 is funded by Proposition 10, a statewide ballot initiative passed in 1998 that added fifty cents per pack to cigarettes and other tobacco products. (<http://www.first5sonomacounty.org>)

Health Action: Convened by the Sonoma County Department of Health Services as a catalyst to improve the health of the community, Health Action seeks to engage a broad spectrum of stakeholders in dialogue about community health issues, enrich collective understanding of local health issues and solutions, create a shared vision for community health improvement, and offer leadership to develop and implement initiatives and policies to create a healthy community. (<http://www.sonomahealthaction.org>)

Mayor’s Gang Prevention Task Force: The Santa Rosa Mayor’s Gang Prevention Task Force is a collaborative effort involving private citizens, city, county, and state government, local community-based organizations, schools, parents, faith community, and local law enforcement. The focus of this work is to intervene in the lives of youth to provide positive socialization opportunities as an alternative to criminal involvement and to deter them from other maladaptive behaviors. (<http://ci.santa-rosa.ca.us>)

Mental Health Services Act: Mental Health Services Act expands mental health services to persons who have serious mental illness or who are seriously emotionally disturbed and whose service needs are not being met through other funding sources. (www.ochealthinfo.com/mhsa)

Partnership for Children: Partnership for Children was formed to effect positive social and policy change, to provide a united voice for children and youth in Sonoma County, and to bring partners together to coordinate their efforts. Partnership for Children places the needs and concerns of children, youth and families at the forefront. Partnership for Children mobilizes Sonoma County resources to raise awareness of what families, the community, and community leaders can do to prioritize and protect children and youth, and to address their needs. (www.sonomapartnershipforchildren.com)

Perinatal Alcohol & Other Drug Action Team: This group has been working since 2003 to reduce perinatal exposure to tobacco, alcohol, and other drugs and is supported by the Department of Health Services. Membership includes physicians, nurses, social workers, alcohol and other drug treatment specialists, child welfare representatives, and other community members who are dedicated to helping babies achieve the healthiest start in life.

Prevent Child Abuse Sonoma: Prevent Child Abuse Sonoma’s mission is to establish an effective, cooperative and coordinated response to end child abuse. They are aligned with both the federal and state efforts which are headed by Prevent Child Abuse America and Prevent Child Abuse California. (www.preventchildabuse-sonomacounty.org/)

Sonoma County BEST (Building Economic Success Together): A collaborative partnership between the private and public sectors to create jobs and economic vitality over the next five years. (www.sonomacountybest.org)

Sonoma County Strategic Plan: The Sonoma County Strategic Plan is a long-term, high-level “road map” with goals that address major challenges not addressed elsewhere. It is a policy document with key “themes” that apply broadly and influence County culture. This determines how to intervene in certain trends to decrease threats to the programs and services that the

County provides, and where possible, create new opportunities for the County and the community. (www.sonoma-county.org/strategic/)

Upstream Presentations to Date

The Human Services Department and other champions make local one-on-one and group presentations about the Upstream Investments Policy to educate, invite input, and develop support. They also make presentations to regional, state, and national audiences to advocate for an upstream approach by partners and funders at all levels. These presentations, informational in intent, are different from technical assistance provided to local organizations in the form of workshops or one-on-one assistance.

Local Presentations

Local Conferences and Gatherings

1. Juvenile Justice Symposium (7/13/09)
2. Community Action Partnership 7th Annual Community Dialogue Conference (4/21/11)
3. Blue Ribbon Child Abuse Prevention Luncheon (4/27/11)
4. 19th Annual Latino Health Forum (10/13/11)
5. 2012 State of the County Annual Report to the Community (1/13/12)
6. Community Child Care Council of Sonoma County 40th Anniversary Town Hall press Conference (4/23/12)
7. North Bay School Trustee Fall Symposium (10/20/12)

Board of Supervisors Forums

8. District 5 Upstream Forum (3/23/11)
9. District 1 Upstream Forum (4/4/11)
10. District 3 Upstream Forum (4/13/11)
11. District 5 Upstream Forum (4/22/11)
12. District 2 Upstream Forum (4/27/11)
13. District 4 Upstream Forum (5/4/11)

Local Civic Groups

14. Petaluma Chamber of Commerce, Government Affairs Committee (8/19/11)
15. Petaluma Chamber of Commerce Wake-Up Meeting (8/23/11)
16. Russian River Rotary (8/23/11)
17. Petaluma Health Care District (9/1/11)
18. Petaluma Rotary (9/1/11)
19. Rohnert Park-Cotati Rotary (9/6/11)
20. Windsor Lions Club (12/1/11)
21. Santa Rosa Sunrise Rotary (6/14/12)

22. Petaluma Chamber of Commerce Leadership Class, Health and Human Services Day (6/20/12)

Local Multi-Organization Groups

23. Sonoma County Law Enforcement Chiefs Association (2/5/09)
24. Sonoma County Office of Education, Leadership 40 (3/3/09)
25. Mayor's Gang Prevention Task Force Policy Team (12/8/10)
26. MHSA Prevention and Early Intervention Core Leadership Group (2/14/11)
27. Sonoma County Office of Education (3/2/11)
28. Perinatal Alcohol and Other Drug Action Team (4/6/11)
29. Sonoma County Board of Education (5/5/11)
30. Child Care Planning Council (6/3/11)
31. Workforce Investment Board (6/8/11)
32. Community Development Committee (6/14/11)
33. Workforce Investment Board, Youth Council (7/21/11)
34. Sonoma County Workforce Strategy Workgroup (7/30/11)
35. Sonoma County Office of Education, Leadership 40 (9/2/11)
36. South County Mental Health Collaborative (9/15/11)
37. Sonoma County Maternal, Child and Adolescent Health Advisory Board (11/3/11)
38. Mental Health Super Users Meeting (5/18/12)
39. Mayor's Gang Prevention Taskforce Operational Team 5/23/12)
40. Community Development Committee (6/12/12)
41. Mayor's Gang Prevention Taskforce Members (12/4/12)
42. Continuum of Care Steering Committee (9/25/12)

Local Community Based Organizations

43. Boys and Girls Clubs of Marin and Southern Sonoma Counties (2/23/11)
44. California Parenting Institute (3/1/11)
45. Drug Abuse Alternatives Center (3/24/11)
46. Volunteer Center of Sonoma County (3/19/12)
47. Community Child Care Council of Sonoma County (4/3/12)
48. Jewish Community Center (8/22/12)
49. Wells Fargo Center for the Arts Leadership (5/23/12)
50. Wells Fargo Center for the Arts Executive Team (8/9/12)
51. La Luz Center (10/16/12)
52. Recourse Mediation (2/26/13)
53. La Luz Center (11/14/13)

Local Philanthropy

54. Community Foundation Sonoma County (11/29/10)
55. United Way of the Wine Country (2/14/11)

56. United Way of the Wine Country (4/29/11)

County Departments and Other Sponsored Entities

57. County Administrator's Office (11/29/10)

58. Sonoma County Water Agency (12/6/10)

59. Sonoma County Regional Parks (12/16/10)

60. Sonoma County Office of District Attorney (2/2/11)

61. Sonoma County Sheriff's Office (2/10/11)

62. First 5 Sonoma County Commission (2/28/11)

63. Sonoma County Probation Department (3/5/12)

64. Department of Health Services (8/9/12)

65. First 5 Sonoma County Commission (8/13/12)

66. Department of Health Services (8/24/12)

67. Department of Health Services (9/5/12)

68. First 5 Sonoma County Professional Community Advisory Community (12/10/13)

Other Local Presentations

69. Sonoma State University, Hutchins Institute for Public Policy and Community Action
(3/28/11)

70. Press Democrat Editorial Board (4/18/11)

71. Upstream Town Hall (3/13/13)

72. Upstream Town Hall (6/7/13)

73. Upstream Town Hall (6/28/13)

74. Upstream Town Hall (8/9/13)

75. Empire College (9/20/13)

Regional Presentations

1. Greater Bay Area Coalition of Child Abuse Prevention Councils (10/26/11)

2. Contra Costa, EASTBAY Works (12/12/11)

3. Bay Area Social Services Consortium, Planning Evaluation and Research Group (4/20/12)

4. Marin County Prevention Hub (9/28/12)

5. Bay Area Social Services Consortium (9/26/13)

State Presentations

1. California Department of Social Services, California Office of Child Abuse Prevention
(3/3/11)

2. County Welfare Directors Association Poverty Symposium (10/5/11)

3. California Community Prevention Initiative Regional Forums (6/21/12)

4. Directors of Public Health Nursing Conference (3/6/13)

National Presentations

1. United States Department of Justice, Office of Community Oriented Policing Services (2/16/11)
2. US Department of Health and Human Services, Administration for Children and Families (3/4/11)
3. David Bornstein, New York Times Columnist (3/17/11)
4. National Association of Counties 2011 Annual Conference and Exposition (7/17/11)
5. American Public Human Services Association Policy Forum (6/3/12)
6. National Association of Housing and Redevelopment Officials (7/30/12)
7. Community Action Partnership National Conference, (8/27/13)
8. National Human Services Data Consortium 2013 Fall Conference (10/10/13)

Upstream Mission

To facilitate the implementation of prevention-focused policies and interventions that increase equality and reduce monetary and societal costs for all residents of Sonoma County.

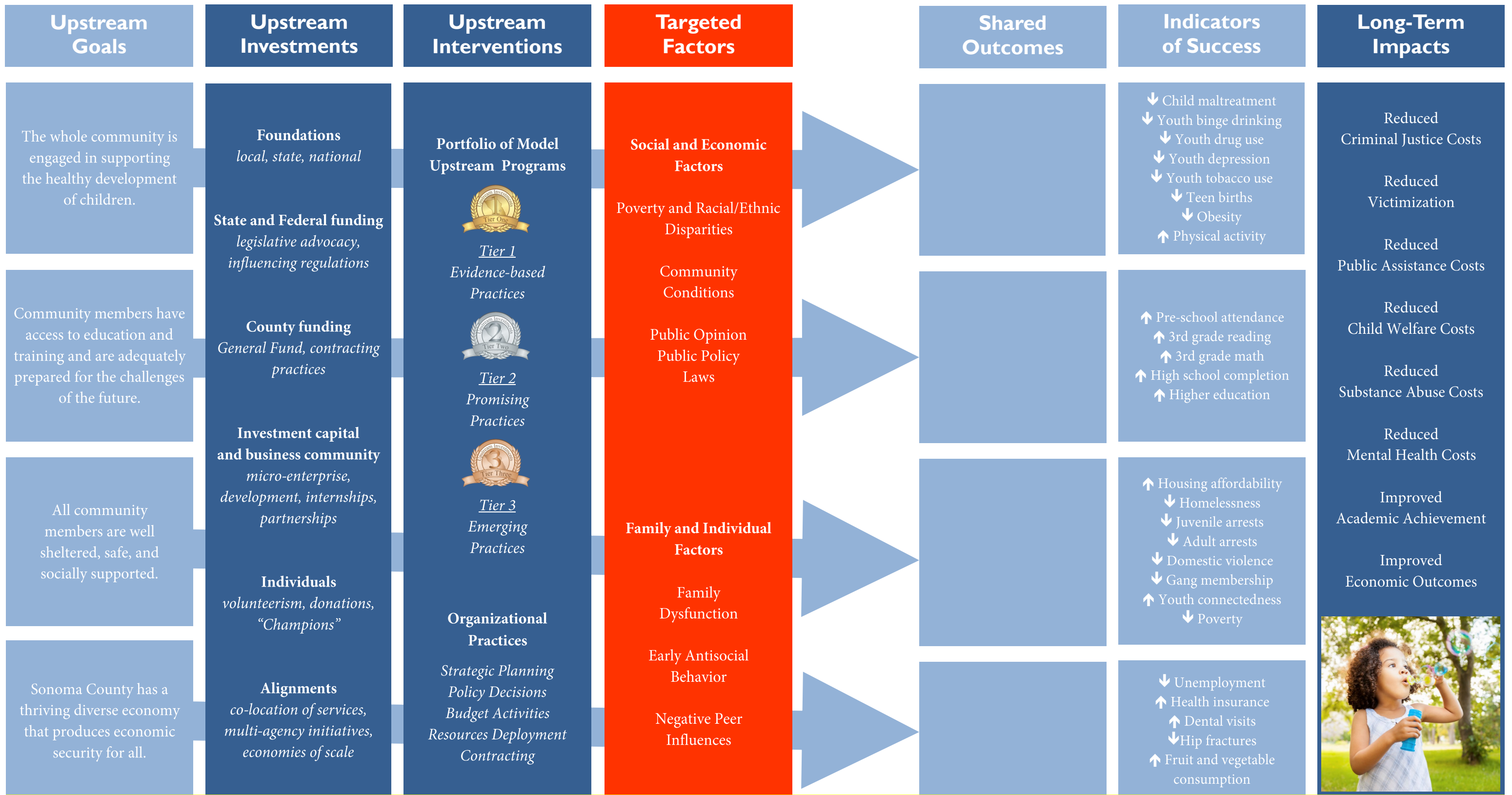


UPSTREAM INVESTMENTS

It is easier to build strong children than to fix broken lives.

Downstream Vision

Poverty is eliminated and all people have an equal opportunity for quality education and good health in nurturing home and community environments.



Outreach Campaign (Education, Engagement, Support)



Progress & Next Steps

A Report to
the Board of
Supervisors

January 7, 2014



UPSTREAM 
INVESTMENTS
It is easier to build strong children than to fix broken lives.

Policy Principles

"It's easier to build strong children than to fix broken lives."

Upstream Mission

Upstream Goals

Community engaged in supporting healthy child development.

Community access to education and training to prepare for the future.

Well sheltered, safe, and socially supported community.

Thriving diverse economy that produces economic security for all.

Upstream Investments



Foundations

State/Federal Funding

Investment Capital

Individuals

Alignments

Upstream Interventions



Portfolio

Organizational Practices

Targeted Factors

Poverty

Racial Disparities

Community Conditions

Public Policy

Family Dysfunction

Early Antisocial Behavior

Negative Peer Influences

Downstream Vision

Measurable Impacts



Increase in...

Pre-school attendance

3rd grade reading

3rd grade math

High school completion

Higher education access and completion

Housing affordability

Youth connectedness

Health insurance coverage

Fruit and vegetable consumption

Physical activity

Dental visits

Decrease in...

Child maltreatment

Youth binge drinking

Youth alcohol/drug use

Youth depression

Youth tobacco use

Teen births

Childhood obesity

Homelessness

Juvenile arrests

Adult arrests

Domestic violence

Gang membership

Poverty

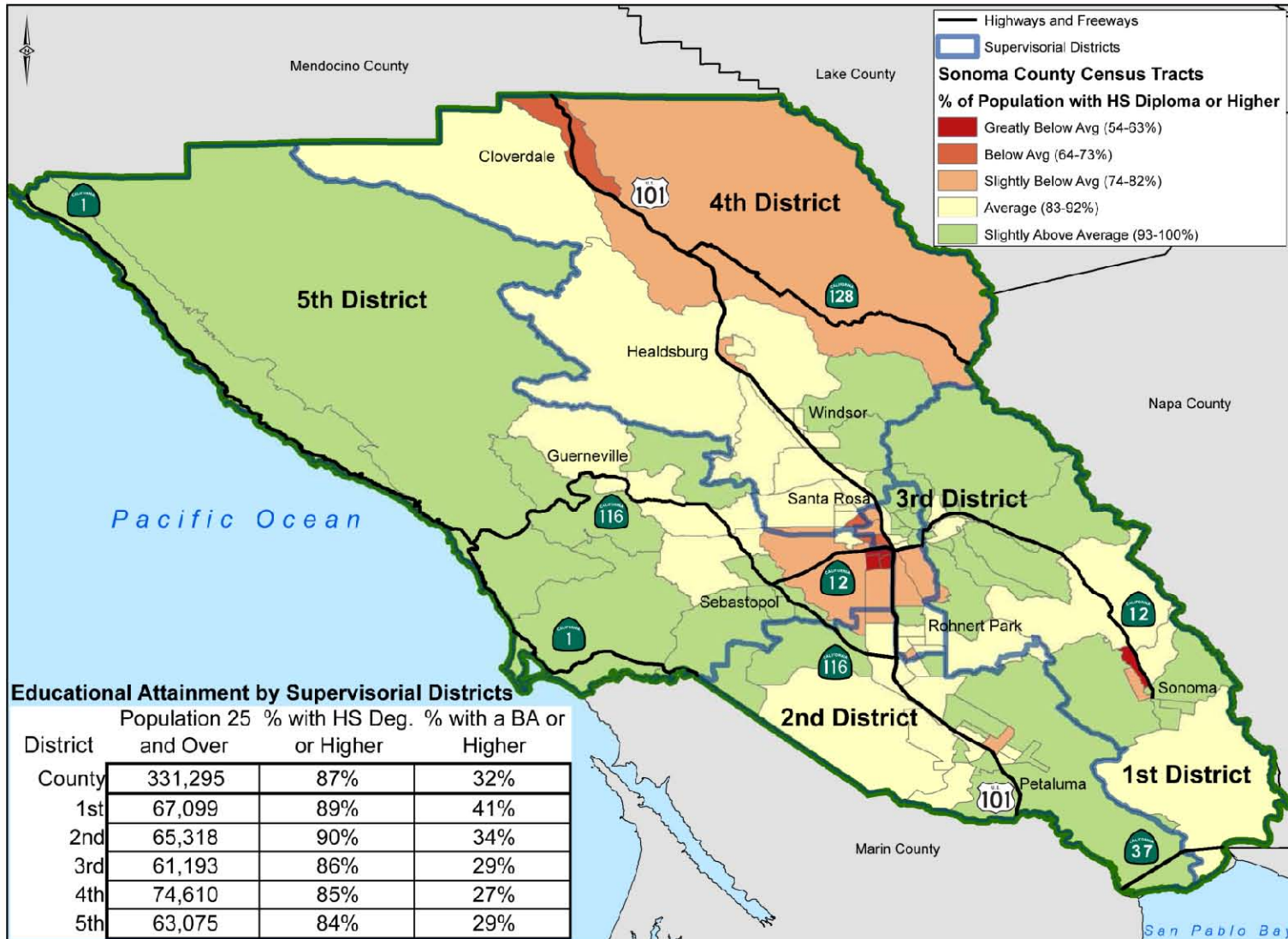
Hip fractures

Unemployment

Outreach Campaign

Why Upstream?

Sonoma County Population 25 and Over with a High School Diploma or Higher



Created by George Malachowski, HSD, 707.565.5815, 12/18/13. Data from from 2008-2012 Census ACS 5-year estimates.

13 Census Tracts do not conform to a single Supervisorial Districts and where designated to a district even though it was not fully within its boundaries.

Invest Early

Pages
6 - 9

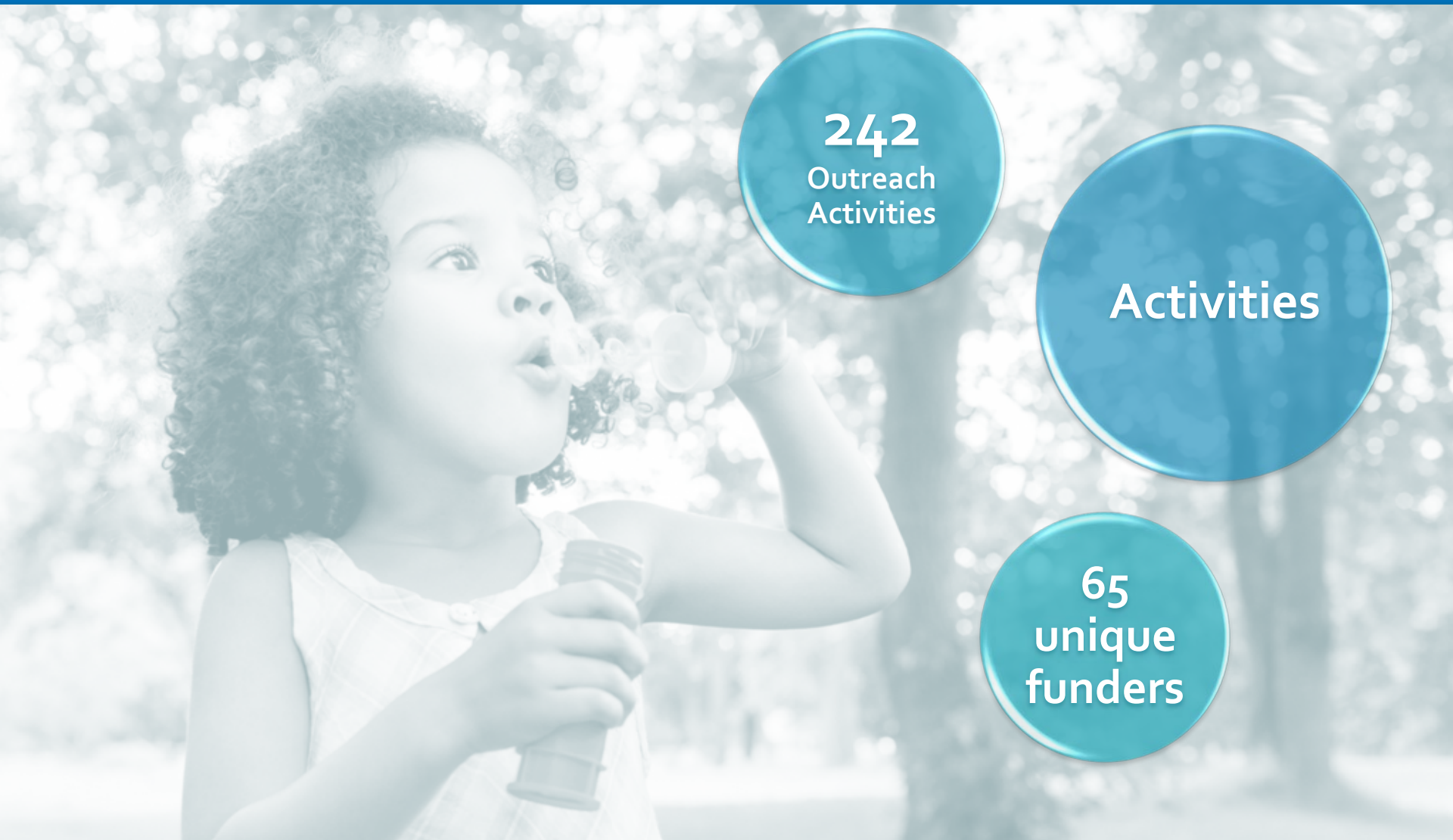


Invest Early

242
Outreach
Activities

Activities

65
unique
funders



Funders Promoting Upstream Principles

- Use upstream language in RFP's and contracts
- Offer technical assistance
- Provide bonus points for evidence-informed programs
- Require a Resolution of Alignment
- Offer evidence-informed training
- Host workshops

Community Foundation Sonoma County

Department of Health Services

John Jordan Foundation

Probation Department

City of Santa Rosa

First 5 Sonoma County

Human Services Department

United Way of the Wine Country

Sonoma County Office of Education

Community Development Commission

Next Steps: Invest Early

Engage Business,
Elected Officials,
Education, Healthcare

Engage transitional-age
youth in the Policy
Committee

Standardize the use
of upstream
principles in funding

Identify existing
investments in
Upstream
Interventions



Invest Wisely

Pages
10 - 14



Invest Wisely

22

Portfolio
Review
Committee
Members

65

Unique
Programs on
Portfolio

109

Organizations
Funding and/or
Implementing
a Portfolio
Program

15

Portfolio
Workshops

99

Organizations
Attended a
Workshop

Activities

42

Organizations
Received
One-on-One
TA

Portfolio of Model Upstream Programs

A Local Clearinghouse



21

**Evidence-Based
Practices**



26

**Promising
Practices**



18

**Emerging
Practices**

82 Organizations Implementing Portfolio Programs

**St. Joseph's
Partnership**

Petaluma People Services Center

Girls Circle
Tier 2

Families in
Action
Tier 1

Motivational
Interviewing
Tier 1

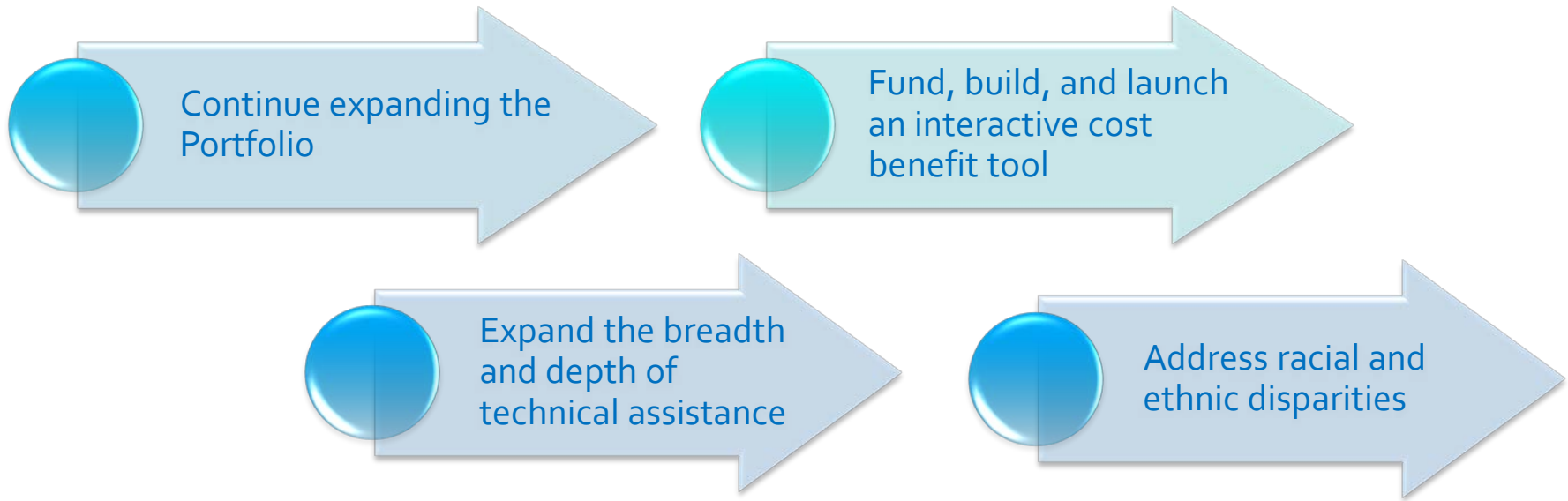
Coping Cat
Tier 1

Cognitive
Behavioral
Therapy
Tier 1

Partners for
Change
Outcomes
Management
System
Tier 2

Cooperative
Parenting
and Divorce
Tier 2

Next Steps: Invest Wisely



Invest Together

Pages
15 - 21



Invest Together

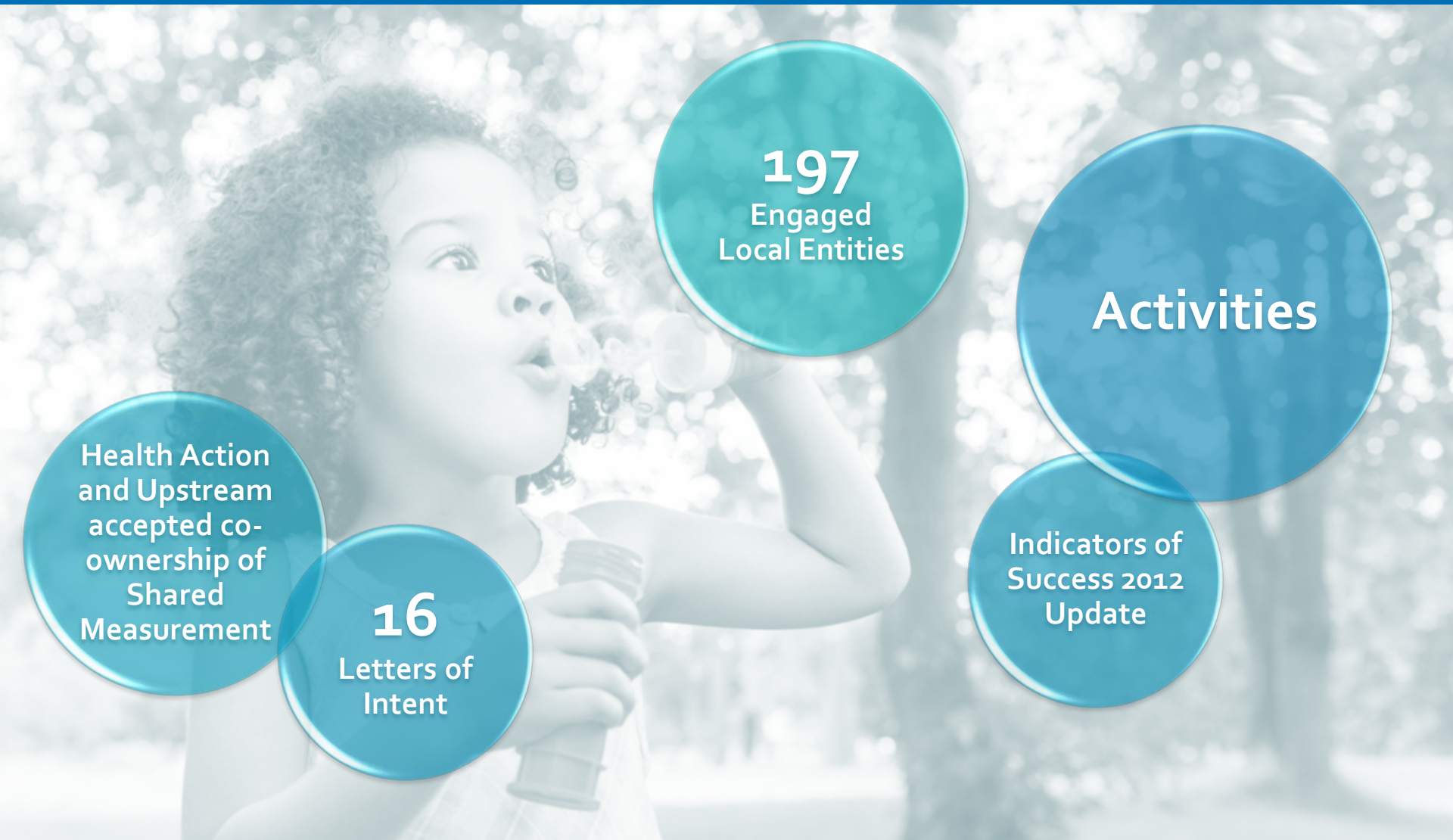
197
Engaged
Local Entities

Activities

Indicators of
Success 2012
Update

Health Action
and Upstream
accepted co-
ownership of
Shared
Measurement

16
Letters of
Intent



Champions

Italicized organizations were early adopters of upstream principles



California Parenting Institute
Center for Social and Environmental Stewardship
Child Care Planning Council
City of Santa Rosa
Community Action Partnership
Community Child Care Council
Community Foundation
Child Support Services
Drug Abuse Alternatives Center
First 5 Sonoma County
Forget Me Not Farms
Martial Arts Youth Institute
National Alliance on Mental Illness
Petaluma City and High School Districts

Petaluma People Services Center
PACEAPP
Recourse Mediation Services
River to Coast Children's Services
Santa Rosa Chamber of Commerce
Social Advocates for Youth
Sonoma County Department of Health Services
Sonoma County Human Services Department
Sonoma County Office of the District Attorney
Sonoma County Office of Education
Sonoma County Probation Department
United Way of the Wine Country
V.O.I.C.E.S.
Volunteer Center
Workforce Investment Board
YWCA

HEALTH ACTION

A 2020 VISION FOR SONOMA COUNTY

- Focus on 10 broad goal areas to address key drivers of health
 - Empower community and create opportunities for community health improvement
- Utilize the collective impact approach to achieve maximum impact



HEALTH ACTION

A 2020 VISION FOR SONOMA COUNTY

A framework for community health and well-being

Priority Areas: Education, Health, Economic Security



UPSTREAM INVESTMENTS

A 2020 VISION FOR SONOMA COUNTY

A toolbox to promote prevention-focused, evidence-based investments



**ACTION: Policy and Program Investments,
Alignment, Evaluation, Place-based initiatives**

Common
Agenda

Shared
Measurement

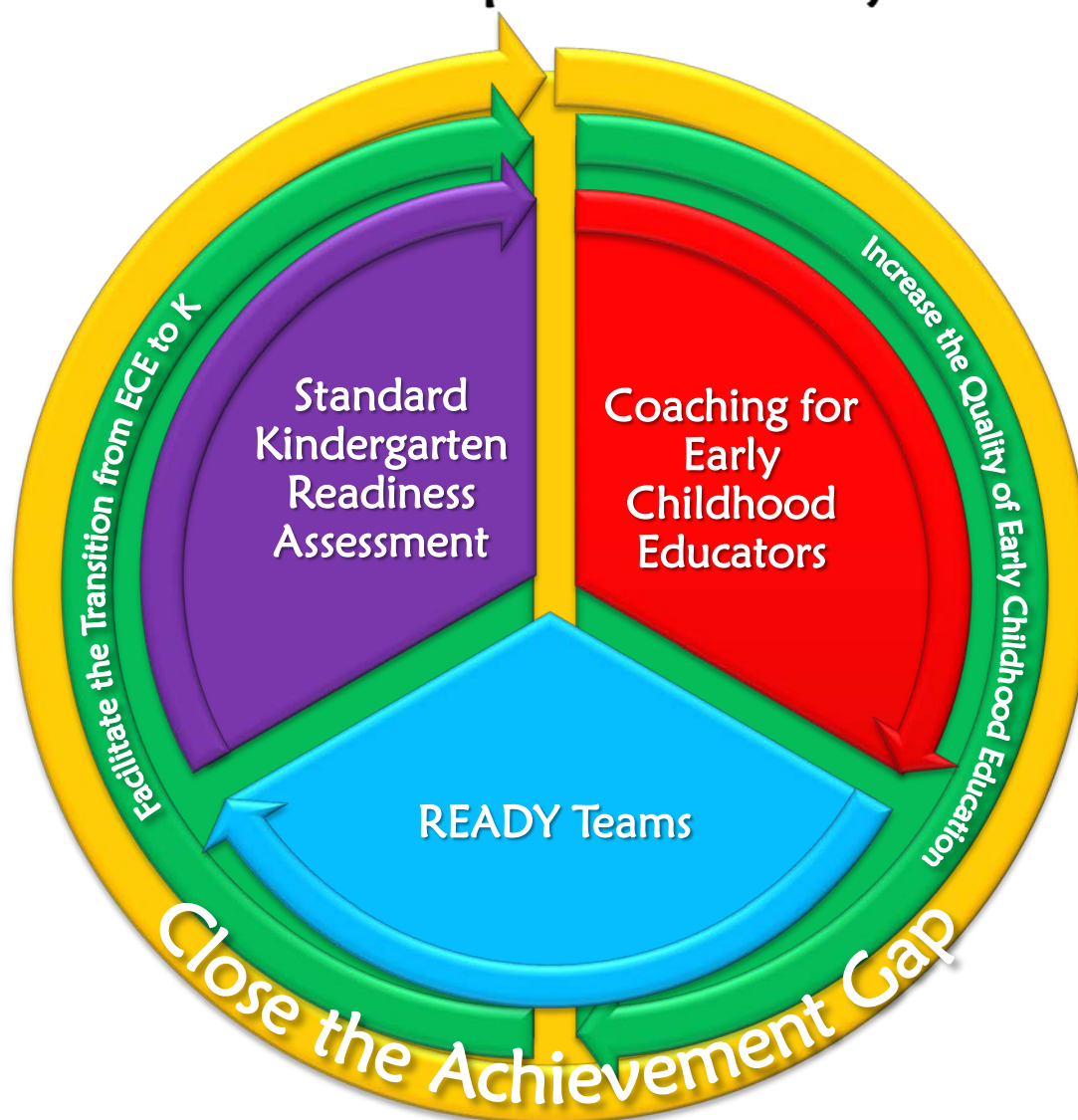
Backbone
Organizations

Continuous
Communication

Mutually
Reinforcing
Activities

READY

road to the early achievement
and development of youth



Next Steps: Invest Together

Update and disseminate the *Indicators of Success*

Collaborate with the Department of Health to pilot shared outcomes measurement systems

Promote meaningful engagement with consumers and invested organizations

Promote further integration of upstream principles across county departments





www.sonomaupstream.org

upstream@schsd.org

707.565.5800



UPSTREAM 
INVESTMENTS

It is easier to build strong children than to fix broken lives.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 33
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Veronica Ferguson (707) 565-2431

Supervisorial District(s):

All

Title: Confirmation of Remaining Appointments to the Community and Local Law Enforcement Task Force

Recommended Actions:

By motion, appoint individuals to complete the balance of appointments to the Community and Local Law Enforcement Task Force, selected by individual members of the Board of Supervisors, the Mayor of Santa Rosa and the District Attorney. Appointments are for a one year term, expiring December 31, 2014

Executive Summary:

On December 3, 2013 the Board endorsed a range of specific actions to help the community move forward following the Andy Lopez tragedy. One action was to create a Community and Local Law Enforcement Task Force. On December 10, 2013, The Board made eleven appointments to the 21 member Task Force. At today's meeting your Board has the opportunity to confirm additional appointments so the Task Force has a full complement of 21 members. Attached is a list of the appointees named on December 10, 2013. Also attached is a copy of the Community and Local Law Enforcement Task Force Charter.

Appointments available today include two selections by Supervisor Gorin, one selection by Supervisor McGuire, three selections by Supervisor Rabbitt, two selections by the Mayor of Santa Rosa, and one selection by the District Attorney. The goal for the make-up of the Task Force is that it represents the diverse community demographically, geographically and from all walks of life. At the time of this writing, specific individual appointment recommendations will still be collected and will be provided for Board consideration on January 7, 2014.

The initial meeting of the Task Force will take place on Monday, January 13, 2014 at 7:00 p.m. at the Human Services Department Employment and Training Office, at 2227 Capricorn Way, Santa Rosa. This will be an organizing meeting for the Task Force to select officers (likely a Chair and Vice Chair and confirm a desired meeting schedule. Staff will also be prepared to begin discussion of approaches to the

work of the Task Force to address its assigned tasks.

Prior Board Actions:

December 3, 2013 considered a series of actions and provided overall direction on recommendations to advance community healing following the Andy Lopez tragedy.
 December 10, 2013 approved the Community and Local Law Enforcement Task Force Charter, describing the tasks entrusted to the Task Force. Appointed 11 of 21 members to the Task Force.

Strategic Plan Alignment

Goal 1: Safe, Healthy and Caring Community

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):

Fiscal impacts are under development and will be brought back individually to the Board for action as needed.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Summary List of Appointments made on December 10, 2013.

Community and Local Law Enforcement Task Force Charter

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

Community and Local Law Enforcement Task Force
List of Appointments

<u>Representing</u>	<u>Member Name</u>	<u>Term Expires</u>
1st District	Brien Farrell	December 31, 2014
1st District		
1st District		
2nd District		
2nd District		
2nd District		
3rd District	Robert Edmonds	December 31, 2014
3rd District	Sylvia Lemus	December 31, 2014
3rd District	Francisco H. Vasquez, Ph. D.	December 31, 2014
4th District	Carolyn Lopez	December 31, 2014
4th District	Jose Casteñada	December 31, 2014
4th District		
5th District	Irene Rosario	December 31, 2014
5th District	Eric Koenigshofer	December 31, 2014
5th District	Amber Twitchell	December 31, 2014
Sheriff	Omar Paz, Jr.	December 31, 2014
Sheriff	Mark Essick	December 31, 2014
Sheriff	Judy C. Rice	December 31, 2014
Santa Rosa Mayor		
Santa Rosa Mayor		
District Attorney		

Updated: December 10, 2013

Community and Local Law Enforcement Task Force Charter
December 10, 2013

1. Background: The Need

Sonoma County recently experienced a tragedy in the shooting death of Andy Lopez by a Sonoma County deputy sheriff when he was seen carrying a BB gun designed as a replica assault rifle. An investigation process is underway currently, including potential federal investigation and civil legal proceedings on behalf of the Lopez family. However, Andy's death has generated a need for community healing efforts addressing a wide range of issues. This Task Force is being created to address four important issues necessary for this healing through the convening of 21 representative members of the community and ultimately making recommendations to the Board of Supervisors.

2. Task Force Charges (4):

First, the Task Force is charged with reviewing options for, and ultimately recommending within 60 days, a model for an independent citizen review body.

The options should include the range of composition and powers vested in similar bodies in other communities including, but not limited to, the current status quo in Sonoma County (Grand Jury), using the existing Grand Jury differently, and the four separate models noted below. The review should also look at legal constraints and best practices involved in constituting and using such bodies. Further, the Task Force is specifically directed to explore and develop definitions of transparency for any investigations or reviews to be conducted by the body.

The following four models should be reviewed with the purpose of developing better relationships, and creating credible citizen oversight and involvement with law enforcement agencies:

- Citizen Review Board,
- Police Review/Citizen Oversight Review Board,
- Police Review/Citizens Police Appeal Board,
- Independent Citizen Auditor

In addition, among the powers to be reviewed are the ability to conduct investigations and reviews of citizen deaths resulting from interaction or custody by law enforcement agencies, the ability to subpoena witnesses or citizens to testify to the review body, the ability to review and make recommendations with respect to law enforcement training, including lethal force and cultural diversity training and related protocols used by law enforcement, the ability to review and make recommendations with respect to psychological support given for officers, the ability to make recommendations with respect to communication and education about protocols and training used by law enforcement officers, the ability to make recommendations with respect to education of the community about their rights when interacting with law enforcement officers, and the

ability to make recommendations with respect to overall militarization of local law enforcement agencies.

The goal for the first charge is to develop recommendations that can be adopted by all affected agencies in the county.

Second, the Task Force is charged with reviewing and recommending by April 30, 2014 options for community policing to be considered with the FY 14/15 budget process.

Specifically, the review should include definitions and best practices for community policing and measures of effectiveness used by other communities. Further the recommendations should take into account where such practices and programs would be most helpful in Sonoma County to rebuild trust and address disparities in law enforcement service delivery between communities. At a minimum, the review should look at practices associated with officers and communities getting to know one another, community input into interactions with law enforcement personnel, and various neighborhood educational programming.

Third, the Task Force is charged with reviewing and recommending by June 1, 2014 whether the Office of Coroner should be separately elected from the Office of Sheriff.

Fourth, the Task Force is charged with bringing to the Board of Supervisors any additional feedback from the community on these issues that merits County attention by the end of 2014 and discuss staff generated efforts on these issues.

The Task Force should have the opportunity to review and comment on the work products resulting from the efforts designated for County staff and collect additional feedback from the community on the issues discussed at the Community Healing session and work efforts generated by county staff, particularly Community Engagement, Legislation, Weapon Exchange Programs, training, and Community Resiliency Funding, related to the Andy Lopez tragedy over the course of the year and bring to the Board of Supervisors such feedback that merits County attention periodically and at a minimum at the end of the Task Force's tenure in December 2014.

Specifically this feedback should look at whether a sense of accountability to the community has been enhanced and whether there are any additional programs to address community trust and well being that should be recommended.

3. Approach to the work of the Task Force

The Task Force is directed to work with all the law enforcement jurisdictions in the County and is directed to be open to public input. The Task Force may develop sub-committees and other guidelines for the conduct of its business but is expected to comply with the Brown Act as an advisory body appointed by the Board of Supervisors.

Staff from the County Department of Health Services, the County Department of Human Services and the County Administrator will be dedicated to support the Task Force in its efforts and logistics needs. In addition, staff from County Counsel and a wide variety of other County departments will be called on to provide information or other forms of support for this effort.

Staff will take draft recommendations for each of the charges to appropriate advisory groups and commissions, including but not limited to: the Health Action Council, the First 5 Commission, the Prevention Partnership, the Maternal, Child and Adolescent Health Advisory Board, the Advisory Board on Alcohol/other Drug Problems, the Mental Health Board, the Commission on AIDS, The Upstream Investments Policy Committee, the Police Chiefs' Association in Sonoma County, a local Law Enforcement Union Council (or equivalent), and the Sheriff's Latino Advisory Committee. The Task Force shall incorporate input from these bodies into their final recommendations.

4. Task Force Composition

Task Force Members: (to be named when appointed)

The make-up of this task force is recommended to be 3 members to be appointed by each Board member, 3 recommended by the Sheriff, 2 appointed by the Mayor of the City of Santa Rosa, and 1 recommended for appointment by the District Attorney; to represent our diverse community demographically, geographically, and from all walks of life.

Ideal task force members will have the ability and commitment to listen and weigh information with an open mind, engage and fully participate in the development of recommendations, and bring professional skills and expertise and/or the ability to articulate a perspective from their experience which represents the diversity of our community.

The attached matrix provides a framework for assisting to ensure representation as a whole achieves the desired diversity and community inclusion.

5. Timing

December 2013—Task Force Appointed

January 2014 – Task Force convenes

February 2014 – First set of recommendations due

April 30, 2014 – Second set of recommendations due

June 1, 2014—Third set of recommendations due

December 31, 2014 – Final set of recommendations due



County of Sonoma Agenda Item Summary Report

Agenda Item Number: 34

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

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

To: Board of Supervisors

Board Agenda Date: January 7, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors (5th District)

Staff Name and Phone Number:

Supervisory District(s):

Supervisor Efren Carrillo, 565-2241

Fifth District

Title: Board Sponsorship

Recommended Actions:

Approve Board Sponsorship of \$4525 to the Sebastopol Center for the Arts for the AARP Tax-Aide Program at the Sebastopol Veteran's Memorial Building from February 6, 2014 through April 10, 2014. (Fifth District)

Executive Summary:

AARP counselors conduct no cost tax preparation assistance for low income individuals and families. All advisors are volunteers, and this effort results in refunds of over \$259,000 to area residents who had an average income of \$26271. See attached letter from Carol Zychowski. Because AARP is a national organization and the local chapter has no bank account, we are requesting that the sponsorship go directly to the non-profit managing the building.

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	\$ 4525
Add Appropriations Req'd.	\$ 4525	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 4525	Total Sources	\$ 4525

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

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

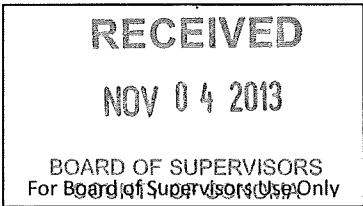
Narrative Explanation of Staffing Impacts (If Required):
None.

Attachments:
Fee Waiver Application, Letter from Carol Zychowski

Related Items "On File" with the Clerk of the Board:
None.

SUBMIT TO:
 Board of Supervisors
 575 Administration Dr, Ste 100A
 Santa Rosa, CA 95403

COUNTY OF SONOMA



Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: Carol E Zychowski
First Middle Last

Mailing Address: 19356 Lovall Valley Ct Sonoma CA 95476
Number, Street, Apt/Suite City State Zip

Phone: (707) 996 - 1550 Email: czychows@comcast.net
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: AARP Tax Aide

Mailing Address: 601 E Street NW Washington DC 20049
Number, Street, Apt/Suite City State Zip

Phone: (888) 687 - 2277 Email: taxaide@aarp.org
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Susan Gorin District 1	David Rabbitt District 2	Shirlee Zane District 3	Mike McGuire District 4	Efen Carrillo District 5
Entity or organization location (select all that apply)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

City Special District Other Local Government
 School Non-profit or CBO

Other (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: One Time Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
Center for the Arts	Room rental fees, including processing and set up	\$4,525.00

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
2/1/2013	Center for the Arts	Room rental fees	\$3,725.00
8/8/2011	Sonoma County Parks	Room rental fees	\$2,891.00
11/9/2010	Sonoma County Parks	Room rental fees	\$3,000.00
8/25/2009	Sonoma County Parks	Room rental fees	\$2,600?

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax Sales Tax Special Assessment
 User Fees

Other (please specify): _____

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.

Carl Zickowski
 Authorized Signature
11/21/2013
 Date

District Coordinator - AARP
 Title
Tax Aide

DATE: November 2, 2013

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

ATTN: Efren Carrillo

FROM: Carol Zychowski
Sonoma County District Coordinator
AARP Tax-Aide Program
19356 Lovall Valley Ct
Sonoma, CA 95476

RECEIVED

NOV 04 2013

BOARD OF SUPERVISORS
COUNTY OF SONOMA

With this memo I am requesting:

- Use of the Sebastopol Veteran's Building on Thursdays beginning February 6, 2014 and ending April 10, 2014
- A waiver from the facility use fees for the use of the Sebastopol Veteran's Building, 282 High Street, Sebastopol, CA, to include room fees, room set up fees and processing fees

The AARP Tax-Aide program is a volunteer-run tax counseling and preparation service available to low and middle income taxpayers, with special attention to those ages 60 and older. To assure quality, all volunteer counselors must attend training, successfully pass a tax law exam and demonstrate competence in the use of the Tax Wise computer program. On site, all returns are subjected to a quality review process.

Last year we prepared tax returns for 4593 taxpayers in Sonoma County, 356 at the Sebastopol Veterans Memorial Building (244 were over 60). In addition, we assisted another 886 taxpayers by answering questions, reviewing paperwork and helping them with letters from the Franchise Tax Board and IRS. The total refund amount was \$2,980,886. The refunds for the Sebastopol location were \$259,413. The average income of those helped was \$26,271.

The Sebastopol area taxpayers are grateful that they have this free service. We cannot ask for donations or charge for the service. All who are providing assistance are volunteering their time. The AARP Tax-Aide program receives no tax funding and we can only operate in locations where there is no charge.

Thank you for consideration of this request.

Carol Zychowski
AARP Tax Aide District Coordinator

CENTER FOR THE ARTS

RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

TENTATIVE RESERVATION

CUSTOMER:

CAROL ZYCHOWSKI
AARP
19356 LOVELL VALLEY COURT
SONOMA, CA 95476-4803

RESEVATION:

EVENT NAME:

VOLUNTEER TAX-AIDE

STATUS:

TENTATIVE

EVENT TYPE:

PUBLIC

CLASSIFICATION:

ALCOHOL:

NO

YES

PHONE WORK:

PHONE HOME:

707-996-1550

PHONE CELL:

PHONE FAX:

E-MAIL

CZYCHOWS@COMCAST.NET

NOTICE:

- HELLIUM BALLOONS, CHEWING GUM, GLITTER, CONFETTI, CANDLES, AND SHOES ON THE WALL(S) ARE NOT PERMITTED IN OUR FACILITIES AT ANY TIME.
- HOURS RESERVED MUST INCLUDE DECORATION, SET-UP AND CLEAN-UP.
- CHANGES TO THIS RESERVATION MAY BE MADE UP TO 30 DAYS PRIOR TO THE EVENT DATE.
- ADDITIONAL CHARGES WILL BE INCURRED IF YOUR EVENT RUNS BEYOND CONTRACTED HOURS.
- A \$50.00 FEE WILL BE CHARGED IF CONTRACT REQUIREMENTS ARE NOT MET 30 DAYS PRIOR TO EVENT DATE OR IF CHANGES OF ANY KIND ARE REQUESTED LESS THAN 30 DAYS BEFORE EVENT DATE.
- FAILURE TO PAY DEPOSIT ON TIME WILL RESULT IN CANCELLATION OF YOUR RESERVATION - THE REINSTATEMENT FEE IS \$50.00

Bookings / Details

	Amount
Room Set-up Fee (1-100):	100.00
Setup Notes: As per drawing	
Processing Fee:	25.00
Thursday, February 6, 2014	
8:00 AM – 4:00 PM Tax-Aide Sebastopol Dining Room	\$440.00
Conference for 20	
Room Charge: (8 hours @ 55.00/hr)	
Thursday, February 13, 2014	
8:00 AM – 4:00 PM Tax-Aide Sebastopol Dining Room	\$440.00
Conference for 20	
Room Charge: (8 hours @ 55.00/hr)	

CENTER FOR THE ARTS

RENTAL INFORMATION FOR USE OF SEBASTOPOL VETERANS MEMORIAL BUILDING

Carol Zychowicz AARP Tax Aide District Coordinator
Sign 11/2/2013
Date _____

Cancellation:

If the event is cancelled 90 days or more from the date held, 50% of the deposit shall be retained by SCA
If the event is cancelled between 30-90 days of the date held, the entire deposit shall be retained.
If the event is cancelled 15-30 days of the date held 50% of the Rental Fee will be retained.
If the event is cancelled within 15 days of the event 100% of the Rental Fee will be retained.

*Conditions on all fees waived
by SCA
County Supervisor*

CLEANING/DAMAGE DEPOSITS:

The entire cleaning/damage deposit will be forfeited if ANY of the following occurs:
GUM IS FOUND IN THE FACILITY (FLOOR, ETC.) AND GARBAGE REMOVED.
GLITTER IS FOUND IN THE FACILITY
ALCOHOL IS BROUGHT INTO FACILITY DURING A "NON-ALCOHOL" EVENT
10-16-2013 CONFIRMED BY SEBASTOPOL CENTER FOR THE ARTS

CLEANING/DAMAGE DEPOSITS:

The entire cleaning/damage deposit will be forfeited if ANY of the following occurs:
GUM IS FOUND IN THE FACILITY (FLOOR, ETC.) AND GARBAGE REMOVED.
GLITTER IS FOUND IN THE FACILITY
ALCOHOL IS BROUGHT INTO FACILITY DURING A "NON-ALCOHOL" EVENT
DATE 10-15-13 PREPARED BY SEBASTOPOL CENTER FOR THE ARTS

Reservation Fees - A \$25 Processing Fee will be included on all reservations. Processing Fee payment must accompany application for it to be processed. Processing Fee will be refunded only if facility is not available.

Reservation Deposits - To book your event, a deposit is required. Deposits can be made by Visa, MasterCard, check or cash. This deposit is applied toward the rental of the building. The minimum reservation deposit to hold the auditorium is \$225 (includes processing fee) or the actual facility rent, whichever is less. A \$125 reservation deposit (includes processing fee) or actual facility rent, whichever is less, is required to hold other rooms for any date requested.

Late Fee - There is a \$50 late fee charged for 1) failure to pay deposit and processing fee within 10 days of booking, and/or 2) contracts not completed 30 days before event, and/or 3) changes made to contract within 30 days of event.

Room Set-up Fee

1-100 attendees	\$100
101-200 attendees	\$200
201-500 attendees	\$300
501 or more attendees	\$400



County of Sonoma Fee Waiver Policy

Authority: Board of Supervisors
Approval Date: June 2, 2009
Effective Date: July 1, 2009

1. Purpose

The purpose of this policy is to establish guidelines to be used to evaluate requests for fee waivers and to implement a structure and process through which consistent information for fee waiver requests will be collected and evaluated.

2. Background

Sonoma County is facing unprecedented fiscal challenges. As a result of the economic downturn, job and income losses, declining home values, and reduced consumption, the County's major sources of revenue property tax and sales tax have declined substantially. The situation is exacerbated by an increase in demand for county services. In light of this new fiscal reality, the county is reviewing all resource allocation decisions. Fee waivers, are an expense to the County General Fund. Fees are established to pay for the cost of a service provided by a county department. When a fee waiver is granted, the County General Fund pays the department in an amount equal to the fee waived.

3. Policy

The Board of Supervisors may, at their sole discretion, approve or disapprove fee waiver requests. Effective July 1, 2009, the following general guidelines will be used to assist in the determination of whether a requested fee waiver is eligible or ineligible.

Eligible for fee waivers	Ineligible for fee waivers
Community based organizations (CBO) or non-profits providing a direct service that is similar to or complimentary to a key county policy goal or direct service that the county is typically responsible for providing; e.g. emergency or economic assistance or basic sustenance needs (emergency food, shelter, etc.)	Flood elevation program fees
	Other county department fees
	Other governmental agencies – unless they can demonstrate an inability to pay the county fee
Governmental agencies that do not receive tax funding and can demonstrate an inability to pay the county fee	Fund raising events - where attendees pay a fee for admission to the event or in the case of festivals where vendors pay to participate in the event

4. Phased in Reduction for CBOs and Non-Profits

CBOs and non-profits that have received a fee waiver in the 12 months prior to the effective date of this policy, for an activity/event that may no longer be eligible under this policy, will be considered for a phased reduction in fees as follows:

- Year 1 – Up to two-thirds of the fee amount previously waived, may be waived
- Year 2 – Up to one-third of the fee amount previously waived, may be waived
- Year 3 – Fee waiver ineligible

The phased-in reduction does not apply to CBOs and non-profits who received fee waivers for a fund raising activity/event, where the CBO or non-profit has the ability to set entry or participation fees at a level necessary to cover costs, including the cost of any associated fees.

5. Fee Waiver Request Form

Fee waiver requests submitted on or after June 2, 2009, must be accompanied by a Fee Waiver Request Form (Attachment A). Copies of this form may be obtained from the County of Sonoma, Clerk of the Board of Supervisors, located at 575 Administration Drive, Room 100A, Santa Rosa, CA, 95403, or at the following website: <http://www.sonoma-county.org/board/index.htm>.

Fee Waiver Request Forms must be complete, signed, and accompanied by supporting documentation to demonstrate eligibility for the requested fee waiver. Demonstrated eligibility does not assure approval of a fee waiver request.

Completed Fee Waiver Request Forms shall be submitted to the Clerk of the Board of Supervisors at the address above. The Clerk will forward requests to the Board Member specified by the applicant.