

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

TUESDAY

FEBRUARY 25, 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, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

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

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

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

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

Public Transit Access to the County Administration Center:

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

Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

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

APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

8:30 A.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

I. APPROVAL OF THE AGENDA

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

II. BOARD MEMBER ANNOUNCEMENTS

III. CONSENT CALENDAR

(Items 1 through 33)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 7)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution proclaiming Mediation Week in Sonoma County, March 10 – 16, 2014. (Second District)
2. Adopt a Gold Resolution proclaiming March 2014 as Women’s History Month in Sonoma County. (Human Resources)
3. Recognition presentation of the Sonoma County Department of Child Support Services for receiving the “Top Ten County – Statewide” award from the California Department of Child Support Services. (Child Support Services)

PRESENTATIONS AT DIFFERENT DATE

4. Adopt a Gold Resolution congratulating Suzanne Brangham on being named 2014 Sonoma Alcaldessa. (First District)
5. Adopt three Gold Resolutions congratulating Jon and Susan Reiter, Wendell Freeman, and Laura Rogers on receiving the 2014 Kenwood Education Foundation’s “Big Heart” Award. (First District)
6. Adopt a Gold Resolution declaring February 15 – 22, 2014 as National Future Farmers of America Week and recognizing Elsie Allen High School’s Outstanding Future Farmers of America Program. (Second and Fifth Districts)
7. Adopt a Gold Resolution honoring Gail Yates for her 27 years of service to the National Association of Counties (NACo). (Countywide)

CONSENT CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY

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

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, Rouse)

8. Authorize the General Manager of the Water Agency, acting as the Administrative Agency for North Bay Water Reuse Authority (Authority), to execute the first amended agreement with CDM Smith, Inc., increasing the amount by \$5,000, for additional meetings with study participants, with no time extension, for a new not-to-exceed agreement total of \$412,560; agreement terminates on June 30, 2014. (First and Second Districts)

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

9. Enterprise Financial System (EFS) Project Implementation –
- (A) Accept quarterly update on the Enterprise Financial System Project Implementation.
 - (B) Authorize the Informations Systems Department Director to sign the agreement with Bottomline Technologies for installation, implementation, training, and support services for the C-Series Payments software upgrade for integration with the Enterprise Financial System. The total cost for Bottomline’s services is not to exceed \$119,500 for the term of February 2014 to September 2014.

COUNTY COUNSEL

10. Authorize the County Counsel to execute a Legal Services Agreement with Farella Braun + Martell LLP for representation of the County in the matter of California River Watch v. County of Sonoma (U.S. District Court, Case No. 3:14-CV-00217-MEJ) with a not to exceed limit of \$250,000. (4/5 vote required)

DISTRICT ATTORNEY

11. Authorize the Chair to execute amendments to agreements for professional services with YWCA of Sonoma County, Verity, and Council on Aging, for the term of October 1, 2013 through August 31, 2016, for the purpose of providing training services for the Office of the District Attorney in accordance with the Office of Violence Against Women Abuse Later in Life grant. Amendments will increase the sum total of the three respective Agreements by \$5,450.

GENERAL SERVICES / SHERIFF’S OFFICE

12. Authorize the Director of the General Services Department to execute a Revocable License Agreement with the County of Mendocino for installation and operation of emergency services communications equipment at the Pt. Arena telecommunication site located at 25470 Ten Mile Road, Pt. Arena, CA, Mendocino County, for an initial term through November 12, 2018 at an annual cost of \$2,400 and with options for extension.

HEALTH SERVICES

13. Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and Healthy Eating Active Living (HEAL) Contracts – Authorize the Director of Health Services to execute:
- (A) The seventh amendment to an agreement with Laurie Hiatt, expanding the scope of work to include food access technical assistance and healthy retail environment activities, increasing the amount by \$37,500 resulting in a new total not to exceed amount of \$156,830 with a term ending September 30, 2014;
 - (B) An agreement with Community Child Care Council of Sonoma County for SNAP-Ed nutrition education activities for children ages birth to five and their parents with a term end date of September 30, 2016, in an amount not to exceed \$42,000;
 - (C) An agreement with Community Action Partnership for SNAP-Ed youth engagement activities with a term end date of September 30, 2016, in an amount not to exceed \$45,000;
 - (D) The fourth amendment to an agreement with Santa Rosa Memorial Hospital, expanding the scope of work to continue implementing and evaluating the South Santa Rosa leadership training and mentoring program, increasing the amount by \$7,500 resulting in a new total not to exceed amount of \$244,813 with a term ending June 30, 2014.
14. Authorize the Director of Health Services to execute the second amendment to an agreement with Robert Rowen-Herzog, for California Children’s Services specialized pediatric physical therapy services, increasing the contract by \$70,000 resulting in a new total not to exceed amount of \$119,900, and extending the term from June 30, 2014 to June 30, 2016.

HUMAN SERVICES

15. Authorize the Director of Human Services to execute a contract with Bischoff Performance Improvement Consulting to allow Dr. B.J. Bischoff to provide technical assistance to support the expansion of Sonoma County Upstream Investments activities for an amount not to exceed \$15,275 and an end date of June 30, 2014.
16. Approve 5% increase of the maximum General Assistance grant and adopt changes to the General Assistance Manual of Policies and Procedures (see table in Attachment A).

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

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

17. Authorize the Chair of the Sonoma County In-Home Supportive Services Public Authority Board of Directors to sign a renewal employment contract with Michael Humphrey as Public Authority Manager for a three-year term beginning on March 4, 2014.

NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT

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

18. Woodstove Change-Out Rebate Incentive Program 2014 Extension –
- (A) Approve extension of the 2013 Woodstove Change-Out Rebate Incentive Program in order to fund three projects on the program waiting;
 - (B) Increase total program budget by \$15,000 (to \$59,318);
 - (C) Increase augmentation amount from \$500 to \$1,000 per project voucher and establish a new project category for businesses in the Russian River area; and
 - (D) Authorize the Air Pollution Control Officer to adjust timelines as needed to ensure program effectiveness.

PERMIT AND RESOURCE MANAGEMENT

19. Adopt a Resolution issuing a roiling permit (Ordinance No. 3836R) for in-channel work and necessary permit extensions to the Sonoma County Water Agency for Annual Stream Maintenance Activities. (4/5 vote required)
20. Adopt a Resolution and Conditions of Approval for a Lot Line Adjustment between two parcels involving Williamson Act, owned by Peter Michael Winery and Richard and Paula Freschet, Trust; located at 12400 Ida Clayton Road and 16585 Highway 128, Knights Valley (Calistoga); APNs 120-040-015 & -016, and 120-070-004 (File No. LLA10-0018). (Fourth District)

**PERMIT AND RESOURCE MANAGEMENT / TRANSPORTATION AND
PUBLIC WORKS**

21. Adopt a Resolution of Local Support authorizing the Director of Transportation and Public Works to obtain the approved \$800,000 from the Metropolitan Transportation Commission for Priority Development Area Grant funds for the preparation of plans for the Sonoma Springs and Airport Industrial areas. (First and Fourth Districts)

SHERIFF'S OFFICE

22. Adopt an Ordinance revising and amending Sections 18-1, 19-7, and 19-15 of the Sonoma County Code, with respect to prohibitions on unauthorized camping and loitering. (4/5 vote required) (Second Reading – Ready for Adoption)
23. Authorize the Sheriff to execute the agreement with Asbestos Management Group of California, Inc., for lead cleaning services at the Los Guilicos indoor firing range for the period of February 25, 2014 through February 24, 2016, in an amount not to exceed \$73,550. (First District)

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

24. Adopt a Resolution of the governing Board of the Successor Agency for the Sonoma County Community Redevelopment Agency, approving the Recognized Obligation Payment Schedule for the period July 1, 2014 to December 31, 2014. (First and Fifth Districts)

TRANSPORTATION AND PUBLIC WORKS

25. Approve the assignment of the central disposal site cell tower lease agreement from New Cingular Wireless PCS, LLC, to Crown Castle International Corporation, and authorize the Director of Transportation and Public Works to execute the Letter of Assignment. (Second District)
26. Adopt a Resolution prohibiting vehicles with trailers or semi-trailers with kingpin to rear axle lengths exceeding thirty-eight feet (38') on Laughlin Road between River Road and Slusser Road and authorize the Director of Transportation and Public Works to install associated signage, to allow for enhanced public safety enforcement in this area. (Fourth District)

MISCELLANEOUS

27. Approval of Minutes – (A) Minutes of the Special Meeting of January 21, 2014 of the Board of Supervisors; (B) Minutes of the Meeting of January 28, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma County Public Finance Authority, Sonoma County Water Agency, South Park County Sanitation District and Board of Supervisors; (C) Minutes of the Meeting of January 28, 2014 of the Sonoma Valley County Sanitation District; and (D) Minutes of the Special Meeting of January 29, 2014 of the Board of Supervisors; and (E) Minutes of the Meeting of February 4, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Water Agency and Board of Supervisors.

APPOINTMENTS/REAPPOINTMENTS

(Items 28 through 33)

28. Upstream Investments Policy Committee and Portfolio Review Committee Appointments –
 - (A) Continue the Upstream Investments Policy Committee, with representatives from the recommended departments and organizations, for three years;
 - (B) Reappoint current Portfolio Review Committee members Monique Chapman, Carol Simmons, Jennifer O'Donnell, and Serena Lienau for a second two-year term;
 - (C) Appoint new members Karin Demarest and Rebecca Wachsberg to a two-year term on the Portfolio Review Committee.
29. Reappoint Eeve Lewis and Daniel Markwyn to terms ending March 1, 2018, and reappoint Anthony Hoskins to a term ending April 5, 2018 to the Historical Records Commission. (Clerk-Recorder-Assessor)
30. Appoint Nubia Padilla to the Sonoma County Commission on Human Rights effective February 25, 2014 and expiring on February 25, 2016. (First District)
31. Reappoint Michael Eunice to the Sonoma County Bicycle and Pedestrian Advisory Committee effective March 20, 2014 and expiring on March 20, 2016. (First District)
32. Reappoint Christopher Woodcock to the Sonoma County Bicycle and Pedestrian Advisory Committee effective March 20, 2014 and expiring on March 20, 2016. (First District)

CONSENT CALENDAR (Continued)

33. Reappoint Jonathan Coe to the Sonoma County Tourism Board for a term of two years beginning February 25, 2014 and ending February 25, 2016. (Third District)

IV. REGULAR CALENDAR

(Item 34 through 37)

SONOMA COUNTY WATER AGENCY

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

AND

BOARD OF SUPERVISORS

34. Receive an update on drought conditions facing the region, adopt a Resolution of the Board of Supervisors proclaiming a drought emergency in Sonoma County, and adopt a Concurrent Resolution of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency urging a community-wide 20% voluntary reduction in water use and directing other specific actions in response to drought conditions.

COUNTY ADMINISTRATOR

35. Receive a state budget report from the County's state legislative advocates, Paul Yoder and Karen Lange, of Peterson Consulting, Inc., and Shaw, Yoder, and Antwih.

COUNTY ADMINISTRATOR

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)

AND

SONOMA VALLEY COUNTY SANITATION DISTRICT

(Directors: Gorin, Rabbitt, Rouse)

36. Fiscal Year 2013-14 Budget Update and Fiscal Year 2014-15 Budget Workshop –
- (A) Receive Fiscal Year 2013-14 mid-year estimates, multiyear fiscal projections, updated fund balance directory, and anticipated state/federal budget impacts.
 - (B) Adopt a Concurrent Resolution of the Board of Supervisors/Directors, the Agricultural Preservation & Open Space District, the Community Development Commission, the Northern Sonoma County Air Pollution Control District, and the Sonoma County Water Agency adjusting Fiscal Year 2013-14 appropriations and position allocation (4/5 vote required).
 - (C) Adopt a Resolution of the Board of Directors of the Sonoma Valley County Sanitation District adjusting Fiscal Year 2013-14 appropriations and position allocation (2/3 vote required).
 - (D) Reaffirm the County's current financial and budget policies.

REGIONAL PARKS

37. Accept report on Deferred Maintenance Needs for Sonoma County Regional Parks.

V. CLOSED SESSION CALENDAR

(Items 38 through 44)

38. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Pending Litigation – Name of Case: Philip Ammirati v. County of Sonoma Workers’ Compensation Appeals Board Nos. ADJ8211454, ADJ8211440, ADJ8211326 and ADJ7185065. (Govt. Code Section 54956.9(d)(1)).
39. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Pending Litigation – Name of Case: Hollynn Delil v. County of Sonoma. U.S. Northern District Court Case No. C13-0423 (Govt. Code Section 54956.9(d)(1)).
40. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Significant exposure to litigation – Name of Case: Hollynn Delil against the County of Sonoma re: Occidental (Govt. Code Section 54956.9(d)(2)).
41. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Renewed Efforts of Neighbors Against Landfill Expansion (RENALE), et al. v. County of Sonoma, et al.; SCV 253728 (Govt. Code Section 54956.9(d)(1)).
42. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Potential Litigation – Name of Case: Unfunded Landfill Liabilities (Govt. Code Section 54956.9(d)(4)).
43. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation – Name of Case: Arnold v. Martin, California Human Development Corp., County of Sonoma, et al. SCV 254574 (Govt. Code Section 54956.9(d)(1)).
44. 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. Employee organization: All. Unrepresented employees: All, including retired employees (Govt. Code Section 54957.6 (b)).

VI. REGULAR AFTERNOON CALENDAR

(Items 45 through 48)

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

45. Report on Closed Session.
46. **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. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)
47. 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
48. **ADJOURNMENTS**

NOTE: The next meeting will be held on March 11, 2014.

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

- 1. March 11th (PM) – PLP12-0009; Use Permit and Design Review – 10810 Hillview Road, Windsor
- 2. March 18th (PM) – ZCE09-0032; Zone Change - 1515 Gumview Road, Windsor
- 3. March 25th (PM) – PLP13-0030; Use Permit and Design Review – 4170 Santa Rosa Avenue, Santa Rosa
- 4. March 25th (PM) – UPE13-0065; Use Permit – 500 Meacham Road, Cotati
- 5. April 8th (PM) – PLP08-0021; Appeal of a Board of Zoning Adjustments approval of a Use Permit; 35755 and 36000 Hauser Bridge Road, Cazadero



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: No Vote Required

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt, 707/565-2241

Supervisorial District(s):

Second

Title: Resolution

Recommended Actions:

Gold Resolution Proclaiming Mediation Week in Sonoma County, March 10 -16, 2014

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Proclaiming Mediation Week in Sonoma County, March 10-16, 2014

WHEREAS, mediation is a dispute resolution process in which a neutral third person facilitates communication between the parties to a dispute to help them reach a voluntary and mutually acceptable agreement; and

WHEREAS, during the past 35 years, California community dispute resolution organizations have used mediation to resolve countless neighborhood disputes before formal legal proceedings were initiated and have been instrumental in the development and operation of mediation programs to resolve legal proceedings filed with the courts; and

WHEREAS, during the past 30 years, California trial and appellate courts, including courts in Sonoma County, have increasingly encouraged, offered, and provided mediation to assist litigants in resolving a broad array of disputes that are filed with the courts, including civil, family, juvenile, and certain criminal matters; and

WHEREAS, mediation offers many potential benefits to litigants, the courts, and the public, including increasing participants' satisfaction with the dispute resolution process and outcome, while reducing court filings, pretrial motions and trials, the time from the filing of an action to disposition, litigants' costs, court workloads, future disputes between the parties, and recidivism; and

WHEREAS, the availability and success of court mediation programs are largely attributable to the efforts of judicial officers, court staff, and justice partners, including community dispute resolution organizations, local government agencies, state and local bar associations, mediation organizations, and individual mediators, many of whom contribute significant time and resources toward conducting mediations; and

WHEREAS, public awareness of the nature, availability, and benefits of mediation and court mediation programs is important to ensuring the use of these programs and access to justice.

Resolution #

Date:

Page 2

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Sonoma County recognizes the week of March 10 through 16, 2014 as Mediation Week, and commends the efforts of the individuals and organizations that make mediation and mediation programs available to the citizens of 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: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Christina Cramer, ext. 2988

Supervisory District(s):

Title: Women's History Month

Recommended Actions:

Adopt a Gold Resolution proclaiming March 2014 as Women's History Month in Sonoma County

Executive Summary:

The celebration of Women's History during the month of March dates back to 1977, when the Sonoma County Commission on the Status of Women initiated the Women's History Week project. The Commission sponsored programs for local schools to address the omission of women's history in the curriculum. In 1980, the National Women's History Project was developed by dedicated members of the Commission's Education Task Force. The Project's mission, expanding on the mission of the Women's History Week project, recognizes and celebrates the diverse and historic accomplishments of women through educational materials and programs. In 1987, inspired by the work of the National Women's History Project, Public Law 100-9 was passed by Congress, expanding the celebration of Women's History to the entire month of March nationwide.

Since 1979, the Sonoma County Board of Supervisors has recognized Women's History Week and beginning in 1987 has designated the month of March as Women's History Month in Sonoma County in keeping with the National commemoration. This acknowledgement ensures the history of women will be recognized and celebrated in schools, workplaces, and communities throughout Sonoma County and the country. The stories of women's historic achievements present an expanded view of the complexity and fulfillment of living a purposeful life. The knowledge of women's history provides a more expansive vision of what women can achieve. This perspective can encourage girls and women to think larger and bolder and can give boys and men a fuller understanding of the female experience.

The 2014 Women's History Month theme is "Celebrating Women of Character, Courage, and Commitment, and honors the extraordinary and often unrecognized determination and tenacity of women. Against social convention and often legal restraints, women have created a legacy that expands the frontiers of possibility for generations to come. They have demonstrated their character, courage and commitment as mothers, educators, institution builders, business, labor, political and community leaders, relief workers, religious leaders, and CEOs. Their lives and their work inspire girls and women to achieve their full potential, and encourage boys and men to respect the diversity and depth of women's experience."

Prior Board Actions:			
1987 – 2013 Each year, the Board proclaimed the month of March to be Women’s History Month. 1979 – 1986 Each year, the Board proclaimed the week containing March 8 as Women’s History Week.			
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):			
N/A			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Resolution			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma

State of California

Date: February 25, 2014

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma State of California, Proclaiming March 2014 As Women's History Month in Sonoma County

Whereas, women have played a critical role in shaping the economic, cultural, and social fabric of our society through their participation in the labor force, working both inside and outside the home; and

Whereas, Women's History Month provides an opportunity for schools and communities to increase the knowledge held by our children and our community of women's roles in history and their contributions to the development of this nation; and

Whereas, the story of American women is the story of pioneering women who led campaigns for equality and civil rights, advanced professional and educational opportunities and contributed significantly to the arts, sciences and humanistic causes; and

Whereas, "Celebrating Women of Character, Courage, and Commitment, and honors the extraordinary and often unrecognized determination and tenacity of women; and

Whereas, Women's History Month is both a call to acknowledge outstanding women we know by name, and to pay homage to the nameless women who have shaped our collective past;

Now, Therefore, Be It Resolved, that the Board of Supervisors, in recognition of the significant role played by women, whose courage and vision inspire hope and possibility for today's women to make tomorrow's history, hereby proclaim the month of March 2014 as Women's History 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: 3
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Julie S. Paik (707) 565-4141

Supervisorial District(s):

All Districts – County--wide

Title: Recognition of Child Support Performance Awards

Recommended Actions:

Request the Board of Supervisors recognize Sonoma County Department of Child Support for receiving the award for “Top Ten County – Statewide” from the California Department of Child Support Services.

Executive Summary:

On February 11, 2014, the Sonoma County Department of Child Support Services (“Department”) received the “Top Ten County – Statewide” award from the California Department of Child Support Services (“State”). The Department exceeded the State goals as follows:

Goal 1 - Paternity Establishment 100% - **Achieved 99.4%**

Goal 2 – Cases with a Support Order Statewide Goal 94.1% - **Achieved 95.3% (1.2% increase over last year)**

Goal 3 – Current Support Collected Statewide Goal 71.7% - **Achieved 71.5% (1.3% increase over last year)**

Goal 4 – Cases with Collections on Arrears Statewide Goal 71.2% - **Achieved 72% (1.8% increase over last year)**

Goal 5 – Cost Effectiveness Statewide Goal \$2.54 - **Achieved \$2.55**

The State recognized Sonoma County as a “top 10” county, ranking number 4 out of 51 child support agencies in the State. Sonoma moved up from ranking number 6 last year to number 4 this year.

Sonoma is the only “medium size” County ranked in the “top 10” statewide. Sonoma County qualifies as a medium size county based on the Department’s current caseload of 13,000 (there are 13 medium size counties in California). State Interim Director Kathleen Hrepich stated, “I would like to congratulate each County for their deep commitment to putting children first. I am especially proud of the remarkable accomplishments made in each child support agency.”

Each year, the Department continues to find new strategies to increase collections and distribute more money back to Sonoma County families, while remaining cost effective. Sonoma County Child Support professionals provide each family with the resources and solutions they need to be engaged in the welfare of their children through making consistent child support payments. Child Support work is a

vital public service, offering a solid foundation for children in our community. It is truly an honor to receive these respected awards and the Department will continue to devote the highest level of assistance to the families we serve.

Prior Board Actions:

On February 26, 2013, the Board recognized the Department of Child Support Services for receiving the Top Overall Performance – Medium Size County, Top 10 County – Statewide, and the Most Improved – Medium Size County.

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

Child Support provides economic stability to families in Sonoma County. By exceeding the goals on the performance measures, the increased money distributed to families contributes to the health and well-being of the children.

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):

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

To: Board of Supervisors

Board Agenda Date: February 25, 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 Suzanne Brangham on being named 2014 Sonoma Alcaldessa

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: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Congratulating Suzanne Brangham on the Honor of being selected as the 2014 Sonoma Alcaldessa

WHEREAS, the Sonoma Alcalde is the City of Sonoma's highest honor for public service and is awarded annually to recognize local citizens who have had made unselfish contributions to the welfare of Sonoma. A tradition of the Pueblo system, the Alcalde was revived locally in 1975 when the city council decided to once again find "the town's most useful citizen"; and

WHEREAS, Suzanne Brangham embodies the required attributes for the honor of being named Alcaldessa through her service to the community. She has been variously described as a "treasure" and "an incredibly positive and wonderful force of nature"; and

WHEREAS; nearly 25 years ago, Suzanne brought her considerable talents and remarkable energy to this community and thus began an unfettered dedication to the plants, animals, buildings, culture, children, and people of Sonoma that has continued unabated ever since; and

WHEREAS, Suzanne is not an evolutionist, but is instead a revolutionist; that is, she looks at an issue and begins constructing a plan for not just mending it, but instead reimagining it into the best possible scenario. Examples of her dedication include the renovations of the Grimstead Amphitheater, installation of the Sebastiani Theatre Sprinkler System, lighting at City Hall, as well as the landscaping, irrigation and curbing of Broadway trees; and

WHEREAS, Suzanne is motivated by challenge and possibility, stating once "I love it when people say 'you can't do that' [because] It just motivates me more"; and

WHEREAS, her many accomplishments include transforming a dilapidated historical home into the preserved gem of The General's Daughter, raising Ramekins from a field, and transforming an old farmhouse into a world class inn and spa. In her spare time, she founded the Red and White Ball and the nonprofit organization the Sonoma Plaza Foundation. She joined the effort to create the Sonoma Valley Museum of Art, chaired a trio of "Muse" fundraising events for the Sonoma Community Center, chaired Sonoma Jazz-Plus, joined the Sonoma Valley Hospital Coalition and participated in the boards of the Sebastiani Theatre Alliance, Sonoma Valley Fund, Teen Safe Ride, Sonoma Valley High School's Senior Project's Night, co-chaired fundraisers for the Lyon Ranch Animal Rescue and Therapy Center, Pets Lifeline, Sonoma International Film Festival, The Mentoring Alliance, La Luz, the Arts Guild and Sonoma Valley Boys & Girls Clubs; and

WHEREAS, as many of her efforts are listed here publicly, Suzanne has performed many more kindnesses that will never be known to the wider community because she did them quietly and without fanfare; and

Resolution #

Date:

Page 2

WHEREAS, if one is to believe this quote by Winston Churchill, “We make a living by what we get, but we make a life by what we give” then indeed, Suzanne Brangham is making a life that is large and meaningful here in Sonoma; and

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County hereby Congratulates Suzanne Brangham on the Honor of being selected as the 2014 Sonoma Alcaldessa.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 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 three Gold Resolutions congratulating Jon and Susan Reiter, Wendell Freeman, and Laura Rogers on receiving the 2014 Kenwood Education Foundation's "Big Heart" Award.

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



County of Sonoma

State of California

Date: February 25, 2014

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Congratulating John and Susan Reiter for Receiving the 2014 Kenwood Education
Foundation's "Big Heart" Award**

Whereas, John and Susan Reiter have been active and enthusiastic supporters of Kenwood School since their son, Agustin, entered the Kenwood Preschool nearly a decade ago; and

Whereas, as Agustin prepares to graduate with his fellow 6th graders in June of 2014, the Kenwood Education Foundation recognizes this as the ideal time to acknowledge and honor the Reiters for their significant contributions to Kenwood School; and

Whereas, Jon and Susan have consistently demonstrated their willingness to help in any capacity required, including volunteering and sharing of their expertise and many talents. Both have chaperoned many field trips as well as volunteered inside of the classroom; and

Whereas, Susan Reiter has served on the Kenwood School Association, past member of the School Site Council, and currently serves as a member of the school districts' Board of Trustee; and

Whereas, Jon Reiter has extended his chaperoning duties to include overnight trips as well as shared his passion for mountain climbing with students of all ages. He could always be counted on to recruit friends and family to bid on auction items in a competitive, yet congenial manner, thus resulting in wonderfully successful fundraising events; and

Whereas, both Jon and Susan have volunteered their time, knowledge and energy in serving as consultants on the steering committee for the recent modernization of Kenwood School. They have been tireless advocates for all children and they leave the community of Kenwood School in a better place for their having been there; and

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County hereby commends Jon and Susan Reiter for their dedication and service to their community and congratulates both of the Reiters upon the honor of receiving the 2014 Kenwood Education Foundation's Big Heart Award.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma

State of California

Date: February 25, 2014

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Congratulating Wendell Freeman for Receiving the 2014 Kenwood Education Foundation's
"Big Heart" Award**

Whereas, Wendell Freeman embodies the values and activities that define the Big Heart Award for he has made a difference in the community and, in particular, in the lives of children through tirelessly and repeatedly volunteering his skills and energy; and

Whereas, Wendell and his wife, Pat, first became involved with Kenwood School in 1991 when they supported the Kenwood School Parcel Tax. They have remained consistently strong supporters of the school for the past two decades; and

Whereas, in 1992, Wendell joined the Kiwanis Club of Oakmont and thus began a long career of fundraisers to support the Kenwood Education Foundation (KEF). Wendell leveraged his other associations to find ways to support KEF and augment their activities for children, including those with the Sonoma Valley Vintners and Growers Alliance and Valley of the Moon Youth programs; and

Whereas, Wendell has been a consistent presence at many events held at Kenwood School, including Wii Bowling, Grandparents and Special Friends' Day; Third Grade Reading Partnership with Kiwanis; and

Whereas, Wendell can be counted on to appear every year in his pick-up truck in the 4th of July Parade wherein he throws candies for families and children to catch; and

Whereas, Wendell had been described as a "gift" to the community of Kenwood for his Big Heart; and

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County hereby commends Wendell Freeman for his dedication and service to his community and congratulates him upon the honor of receiving the 2014 Kenwood Education Foundation's Big Heart Award.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma

State of California

Date: February 25, 2014

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Congratulating Laura Rogers for Receiving the 2014 Kenwood Education Foundation's "Big
Heart" Award**

Whereas, Laura Rogers embodies the values and activities that define the Big Heart Award for she has made a difference in the community and, in particular, in the lives of children through tirelessly and repeatedly volunteering her skills and energy; and

Whereas, Laura's children have matriculated through the Kenwood School. Her daughter, Austin, has already graduated and this year, her son Bennett will graduate from Kenwood as well; and

Whereas, Laura has been a tireless and devoted volunteer for the Kenwood School; and

Whereas, the Kenwood Education Foundation depends upon the talents and expertise of many, but even in this crew of devoted volunteers, Laura Rogers has proven herself to be consistently and demonstrably risen to the top tier of those who will step up every time; and

Whereas, Laura has been instrumental in the success of the Kenwood Education Foundation and the Kenwood School Association wherein she spearheaded e-script, Spaghetti Feed, Big Heart, Lights! Camera! Auction!, and collating the school directory; and

Whereas, as another parent remarked, "Laura's middle named should be 'Help' because she is always willing to contribute" to the betterment of her community; and

Now, Therefore, Be It Resolved that the Board of Supervisors of Sonoma County hereby commends Laura Rogers for her dedication and service to her community and congratulates her upon the honor of receiving the 2014 Kenwood Education Foundation's Big Heart Award.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: No Vote Required

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt and Supervisor Efren Carrillo 707/565-2241

Supervisorial District(s):

Second and Fifth

Title: Gold Resolution

Recommended Actions:

Gold Resolution Declaring February 15 – 22, 2014 as National FFA Week and Recognizing Elsie Allen High School's Outstanding FFA Program

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment Not Applicable

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma
State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Declaring February 15 – 22, 2014 as National FFA Week
And Recognizing Elsie Allen High School’s Outstanding FFA Program**

Whereas, February 15 – 22, 2014 is National FFA Week, an opportunity to showcase the FFA mission to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education; and,

Whereas, FFA and agricultural education provide a strong foundation for the youth of America and the future of the food, fiber and natural resources systems; and,

Whereas, Agricultural education and FFA ensure a steady supply of young professionals to meet the growing demands in the science, business and technology of agriculture; and,

Whereas, Elsie Allen High School FFA has a history of providing vocational training to their students to encourage economic growth, opportunity and skills to prepare them with the knowledge and critical thinking skills for lifelong learning in an ever changing society; and,

Whereas, The FFA motto “learning to do, doing to learn, earning to live, living to serve” gives direction of purpose to these students who take an active role in succeeding in agricultural education,

Now, Therefore, Be It Resolved The Sonoma County Board of Supervisors declares February 15 – 22, 2014 as National FFA Week and further, recognizes Elsie Allen High School’s outstanding FFA program.

Resolution #

Date:

Page 2

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors (5th District)

Staff Name and Phone Number:

Supervisorial District(s):

Supervisor Efren Carrillo, 565-2241

Countywide

Title: Gold Resolution

Recommended Actions:

Approve Gold Resolution honoring Gail Yates for her 27 years of service to the National Association of Counties (NACo). (Countywide)

Executive Summary:

Prior Board Actions:

Strategic Plan Alignment: Goal 4: Civic Services and Engagement

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

Gold Resolution

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

None.



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Honoring Gail Yates For Her Contributions To The National Association Of Counties

Whereas, early in Gail’s career with the National Association of Counties (NACo), she was the face and voice of the organization, fielding every phone call and personally being the first contact to anyone making an inquiry or needing assistance; and

Whereas, for all of her 27 years with NACo, Gail Yates was the “Director of First Impressions”, the voice of NACo, and part of a team effort to make every person feel welcome and comfortable – Gail always ended phone calls with the word “Peace” which reflected her soft spoken, comforting, and gentle nature; and

Whereas, her contributions to NACo included the annual Board Photo Directory, which she created and spent many hours working on during the days before digital photography, and being the primary source for information and assistance to the NACo membership; and

Whereas, as NACo grew, so did Gail’s responsibilities as an integral part of the Executive team, her care and professionalism could be relied on to portray NACo in the best possible light no matter the situation or challenge.

Now, Therefore, Be It Resolved that the Sonoma County Board of Supervisors commends Gail Yates for her contributions to the National Association of Counties, and wishes her well on the occasion of her retirement.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Directors, Sonoma County Water Agency
Board of Directors, Sonoma Valley County Sanitation District

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency and Sonoma Valley County Sanitation District

Staff Name and Phone Number:

Kevin Booker 521-1865

Supervisory District(s):

First and Second

Title: North Bay Water Reuse Authority - Phase 2 Scoping Study

Recommended Actions:

Authorize General Manager of Water Agency, acting as the Administrative Agency for North Bay Water Reuse Authority (Authority), to execute the first amendment with CDM Smith, Inc., increasing the amount by \$5,000, for additional meetings with study participants, with no time extension, for a new not-to-exceed agreement total of \$412,560; agreement terminates on June 30, 2014.

Executive Summary:

This item requests authority for the General Manager, acting as the Administrative Agency for North Bay Water Reuse Authority (Authority), to execute the first amendment to the Authority Phase 2 Scoping Study agreement with CDM Smith, Inc., increasing the amount by \$5,000, for additional meetings with Authority members to better define each member's Phase 2 projects, with no time extension, for a new not-to-exceed agreement total of \$412,560. The Authority's Technical Advisory Committee reviewed and accepted the revised budget at its December 16, 2013, meeting.

The Phase 2 Scoping Study is focusing on the development and use of recycled water from a regional-scale - how it can best meet community priorities, reflect local values, and significantly contribute toward water supply reliability in the North Bay. The Phase 2 Scoping Study identified meetings with each Authority Member's to:

- a) Discuss new or not fully defined concepts (not included by agencies in the Project Definition Scoping Study).
- b) Identify where and how much demand exists; identify specific users if possible.
- c) Develop a schematic model of the system with technical data for each source and demand area,

illustrating the potential near-term and conceptual long-term options for reuse. Ensure each agency (or agencies) reviews and confirms the schematic before detailed information is developed.

Because each Authority Member's projects were at different stages, additional meetings were needed to bring all information to the same level.

The existing agreement was approved by your Board in January 2013; the staff report relating to that approval is attached as background (Attachment A). The \$5,000 increase will be shared among all Authority members. The Water Agency's share of the increase will be \$714 and the Sonoma Valley County Sanitation District's share of the increase will be \$714.

Prior Board Actions:

05/21/13 Concurrent action for approval of Third Amended North Bay Water Reuse Authority Memorandum of Understanding; 01/29/13 Concurrent action for authorization of Original Agreement with CDM Smith, Inc.; 09/11/12 Concurrent action for authorization of seven (7) professional service agreements; 10/26/10 Concurrent action for approval of Second Amended North Bay Water Reuse Authority Memorandum of Understanding; 01/15/08 Concurrent action for approval of First Amended North Bay Water Reuse Authority Memorandum of Understanding; 07/26/05 Concurrent action for approval of North Bay Water Reuse Authority Memorandum of Understanding as revised on June 13, 2005, or with minor changes, as approved by County Counsel; and 04/26/05 Concurrent Resolution No. 05-0369 for approval of North Bay Water Reuse Authority Memorandum of Understanding, allowing Water Agency to act as fiscal agent for the Authority, and payment of dues and allocated costs.

Strategic Plan Alignment Goal 3: Invest in the Future

Providing a reliable water supply for agricultural and urban needs in Sonoma County.

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	\$ 5,000	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	North Bay Water Reuse Authority Trust	\$ 5,000
Total Expenditure	\$ 5,000	Total Sources	\$ 5,000

Narrative Explanation of Fiscal Impacts (If Required):

FY 2013/2014 expenditure for Water Agency is \$30,366 from the North Bay Water Reuse Authority Trust (Account 674523)

FY 2013/2014 expenditure for Sonoma Valley County Sanitation District is \$30,366 from the North Bay Water Reuse Authority Trust (Account 674523)

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

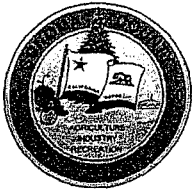
N/A

Attachments:

1/29/13 Agenda Item (Attachment A).

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

Draft Amended Agreement (1 copy)



County of Sonoma
Agenda Item
Summary Report

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

APPROVED
JAN 29 2013

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

	AYE	NO
GORIN	✓	
RABBITT	✓	
ZANE	✓	
MCGUIRE	✓	
CARRILLO	✓	

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

ATTEST: **JAN 29 2013**

	AYE	NO
K BROWN	<i>Absent</i>	
D RABBITT	✓	
S GORIN	✓	

VERONICA A. FERGUSON, Clerk/Secretary
BY: *Woodson*
DEPUTY CLERK/ASST SECRETARY

To: Board of Directors, Sonoma County Water Agency
Board of Directors, Sonoma Valley County Sanitation District

Board Agenda Date: January 29, 2013

Vote Requirement: Majority

Department or Agency Name(s): Sonoma County Water Agency and Sonoma Valley County Sanitation District

Staff Name and Phone Number:

Kevin Booker / 521-1865

Supervisory District(s):

First and Second Districts

Title: North Bay Water Reuse Authority – Phase 2 Scoping Study

Recommended Actions:

a) Authorize General Manager of Water Agency, acting as the Administrative Agency for North Bay Water Reuse Authority (Authority), to execute an agreement with CDM Smith, Inc., to provide scoping study services for the amount of \$407,560 (Water Agency share of cost is \$58,223; agreement terminates on June 30, 2014); b) Authorize expenditure of Sonoma Valley County Sanitation District funds in the amount of \$58,223 for District's portion of costs for the above professional service agreement with Authority-selected consultant.

Executive Summary:

The Sonoma County Water Agency (Water Agency), as approved by its Board of Directors, entered into a Memorandum of Understanding Establishing the North Bay Water Reuse Authority (Authority) with Las Gallinas Valley Sanitary District, Napa Sanitation District, Novato Sanitary District, and Sonoma Valley County Sanitation District. As of August 24, 2005, all five entities had formally entered into the Memorandum of Understanding. North Marin Water District and County of Napa became signatories under the Second Amended Memorandum of Understanding, effective September 15, 2010. Marin Municipal Water District and City of Petaluma have agreed to participate and will become signatories under the Third Amended MOU, when drafted.

The Second Amended Memorandum of Understanding was approved by Water Agency's and Sonoma Valley County Sanitation District's Boards on October 26, 2010. The Authority is not a legal entity and cannot enter into agreements in its own name. Therefore, Section 12 of the Second Amended Memorandum of Understanding designates the Water Agency to act as the Administrative Agency for the Authority. As the Administrative Agency, the Water Agency enters into agreements and performs other administrative functions for the Authority, with prior approval of the Authority Board of Directors.

The Authority is responsible for consultant selection. The Water Agency is reimbursed by the Authority for the costs it incurs while acting as Administrative Agency.

HISTORY OF NORTH BAY WATER REUSE PROGRAM

The Authority has undertaken the North Bay Water Reuse Program (Program) to investigate the feasibility of distributing recycled water for agricultural, urban, and environmental uses throughout the region. The partners are agencies who seek to optimize the value of recycled water both in their own communities and throughout the North San Pablo Bay region.

The North San Pablo Bay region has very limited surface and groundwater supplies. The majority of the region is not served by state or federal water projects, and some of the local groundwater basins have signs of overdraft and potential saltwater intrusion. Urban, agricultural, and environmental demands exceed the region's ability to provide a reliable, sustainable, and economical water supply. Water managers and elected officials recognize the contribution recycled water can make in helping to address water supply reliability and are continuing to investigate how recycled water could be put to its broadest and most beneficial use and implementing such recycled water projects as feasible and as funding becomes available.

The Program is authorized for two construction phases under the U.S. Bureau of Reclamation's (Reclamation) Title XVI Program. This authorization provides a 25% federal cost-share for each phase of the Program. The Authority completed feasibility and environmental studies for Phase 1 of the Program and in 2010 began construction on a series of recycled water projects valued at \$100 million. To date, the Program has received nearly \$13 million in federal funding and nearly \$2.9 million in state funding; the balance of funding will be provided by the state and local agencies. Additional studies have been initiated to determine the feasibility of initiating Phase 2 of the Program that could include new member agencies and additional projects in the Program area.

Potential uses and benefits of recycled water include reliable irrigation supply for both vineyards and pasture lands; environmental flows for restoration of wetland habitat in the Napa-Sonoma Salt Marsh or other areas and improved instream flows for riparian habitat and fisheries recovery; reduction in demand on both surface and groundwater supplies; regional urban, municipal, and industrial uses; and an environmentally responsible alternative to treated wastewater disposal.

By establishing a partnership of local, state, and federal agencies with similar mandates, the Authority desires to maximize the benefits of multiple funding sources to implement the Program.

The Program is a model for maximizing the benefits of limited water resources in the west. By partnering on the local level, agencies and elected officials are developing solutions to meet broad constituent needs under the umbrella of a comprehensive regional program. This approach also helps the federal and state agencies accomplish their resource management objectives and regulatory requirements.

Pursuant to the Second Amended Memorandum of Understanding, and as shown below, Authority members divide the first 25% of costs equally and the remaining 75% of costs in proportion to the benefit to each member in the Authority through funds received under Phase 1. Percentages may be

revised based on the addition of signatory members, revisions to the projects in Phase 1, or continuation beyond Phase 1.

Phase 1 Cost Allocation

Member	25% Split Equally	Percentage of Remaining 75%	Total of Percentages
Las Gallinas Valley Sanitary District	3.57%	3.67%	7.24%
Novato Sanitary District	3.57%	5.04%	8.61%
North Marin Water District	3.57%	14.07%	17.64%
Sonoma Valley County Sanitation District	3.57%	23.90%	27.47%
Sonoma County Water Agency	3.57%	0.00%	3.57%
Napa Sanitation District	3.57%	28.32%	31.89%
Napa County	3.57%	---	3.57%
TOTALS	25.00%	75.00%	100%

Because Phase 2 is in its early stages, the Phase 2 costs are allocated equally among Authority members and will be structured similar to Phase 1 once projects and benefits have been defined. Cost allocations were developed and approved by the Authority's Technical Advisory Committee. In addition, Marin Municipal Water District and the City of Petaluma have agreed to participate in Phase 2, while the County of Napa and North Marin Water District have declined to participate in Phase 2.

Phase 2 Cost Allocation

Member	Split Equally
Las Gallinas Valley Sanitary District	14.29%
Novato Sanitary District	14.29%
Marin Municipal Water District	14.29%
Sonoma Valley County Sanitation District	14.29%
Sonoma County Water Agency	14.28%
Napa Sanitation District	14.28%
City of Petaluma	14.28%
TOTALS	100.00%

CONSULTANT AGREEMENT

Authority's Selection Process:

CDM Smith Inc. was selected to perform the work by the Authority. As the Administrative Agency for the Authority, Water Agency is entering into the agreement with Consultant on behalf of the Authority.

CDM Smith, Inc. was the only consultant contacted for this work. CDM Smith, Inc. has been working on the Program since its inception. The Authority selected CDM Smith Inc. due to its substantial knowledge about the Program, previous track record of successful preparation of work products, including those required for grant funding, and demonstrated ability to coordinate with Authority members. The Authority would incur substantially increased costs in soliciting new proposals and start-up costs for another consultant. There would also be the likely loss of funding due to delays in project implementation if another consultant was hired.

The Authority Board of Directors reviewed and accepted the scope of work and budget at its November 19, 2012, meeting.

Hiring of CDM Smith, Inc. for this agreement causes no conflict of interest and is not based on any financial incentive provided to Sonoma County Water Agency, North Bay Water Reuse Authority, or their employees and representatives.

Scope of Services:

Upon Board approval, Water Agency will enter into the "Agreement for Scoping Study for North Bay Water Reuse Authority Phase 2 (FY 2012/2013 and FY 2013/2014), as the Administrative Agency for the Authority. The Agreement terminates on June 30, 2014.

Under this agreement, Consultant will provide Phase 2 scoping study services that include the following tasks: new user assessment, multi-purpose storage analysis, workshops, and a summary report.

Costs:

Estimated total agreement amount and Water Agency's and Sonoma Valley County Sanitation District's estimated share of costs are as follows:

Total agreement amount: Fiscal Year 2012/2013 at \$200,000 and Fiscal Year 2013/2014 at \$207,560 for a 2-year total of \$407,560

Water Agency share of costs: Fiscal Year 2012/2013 at \$28,571 and Fiscal Year 2013/2014 at \$29,651 for a 2-year total of \$58,223

Sonoma Valley County Sanitation District share of costs: Fiscal Year 2012/2013 at \$28,571 and Fiscal Year 2013/2014 at \$29,652 for a 2-year total of \$58,223

Fiscal Year 2013/2014 costs are slightly higher than Fiscal Year 2012/2013, due to the Authority's anticipation that the volume of work will increase in Fiscal Year 2013/2014.

Agreements executed into by the Water Agency on behalf of the Authority contain a provision that makes each Authority member liable only for its respective share of the contract cost and provides that none of the Authority members can be required to pay costs allocated to other members. Thus the Water Agency and the Sonoma Valley County Sanitation District are responsible for paying only their

specified shares of the total agreement cost.

Prior Board Actions:

09/11/12 Concurrent action for authorization of professional service agreements; 10/26/10 Concurrent action for approval of Second Amended North Bay Water Reuse Authority Memorandum of Understanding; 01/15/08 Concurrent action for approval of First Amended North Bay Water Reuse Authority Memorandum of Understanding; 07/26/05 Concurrent action for approval of North Bay Water Reuse Authority Memorandum of Understanding as revised on June 13, 2005, or with minor changes, as approved by County Counsel; and 04/26/05 Concurrent Resolution No. 05-0369 for approval of North Bay Water Reuse Authority Memorandum of Understanding, allowing Water Agency to act as fiscal agent for the Authority, and payment of dues and allocated costs.

Strategic Plan Alignment Goal 3: Invest in the Future

Providing a reliable water supply for agricultural and urban needs in Sonoma County.

Water Agency 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 12-13

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 57,142	Water Agency Gen Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$ 57,142
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	NBWRA Trust	\$ 142,858
Total Expenditure	\$ 57,142	Total Sources	\$ 200,000

Narrative Explanation of Fiscal Impacts (If Required):

FY 2012/2013 expenditure for Water Agency is \$19,429 from the North Bay Water Reuse Authority Trust (Account 674523)
 FY 2012/2013 expenditure for Sonoma Valley County Sanitation District is \$19,429 from the North Bay Water Reuse Authority Trust (Account 674523)
 FY 2013/2014 expenditures will be budgeted in that fiscal year from the North Bay Water Reuse Authority Trust (Account 674523).

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:			
Agreement (4 Copies)			

RW\\FILESERVER\DATA\CL\AGENDA\AGREES\01-29-2013 WA NORTH BAY WATER REUSE
 AUTHORITY PHASE 2_SUMM.DOCM

CF/71-700-21 CDM SMITH, INC. (AGREE FOR PHASE 2 SCOPING STUDY FOR NORTH BAY
 WATER REUSE AUTHORITY - FY 2012/2013 AND FY 2013/2014) TW 12/13-060
 (ID 4533)

NBWRA Cost Allocations, Phase I and Phase II

Phase 1 Cost Allocation

Member	25% Split Equally	Percentage of Remaining 75%	Total of Percentages
Las Gallinas Valley Sanitary District	3.57%	3.67%	7.24%
Novato Sanitary District	3.57%	5.04%	8.61%
North Marin Water District	3.57%	14.07%	17.64%
Sonoma Valley County Sanitation District	3.57%	23.90%	27.47%
Sonoma County Water Agency	3.57%	0.00%	3.57%
Napa Sanitation District	3.57%	28.32%	31.89%
Napa County	3.57%	0.00%	3.57%
TOTALS	25.00%	75.00%	100%

Phase 2 Cost Allocation

Member	Split Equally	Allocation of Cost
Las Gallinas Valley Sanitary District	14.29%	\$58,223
Novato Sanitary District	14.29%	\$58,223
Marin Municipal Water District	14.29%	\$58,223
Sonoma Valley County Sanitation District	14.29%	\$58,223
Sonoma County Water Agency	14.28%	\$58,222
Napa Sanitation District	14.28%	\$58,223
City of Petaluma	14.28%	\$58,223
TOTALS	100.00%	\$407,560



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: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Donna Dunk 565-3274

Supervisory District(s):

All

Title: Enterprise Financial System (EFS) Project Implementation

Recommended Actions:

1. Accept quarterly update on the Enterprise Financial System Project Implementation
2. Authorize the Information Systems Department Director to sign the agreement with Bottomline Technologies for installation, implementation, training, and support services for the C-Series Payments software upgrade for integration with the Enterprise Financial System. The total cost for Bottomline's services is not to exceed \$119,500 for the term of February 2014 to September 2014.

Executive Summary:

On February 5, 2013, your board directed staff to proceed with the Enterprise Financial System (EFS) implementation project and to return with quarterly updates on the project's progression. The purpose of this report is to provide your board with the Winter 2014 quarterly update.

At this time the project continues on time, on budget (without the use of contingencies) and within the planned scope. There are no major issues that are unresolved. A summary of the project budget is included in Attachment A.

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

1. Project Activities over the past three months:

Project activities since the last quarterly update worth noting are as follows:

- a. EFS Portal Site went live** – The EFS web portal site went live in December. The site will be used

to communicate important information and project progress to all stakeholders.

- b. Initial Data Conversions** – Initial data conversions have been successfully completed for all areas except fixed assets. User validation of the data is underway.
- c. Hardware for the EFS platform**– The hardware to host the EFS system was bid, ordered, has been received and is being installed and configured.
- d. Completed six eProcurement “How to” work sessions** – Six eProcurement how to work sessions were completed with Department users with good overall attendance. This gave users the opportunity to see the system in action and see how they will process daily Procurement transactions in the system.
- e. Communication and Change Management Activities** – A number of critical communication and change management activities have been completed. Ongoing communications and change management activities will occur throughout the entire project. Completed communication events include newsletters, department updates, and Department and Agency Head Association update presentation. Key change management deliverables that are complete include a Change Readiness Assessment, Change Management Strategy, Communication Plan, Training Strategy, and identification of Department Change Leaders and various online surveys directed toward a wide audience of participants. Focus groups have been meeting regularly and include representatives from all county departments and have been essential vehicles for two way communication between users and the project team.
- f. Business Process review sessions** – Business process review and design sessions were held with the Purchasing and Asset Management Focus Groups. These focus groups will have input in determining what the new business processes will look like which will aid in the development of training materials.
- g. Identified 4 Trainers Countywide** – The Steering Committee and the Leadership Team have always been keenly aware of the importance of training. With that in mind, the project plan anticipated adding four trainers Countywide to the project in February to learn the User Productivity Kit (UPK) Oracle training tool and to develop and help deliver training to end users. The four trainers will attend training on how to use the UPK training tool at the end of February and will begin to develop training tools to be tested and ultimately delivered to end users in the months of May, June and July.
- h. Workflow configuration** – Workflow has been configured in all modules with some unit testing.
- i. Functional & Technical specifications developed for 6 customizations** – During the fit/gap sessions six minor customizations were identified to meet the functional requirements for the County. The functional and technical specifications have been developed for all six customizations. Several of these customizations have been completed and are ready for testing.
- j. Standard Journal Entry and Accounts Payable voucher interface built** – A standard journal entry

and accounts payable voucher interface has been built and tested.

k. Interface development – Significant work is in progress related to interface development by the County’s technical team. Additionally, County staff are working with a number of outside vendors such as SunGard and Bottomline Technologies in order to prepare these vendor supported systems for the transition to PeopleSoft.

l. Organizational Support Structure – Efforts are continuing to analyze the organizational support model and structure needed for the new system. The Steering Committee and Leadership Team will be working to complete a recommendation for a support structure that will enable the County to not only support the system long term, but also to continue to enhance the system and fully realize the investment the County has made in this critical infrastructure.

m. Steering Committee Meetings – The Steering Committee (County Administrator Ferguson, ACTTC Sundstrom, and Information Systems Director Hartwig) is charged with making decisions about issues with major policy changes, Ciber change orders using contingency funds, schedule extensions and major changes to the project scope. To date the Steering Committee has met as needed to review and monitor progress of the project and receive regular status reports, thereby providing leadership to this project. The Project Team will continue to rely on Steering Committee involvement as key policy decisions arise throughout the life of the project.

2. Contract with Bottomline Technologies for implementation of C-Series Payments software upgrade

The County currently prints accounts payable, payroll vendor, welfare recipient, and other departmental-specific checks. The County also prints payroll and accounts payable checks for the Sonoma County Office of Education, Santa Rosa City Schools and Santa Rosa Junior College. The EFS project team determined that the delivered PeopleSoft functionality does not support all of these check printing functions. The EFS Leadership Team considered an offer from the implementation vendor, Ciber, to provide, within the scope of the current contract, the customizations to PeopleSoft necessary to support these check printing needs. The EFS Leadership Team determined the risk to project success too great to pursue this option at this stage of the project, and that this option was not consistent with the project objective of minimizing PeopleSoft customizations. Minimizing customizations of PeopleSoft is a project goal to reduce the risk of the current implementation and to avoid hidden upgrade costs of the PeopleSoft system in the future.

The County currently uses the software application PayBase to print these checks. The EFS Leadership Team determined that the best long-term technology solution would be to continue using PayBase for check printing. Because PayBase runs on an operating system that will not be supported after April, 2014 the software will be upgraded to the latest version, now known as C-Series. In addition to printing checks, C-Series will be used to send positive pay files to the banks, and to perform check reconciliation. The C-Series software was purchased for \$68,800 as an upgrade to the existing PayBase system. This request to approve a contract is to enable installation and configuration of the software, provide training to users and technical staff, and to provide support for the product as the County switches from its current FAMIS/PayBase financial system to PeopleSoft/C-Series on July 1. Total costs for the Bottomline implementation services are not to

exceed \$119,550 –\$99,500 in the base contract, and an additional \$20,000 requested to cover unforeseen circumstances without the need to request further authorization from the Board on this time-sensitive project. Bottomline will provide these services based on their knowledge as developer and publisher of the software, and the quality of service provided by Bottomline to the County in the years with which the County has been using PayBase. Staff reviewed the costs and consider these costs commensurate with the work effort to be provided by Bottomline. The software upgrade and implementation services will be paid from existing project funds. To help offset the cost to the County of upgrading to C-Series, Ciber will provide access to their developer resources (free of charge) for the remainder of the project as compensation to the County for moving the check printing, positive pay handling, and check reconciliation functions outside the scope of their contract. That is, the County has other development needs for interfaces and custom reports that will need built for the project in both Phases 1 and 2. Instead of the County incurring additional costs from Ciber in the form of a change order, Ciber will provide these services free of charge up to the hours they had budgeted for development in this area.

We are requesting that the Board authorize the Director of Information Systems to sign this contract, which provides for installation, implementation, training, and support services from the consultant for the C-Series Payments software upgrade for integration with the Enterprise Financial System. In addition, we are requesting that the Board authorize the Director of Information Systems to execute minor amendments to the agreement in a form approved by County Counsel, so long as such amendments do not increase the amount payable by more than \$20,000 through the term of the contract. This will enable the Information Systems Department Director to accommodate unanticipated revisions to the scope which may be needed for a successful implementation.

3. Next Steps:

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

- a. Accounts Payable “how to” work sessions** – Accounts Payable “how to” work sessions are planned similar to the eProcurement “how to” work sessions. Department staff will be invited to participate in these sessions to see how accounts payable transactions will be processed in the system.
- b. Initial data conversion for fixed assets** – An initial data conversion for fixed assets will be completed. Following the initial data conversion, data will be analyzed and validated and the process will continue until all fixed asset data has been successfully converted and validated.
- c. Complete validating data conversion results** – As mentioned earlier, data conversion activities are well underway. Vendor data has been converted, along with balance sheet account balances. The project team will continue to validate the results until all data is successfully converted.
- d. Business process redesign for ACTTC and General Services** – Efforts are underway to identify the business processes unique to ACTTC and General Services and to develop new business processes to address issues such as cash management, check reconciliation, and purchasing business processes.

- e. **Communication and Change Management Activities** – Various communication and change management activities will be completed, such as a number of communication events (e.g., newsletter, department updates, etc.), town hall meetings with departments/special districts, and a second change readiness assessment.
- f. **Complete the Organizational Support Model Analysis** – The Steering Committee and Leadership Team will complete the organizational support model analysis along with recommendations based on the County’s goals and ongoing support needs in the future.
- g. **Train 4 Countywide trainers in UPK content development** – As mentioned earlier, four trainers have been identified Countywide that will learn the UPK Oracle development tool, and will develop end user training and assist in the delivery of end user training. The four trainers will be trained in late February and will begin developing training materials to be delivered to the end user in May, June and July.
- h. **Complete interface development for testing** – The development team will continue their efforts to complete interface development and testing to ready the system for go-live.

Prior Board Actions:

12/5/13 – Board accepted the quarterly EFS update
 8/13/13 – Board accepted the quarterly EFS update
 5/7/2013 – Board accepted the quarterly EFS update and approved a contract with Neko Industries, Inc. for document management to be integrated with the PeopleSoft system
 2/5/2013 – Board approved proceeding with EFS project and budget, along with contracts with Ciber, Inc., Oracle, and Maverick Solutions
 9/18/2012 – Board approved proceeding with EFS project by negotiating a contract with Ciber, Inc and Oracle

Strategic Plan Alignment Goal 3: Invest in the Future

The enterprisewide system solution will allow the county to ensure fiscal transparency by replacing outdated and unsupported financial tracking and reporting technology.

Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 119,550	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$	EFS Project Budget	\$ 119,550
Total Expenditure	\$ 119,550	Total Sources	\$ 119,550
Narrative Explanation of Fiscal Impacts (If Required):			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Attachment A – EFS Budget Summary			
Related Items “On File” with the Clerk of the Board:			
Professional Services Agreement for Implementation of C-Series Software Upgrade by Bottomline Technologies			



EFS Project Status Report

For the Period Ended: February 4, 2014

Steering Committee EFS Budget Summary						
	A	B	C	D = B+C	E = D-A	F = E/A
Description	Approved Budget As of 2/5/2013	PTD Expenditures As of 12/31/2013	ETC Expenditures As of 12/31/2013	Total Expenditures As of 12/31/2013	\$ Budget Variance As of 12/31/2013	% Budget Variance As of 12/31/2013
External Costs:						
Hardware, OS & DB	\$ 1,109,000	\$ 1,347	\$ 869,658	\$ 871,005	\$ (237,995)	-21%
PeopleSoft License & Maintenance	\$ 1,570,639	\$ 1,108,931	\$ 483,599	\$ 1,592,531	\$ 21,892	1%
Ciber Implementation Services	\$ 5,561,305	\$ 1,874,241	\$ 3,687,064	\$ 5,561,305	\$ -	0%
OnBase Integration & Maintenance	\$ 896,000	\$ 14,770	\$ 823,230	\$ 838,000	\$ (58,000)	-6%
Project Management Consulting	\$ 1,404,000	\$ 466,088	\$ 937,913	\$ 1,404,000	\$ -	0%
Other External Costs	\$ 891,450	\$ 268,981	\$ 451,500	\$ 720,481	\$ (170,970)	-19%
Contingency - External Costs	\$ 1,714,859	\$ -	\$ -	\$ -	\$ (1,714,859)	-100%
	\$ 13,147,253	\$ 3,734,357	\$ 7,252,964	\$ 10,987,321	\$ (2,159,933)	
Internal Costs:						
Internal Staffing	\$ 6,200,000	\$ 1,400,287	\$ 4,586,217	\$ 5,986,504	\$ (213,496)	-3%
Fixed Internal Costs	\$ 639,000	\$ 249,949	\$ 368,141	\$ 618,090	\$ (20,910)	-3%
Other Variable Internal Costs	\$ 239,000	\$ 63,612	\$ 137,200	\$ 200,812	\$ (38,188)	-16%
Departmental Vendor Interfaces	\$ 98,000	\$ -	\$ 98,000	\$ 98,000	\$ -	0%
Contingency - Internal Costs	\$ 1,076,400	\$ -	\$ -	\$ -	\$ (1,076,400)	-100%
	\$ 8,252,400	\$ 1,713,848	\$ 5,189,558	\$ 6,903,406	\$ (1,348,994)	
Financing Costs						
	\$ 993,540	\$ 20,080	\$ 618,684	\$ 638,764	\$ (354,776)	-36%
TOTALS	\$ 22,393,193	\$ 5,468,285	\$ 13,061,205	\$ 18,529,490	\$ (3,863,702)	All Line Items
					\$ (1,072,443)	Excluding Contingencies
					\$ (717,668)	Excluding Contingencies and Financing Costs

Current Project Budget Status

Forecasted Project Budget Status

PTD = Project To Date ETC = Estimate To Complete



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: 4/5

Department or Agency Name(s): County Counsel

Staff Name and Phone Number:

Verne Ball, Deputy County Counsel
565-2495

Supervisorial District(s):

Title: Approval of Legal Services Agreement with Farella Braun + Martell LLP

Recommended Actions:

Authorize the County Counsel to execute a Legal Services Agreement with Farella Braun + Martell LLP for representation of the County in the matter of California River Watch v. County of Sonoma (U.S. District Court, Case No. 3:14-CV-00217-MEJ) with a not to exceed limit of \$250,000.

Executive Summary:

River Watch has filed an action alleging that vineyard permitting by the County causes harm to the California Tiger Salamander (CTS) and constitutes an illegal "take" under the Endangered Species Act. County Counsel intends to defend the action but due to the specialized nature of the Endangered Species Act ("ESA") challenge, requests that the Board authorize a co-counsel approach between County Counsel and Skip Spaulding of the law firm of Farella Braun + Martell.

County Counsel reviewed the qualifications of 5 law firms known for their ESA work. Farella Braun + Martel's rates are competitive, and Mr. Spaulding at that firm has agreed to represent the County for an approximately 25% reduction from his normal rate. The proposed contract has a not to exceed limit of \$250,000.

Mr. Spaulding recently assisted San Luis Obispo County with ESA-related issues, and he is recommended very highly by San Luis Obispo County. He is the former litigation director for the Sierra Club, and he is very familiar with the precise type of ESA vicarious liability claim alleged in the complaint, which will benefit the County and save the County in terms of legal expenses. Mr. Spaulding has also recently reached a complete defense verdict in one of the few ESA cases that have reached the trial stage in the Northern District of California.

County Counsel believes it is in the best interest of the County to retain Farella Braun + Martel LLP in the representation of the County in this lawsuit.

Prior Board Actions:			
On February 4, 2014, your Board in closed session authorized County Counsel to finalize an agreement with the law firm Farella, Braun + Martell to act as Co-Counsel on the case, and to return on the consent calendar with a contract for approval.			
Strategic Plan Alignment		Goal 2: Economic and Environmental Stewardship	
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 125,000	County General Fund	\$ 125,000
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 125,000	Total Sources	\$ 125,000
Narrative Explanation of Fiscal Impacts (If Required):			
Depending upon the course of the case, one third to one half of the \$250,000 in contract fees are likely to be spent in FY 13-14, and the remainder will be spread over FY 15-16. Costs related to this contract are anticipated to be absorbed within existing appropriations. If necessary, a budgetary adjustment request will be submitted in the third quarter to address any shortfalls.			
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:			
Legal Services Agreement			



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: County of Sonoma Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): District Attorney

Staff Name and Phone Number:

Cindy Williams, 565-2818

Supervisorial District(s):

1,2,3,4,5

Title: OVW Enhanced Training to End Abuse Later in Life

Recommended Actions:

Authorize the Chairperson of the Board to execute Amendments to Agreements for Professional Services with YWCA of Sonoma County, Verity, and Council on Aging, for the term of October 1, 2013 through August 31, 2016, for the purpose of providing training services for the Office of the District Attorney in accordance with the Office of Violence Against Women Abuse Later in Life grant. Amendments will increase the sum total of the three respective Agreements by \$5,450.

Executive Summary:

In September 2012, the District Attorney's Office received a three-year training grant (total award: \$400,000) from the Office of Violence Against Women, Enhanced Training to End Abuse Later in Life program. As an awardee under the Abuse Later in Life program, County of Sonoma joins Office of Violence Against Women's national training program, which has funded sixty-eight local governments, community-based organizations, and Indian tribes since 2006. Training is administered through the National Clearinghouse on Abuse Later in Life, which provides resources and tools to guide local communities to develop services for older victims, create or enhance a coordinated community response, and organize training and cross-training for professionals on elder abuse, neglect, and financial exploitation, including domestic violence, dating violence, sexual assault, or stalking against victims who are 50 years of age or older.

Since the grant was awarded in October 2012, three community-based partners of the Family Justice Center Sonoma County—YWCA of Sonoma County, Council on Aging, and Verity, Inc.—have participated in the initial phase of the Abuse Later in Life Program. In the second phase of the program, which started in October 2013 and continues through December 2014, Abuse-Later-in-Life qualified staff from the respective community-based organizations are required to deliver enhanced Abuse Later in Life training to Sonoma County justice partners, including law enforcement officers and prosecutors.

All three of the community-based organizations described are currently contracted for Family Justice Center Sonoma County services: On November 5, 2013, the Board of Supervisors authorized the Chairperson of the Board to execute Agreements of Professional Services with YWCA of Sonoma County, Council on Aging, and Verity, Inc., to provide Family Justice Center direct services in response to a \$300,000 grant award from the Office of Violence Against Women, Grants to Encourage Arrest Policies program. Specifically, services included navigator/referral services for the Family Justice Center Sonoma County and advocacy services for victims of domestic violence, elder abuse, and sexual assault. These services do not include enhanced training services under the Abuse Later in Life program.

Thus, the District Attorney's Office seeks to amend the current Professional Services Agreements in order to secure the services of YWCA, Council on Aging, and Verity, Inc. staff trainers. The cost of these training services will increase the YWCA Agreement by \$1,500; increase the Council on Aging Agreement by \$2,800; and increase the Verity, Inc. Agreement by \$1,150. The training services will not interfere with the navigator and advocacy services currently provided by the Agreements for Professional Services.

Matching funds are not required for this grant award.

Prior Board Actions:

June 2010 – the Board approved contracts with YWCA of Sonoma County, Legal Aid, Verity, Council on Aging, and Catholic Charities for services to be provided for the Family Justice Center Sonoma County.
July 2011 – the Board authorized contracts with YWCA of Sonoma County, Legal Aid, Verity, Council on Aging, and Catholic Charities to continue to deliver services at the Family Justice Center Sonoma County.
January 2012 – the Board amended contracts with YWCA of Sonoma County, Legal Aid, Verity, Council on Aging, and Catholic Charities to extend the term of the contracts until September 30, 2013.
November 2013 – the Board approved Agreements with YWCA of Sonoma County, Council on Aging, Verity, Legal Aid, and Catholic Charities for new grant-funded services for the Family Justice Center Sonoma County.

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

Funds from the Abuse Later in Life grant provide training to prosecution, law enforcement, and court staff in order to improve the ability of elderly victims to report incidents, be engaged in the legal process, and be referred to appropriate services, and to improve the ability of law enforcement and prosecution staff to investigate crime, prosecute cases, and bring criminals to justice.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 187,351.70	County General Fund	\$ 0
Add Appropriations Req'd.	\$	State/Federal	\$ 187,351.70
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 107,953.57	Total Sources	\$ 187,351.70

Narrative Explanation of Fiscal Impacts (If Required):

Amendments to the Agreements for Professional Services will increase the YWCA Agreement by \$1,500; increase the Council on Aging Agreement by \$2,800; and increase the Verity, Inc. Agreement by \$1,150. Expenses are paid through grant funds, and amounts are included in current Fiscal Year budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

None

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

3 Amendments to Agreements of Professional Services



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

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

Supervisorial District(s):

All

Title: Pt Arena License Agreement

Recommended Actions:

Authorize the Director of the General Services Department to execute a Revocable License Agreement with the County of Mendocino for installation and operation of emergency services communications equipment at the Pt. Arena telecommunication site located at 25470 Ten Mile Road, Pt. Arena, CA, Mendocino County, for an initial term through November 12, 2018 at an annual cost of \$2,400 and with options for extension.

Executive Summary:

Background: Sonoma County Fire/Emergency Dispatch Center, Redwood Empire Dispatch Communications Authority (REDCOM), dispatches for the Coast Life Support District Paramedics based in Gualala. The Coast Life Support District (CLSD) is located in the rugged rural coastal areas of northern Sonoma County and southern Mendocino County. Mendocino County responses for CLSD Paramedics are handled via REDCOM. However, Sonoma County radio coverage into Mendocino County is lacking as we approach Pt. Arena.

CLSD Pt. Arena radio site (operated by Mendocino County) covers the north end of the CLSD response area. Sonoma County approached Mendocino County for the use of their facility, and microwave connectivity back to the Sonoma County network. Mendocino County has been very cooperative and is prepared to allow use of their site at Pt. Arena and their microwave network (back to our shared Fish Rock site at Gualala) where it will connect to the Sonoma County radio systems. All of the equipment has been purchased with grant funds. Building permits have been obtained to install the antenna. A license agreement with Mendocino County is the final step to implementing the project.

License Agreement: The County of Mendocino currently subleases a portion of the Point Arena telecommunications site from Edge Wireless, LLC to house their communication equipment. The

proposed license agreement would allow Sonoma County to utilize rack space inside the Mendocino County shelter and a portion of the shelter roof or cable tray for installation of an antenna, to be used to operate Sonoma County radio equipment for public safety communications.

The proposed license contains the following key provisions:

1. An initial term of approximately five (5) years, commencing March 15, 2014 and expiring November 12, 2018, to coincide with the termination of the landlord's master lease with Edge Wireless, LLC.
2. Automatic annual renewal of the agreement for a maximum of five (5) additional years upon expiration of the initial term, unless otherwise terminated by either party.
3. In lieu of rent, and in consideration for use of the premises, Sonoma County will provide emergency services communications to Mendocino County.
4. The agreement may be terminated by Sonoma County for any reason upon thirty (30) days written notice to Mendocino County.

There currently are no other existing sites that meet these coverage objectives, and construction of a new site could cost millions of dollars. If the license agreement is not executed with Mendocino County, emergency services providers will continue to experience operational difficulties with radio connectivity and delays in delivery of services in the areas served by the proposed improvements.

Anticipated costs associated with ongoing operations include reimbursement to Mendocino County for electrical power consumed by Sonoma County equipment at a cost of approximately \$2,400 annually, and any required equipment maintenance.

Following Board approval of the license, the agreement will be executed by Mendocino County, with Sheriff installation of equipment to be scheduled shortly after March 15, 2014.

Regulatory Conformance: The County's proposal for installation of additional telecommunications equipment to the existing facility was determined by Mendocino County Planning staff to be in compliance with Mendocino County permitting requirements. The staff determined that "per Section 20.522.020.B of the Coastal Zoning Code, placement of new, additional equipment by a public utility on an existing approved tower, as further defined by the California Coastal Commission (CCC) Repair, Maintenance and Utility Hookup Exclusion, adopted September 5, 1978, does not require a Coastal Development Permit." The staff further determined that the project is not subject to provisions of the California Environmental Quality Act (CEQA).

Procedural Authority: Pursuant to Government Code Sections 25350 and 25350.51, the Board of Supervisors may enter into a lease transaction involving less than \$50,000 and a term exceeding three (3) years in one action. No public notice of intent is required.

Prior Board Actions:

None.

Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community			
As indicated above, Sonoma County radio coverage into Mendocino County is lacking toward the approach to Pt. Arena. Use of Mendocino County's facility and microwave connectivity back to the Sonoma County network will improve emergency radio communications, preventing delays in services.			
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$		\$
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$	Total Sources	\$
Narrative Explanation of Fiscal Impacts (If Required):			
No impacts to FY 13-14 are anticipated.			
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:			
Revocable License Agreement with County of Mendocino (1 copy)			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: February 25, 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: Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and Healthy Eating Active Living (HEAL) Contracts

Recommended Actions:

Authorize the Director of Health Services to execute the seventh amendment to an agreement with Laurie Hiatt, expanding the scope of work to include food access technical assistance and healthy retail environment activities, increasing the amount by \$37,500 resulting in a new total not to exceed amount of \$156,830 with a term ending September 30, 2014.

Authorize the Director of Health Services to execute an agreement with Community Child Care Council of Sonoma County for SNAP-Ed nutrition education activities for children ages birth to five and their parents with a term end date of September 30, 2016, in an amount not to exceed \$42,000.

Authorize the Director of Health Services to execute an agreement with Community Action Partnership for SNAP-Ed youth engagement activities with a term end date of September 30, 2016, in an amount not to exceed \$45,000.

Authorize the Director of Health Services to execute the fourth amendment to an agreement with Santa Rosa Memorial Hospital, expanding the scope of work to continue implementing and evaluating the South Santa Rosa leadership training and mentoring program, increasing the amount by \$7,500 resulting in a new total not to exceed amount of \$244,813 with a term ending June 30, 2014.

Executive Summary:

This item requests approval of 1) the seventh amendment to an agreement with Laurie Hiatt, expanding the scope of work to include food access technical assistance and healthy retail environment activities, increasing the amount by \$37,500 resulting in a new total not to exceed amount of \$156,830 with a term ending September 30, 2014; 2) an agreement with Community Child Care Council of Sonoma County for Supplemental Nutrition Assistance Program-Education (SNAP-Ed) nutrition education activities for children ages birth to five and their parents with a term end date of September 30, 2016, in an amount not to exceed \$42,000; 3) an agreement with Community Action Partnership for SNAP-Ed youth engagement activities with a term end date of September 30, 2016, in an amount not to exceed

\$45,000; and 4) the fourth amendment to an agreement with Santa Rosa Memorial Hospital, expanding the scope of work to continue implementing and evaluating the South Santa Rosa leadership training and mentoring program, increasing the amount by \$7,500 resulting in a new total not to exceed amount of \$244,813 with a term ending June 30, 2014.

Approximately 29 percent of Sonoma County residents live at or below 185 percent of the federal poverty guidelines, the threshold used by the California Department of Public Health (CDPH) to determine neighborhoods where SNAP-Ed food access work and nutrition education can take place, which for a family of four is \$43,567 per year. Economically disadvantaged children, teens, and adults are disproportionately affected by excess weight and obesity, and the associated health risks. Latinos, who account for approximately 25 percent of the County's population, are also disproportionately affected in comparison to non-Latino Whites. Contributing to these disparities are food access and food security issues including the lack of consistent access to nutritious food, inadequate resources necessary to obtain healthy food, and insufficient knowledge regarding nutrition. These issues all contribute to poor nutritional status among low-income families.

Recent data shows that approximately 44 percent of Sonoma County adults, 64 percent of teens, and 29 percent of children ages 2-11 are not eating the recommended five servings of fruits and vegetables per day. Additionally, while Sonoma County saw a decrease of 63 percent, from 2005-2007 to 2011-2012, in the proportion of children ages 2-11 drinking at least one sugary drink each day, consumption of sugary drinks increased by 10 percent among teens.

Since 2011, HEAL and SNAP-Ed funds have been used to increase access to healthier food and beverages in lower income neighborhoods and increase resident knowledge regarding nutrition and physical activity through targeted nutrition education classes and social marketing efforts. A food environment assessment conducted in 2012 showed a number of restaurants and food outlets in three neighborhoods saw overall improvements in the availability and marketing of fresh produce and healthier snacks and beverages. This was due in part to implementation of the Sonoma County Smart Meal Restaurant Program and Healthy Food Outlet Project since 2008. Additional analysis of SNAP-Ed nutrition education classes conducted between October 2012 and September 2013 showed that the more classes residents attended, the more likely they were to eat more fruits and vegetables and more of a variety each day. The Department of Health Services (DHS) seeks to build on these successes in order to strengthen and expand food access and nutrition education efforts in Sonoma County in the coming years.

In January 2012, DHS received SNAP-Ed funds from the CDPH in the amount of \$250,000 to implement the Community Nutrition Expansion Project (CNEP) in federal fiscal year (FFY) 2012. In October 2012, DHS received additional SNAP-Ed funding from CDPH in the amount of \$2,531,278 to expand CNEP work in FFY 2013-2016.

In March 2011, DHS received a \$1,000,000 Healthy Eating Active Living (HEAL) Program Grant from Northern California Kaiser Permanente to implement a three-year Phase II HEAL project in Roseland and Kawana Springs neighborhoods in south Santa Rosa. With unspent funds of \$189,153 rolled over from previous calendar years, the program has been extended through June 2014.

Request for Proposals (RFP) for SNAP-Ed and HEAL Services Contractors

DHS released an RFP on November 8, 2013 to identify organizations or individuals to perform the following SNAP-Ed and HEAL related work during FFY 2014-2016:

1. **Early Childhood Care and Education:** Provide training and technical assistance to SNAP-Ed qualifying early childhood care sites to facilitate sustainable nutrition education activities for children, age birth to five years, and their families.
2. **Retail Specialist:** Engage grocery retailers in SNAP-Ed qualifying neighborhoods (census tracts and block groups where at least 50% of the total or Hispanic/Latino population live at or below 185% of the federal poverty level) in Sonoma Valley (Boyes Hot Springs), Healdsburg (Downtown), Petaluma (Payran/McKinley), Rohnert Park (B Section), and Santa Rosa (Roseland) to develop sustainable point-of-purchase strategies that promote the sale of healthier food and beverages to customers. These strategies include a marketing-by-mail program whereby food outlets participating in the Healthy Food Outlet Project will receive training on how to display point-of-purchase marketing materials to promote the sale of healthy food and beverages and then receive marketing materials by mail throughout the year. This program is considered more sustainable than the current model because it builds store staff capacity and is more cost effective than visiting the stores.
3. **HEAL Food Access Specialist:** Engage grocery and restaurant retailers in HEAL Zone neighborhoods (Roseland and Kawana Springs), providing technical assistance to implement sustainable in-store changes to increase access to and promotion of healthy food and beverages for customers. The Food Access Specialist will provide trainings and mentoring to store staff on product merchandising & marketing, storing & stocking fresh produce, conducting in-store promotional events, and developing and maintaining healthier checkout aisles. These efforts aim to build store staff capacity to sustain changes that will increase store profits and decrease expenses.
4. **Food Access and Technical Assistance:** Provide training and technical assistance to SNAP-Ed contractors and residents related to implementing and evaluating activities aimed at improving access to healthy food in SNAP-Ed qualifying neighborhoods. Activities currently include the development or expansion of community gardens in Sonoma Valley (Boyes Hot Springs), Petaluma (Payran/McKinley), and Santa Rosa (Roseland) and the development of a farmer's market in Rohnert Park (B Section).
5. **Afterschool/Extended Break:** Engage afterschool/extended break programs to increase nutrition education and physical activity opportunities that increase access and consumption of healthy food and beverages.

Three proposals, addressing Early Childhood Care and Education, Retail Specialist, and HEAL Food Access Specialist, were received in response to the RFP. No proposals were received for the Food Access and Technical Assistance or Afterschool/Extended Break related work.

Review committees for each of the three work categories were convened. A two-person review committee with extensive knowledge of wellness policies and programs in early care and elementary school settings evaluated the single Early Childhood Care and Education proposal. A three-person review committee with extensive knowledge of the SNAP-Ed retail program and experience coordinating food access work and retail programs evaluated the Retail Specialist proposals. A three-person review committee with extensive knowledge of food access and retail program work evaluated the HEAL Food Access Specialist proposals. Based on qualifications and experience commensurate with the project, work plans, proposed budgets, cultural competencies, and conformation with submittal guidelines, the review committees recommended awarding contracts to the following:

- Early Childhood Care and Education: Community Child Care Council of Sonoma County
- Retail Specialist: Laurie Hiatt
- HEAL Food Access Specialist: Laurie Hiatt

Having received no proposals for the Food Access and Technical Assistance services, DHS recommends contracting with Laurie Hiatt, based on past performance, to perform this work. Ms. Hiatt was the Food Access and Technical Assistance contractor for SNAP-Ed in 2013 and provided technical assistance and training to residents and community partners to implement policy, systems, and environmental strategies aimed at increasing access and consumption of healthy foods in low-income communities. Ms. Hiatt also worked with DHS for over three years on other food access projects, developing food access training programs and tools, training and mentoring community members to engage in food access projects, and providing direct technical assistance to small businesses related to improving access to healthy food for customers.

SNAP-Ed Youth Engagement Request for Qualification (RFQ)

DHS released a SNAP-Ed Youth Engagement RFQ on November 26, 2013, seeking to identify SNAP-Ed qualifying middle or high schools and/or youth engagement organizations to mentor youth (ages 12-18) on selecting and coordinating community projects. The community projects will focus on increasing consumption of fruits and vegetables and participation in daily physical activity among low-income youth and their families. Three organizations submitted qualifications in response to the RFQ.

A three-person review committee with extensive subject matter expertise or youth engagement program knowledge, evaluated proposals. Based on qualifications and experience commensurate with the project, work plans and site selection, proposed budgets, cultural competencies, and conformation with submittal guidelines, the committee recommends awarding the contract to Community Action Partnership (CAP). The work that CAP will perform is designed to empower youth to engage in leadership, critical thinking, problem-solving, service learning and strategizing skills to address and promote nutrition and/or physical activity issues at their schools or in their neighborhoods.

HEAL Leadership Training And Mentoring Program

In March 2011, Santa Rosa Memorial Hospital was awarded \$55,005 through a competitive process to coordinate and facilitate a leadership training and mentoring program as part of the HEAL project. The program seeks to build resident capacity to affect social change and quality of life improvement related to healthy eating and physical activity in the Roseland and Kawana Springs neighborhoods. Santa Rosa Memorial Hospital has performed this work satisfactorily under the agreement, recruiting 21 residents to participate in the leadership training, conducting two leadership trainings, and mentoring 11 training graduates community projects, including improving neighborhood playgrounds, conducting healthy school lunch student surveys, advocating for traffic calming projects near schools, and expanding Kawana Elementary school's garden. DHS desires to add \$7,500 to Santa Rosa Memorial Hospital's contract to continue work on the leadership and mentoring program through June 2014. Efforts will focus on convening and mentoring past leadership graduates to work on projects related to improving neighborhood infrastructure, safety, and increasing opportunities for physical activity in HEAL neighborhoods.

Prior Board Actions:

Amendments to the Laurie Hiatt agreement were approved by the Board are as follows: Amendment 1 – January 2009, Amendment 2 – November 2010, Amendment 3 – March 2011, Amendment 5 – February 2013, and Amendment 6 – March 2013.

The agreement with Santa Rosa Memorial Hospital (previously St. Joseph Health System) was approved by the Board in March 2011. Amendments were approved by the Board as follows: Amendment 1 -

February 2013 and Amendment 2 – March 2013.

In March 2011 the Board approved an agreement with Kaiser Foundation Hospital Fund for Community Benefit Programs (\$1,000,000).

In January 2012 the Board approved an agreement with CDPH for the County to receive \$250,000 to implement Sonoma County CNEP.

In September 2012 the Board adopted a resolution delegating authority to the Director of Health Services to accept state and federal funding and execute revenue agreements (CDPH agreement for SNAP-Ed funding of \$2,531,578 received in September 2012).

In June 2013 the Board adopted a resolution delegating authority to the Director of Health Services to accept state and federal funding and execute revenue agreements (CDPH agreement for SNAP-Ed funding of \$935,255 received in September 2013).

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

The work to be performed under the recommended agreements supports a safe, healthy, and caring community by 1) promoting sustainable policy, systems and environmental changes to promote health in SNAP-Ed eligible neighborhoods and 2) empowering and enabling SNAP-eligible families to select healthy foods and beverages and increase physical activity through nutrition education.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 53,751	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 0	State/Federal	\$ 53,751
	\$	Fees/Other	\$ 0
	\$	Use of Fund Balance	\$ 0
	\$	Contingencies	\$ 0
	\$		\$
Total Expenditure	\$ 53,751	Total Sources	\$ 53,751

Narrative Explanation of Fiscal Impacts (If Required):

The FY 13-14 budget includes \$53,751 for these agreements and amendments. The \$78,249 balance will be included in future year budgets (FY 14-15 - \$45,749, FY 15-16 - \$26,000, and FY 16-17 - \$6,500).

The funding source for the Laurie Hiatt agreement amendment is \$30,000 from SNAP-Ed and \$7,500 from HEAL. The funding source for the Community Child Care Council of Sonoma County (\$42,000) and Community Action Partnership (\$45,000) agreements is SNAP-Ed. The funding source for the Santa Rosa Memorial Hospital agreement amendment (\$7,500) is HEAL.

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:			
Agreements with Laurie Hiatt, Community Child Care Council of Sonoma County, Community Action Partnership, and Santa Rosa Memorial Hospital.			
Related Items “On File” with the Clerk of the Board:			
None			

**MODIFICATION NUMBER SEVEN OF AGREEMENT FOR SERVICES
BETWEEN COUNTY OF SONOMA AND
LAURIE HIATT**

On August 17, 2008, the County of Sonoma, a political subdivision of the State of California, (hereinafter referred to as "County") and Laurie Hiatt, an individual, (hereinafter referred to as "Contractor") entered into a service agreement, modified by the parties effective January 8, 2009 as Modification No. 1, modified by the parties effective November 16, 2010 as Modification No. 2, modified by the parties effective March 21, 2011 as Modification No. 3, modified by the parties effective November 8, 2011 as Modification No. 4, modified by the parties effective February 28, 2013 as Modification No. 5, and modified by the parties effective March 19, 2013 as Modification No. 6 (hereinafter "Agreement").

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

1. Exhibit A7 – Scope of Work, attached hereto and incorporated herein, replaces Exhibit A6 – Scope of Work in its entirety, and is incorporated into this Agreement by this reference (hereinafter "Exhibit A7").
2. Exhibit B3 – Budget and Budget Justification, attached hereto and incorporated herein, replaces Exhibit B2 – Budget and Budget Justification in its entirety, and is incorporated into this Agreement by this reference (hereinafter "Exhibit B3").
3. Exhibit C2 – Waiver of Insurance Requirements, attached hereto and incorporated herein, replaces Exhibit C1 – County of Sonoma Waiver of Insurance Requirements in its entirety, and is incorporated into this Agreement by this reference (hereinafter "Exhibit C2").
4. Delete the following exhibits:
 - Exhibit E – Special Terms and Conditions
 - Exhibit F – Additional Provisions
 - Exhibit G – Travel Reimbursement Information.
5. Add the following exhibits to the terms and conditions of the Agreement, which are attached hereto and incorporated herein by this reference:
 - Exhibit E – CDPH Special Terms and Conditions
 - Exhibit F – CDPH Additional Provisions
 - Exhibit G – Network Travel Reimbursement Information
 - Exhibit H – Network Travel Reimbursement Information – Travel Rate Addendum
 - Exhibit I – Network Travel Reimbursement Information – Mileage Addendum
6. Article 1.1 – Contractor's Specified Services is hereby revised to read as follows:
Article 1.1 – Contractor's Specified Services

Contractor shall perform the services described in "Exhibit A7 – Scope of Work", attached hereto and incorporated herein by this reference (hereinafter "Exhibit A7"), within the times or by the dates provided for in Exhibit A7 and pursuant to Article 7 (Prosecution of Work).

In the event of a conflict between the body of this Agreement and Exhibit A7, the provisions in the body of this Agreement shall control.

7. Article 2 – Payment is hereby revised to read as follows:

2. Payment

As compensation for the services provided pursuant to Article 1 – Scope of Services of this Agreement, Contractor shall receive the following sum to the extent funds are available to the County: HEAL Phase I grant (\$35,000), USDA Rural Business Enterprise Grant (\$18,400), HEAL Phase II grant (\$47,390), SNAP-Ed grant (\$45,245), and Community Transformation Grant (\$10,795). Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B3 – Budget and Budget Justification provided, however, that total payments to Contractor shall not exceed \$156,830. Any “HEAL Phase II” or “Community Transformation Grant” fund balance remaining at the end of the respective fiscal years shall automatically be carried forward to the subsequent fiscal years.

In consideration of services provided by Contractor pursuant to this Agreement, County promises to pay Contractor on a monthly basis in arrears for services satisfactorily performed. Contractor shall submit written, itemized invoices in a form satisfactory to County’s Auditor and County’s Department of Health Services, Public Health Division Director showing all services rendered and itemizing costs in accordance with Exhibits A7 – Scope of Work and B3 – Budget and Budget Justification attached hereto and incorporated herein by reference. The invoices shall show or include: (i) the task(s) performed; (ii) the time devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s). Payments will be made in the usual course of County business upon submission by the 10th of each month of a satisfactory itemized invoice and mandated narrative and statistical reports. In no event shall the County be obliged to pay Contractor more than the total sum of \$156,830 under the terms and conditions of this Agreement.

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

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed California Form 587 be provided by Contractor in order for payments to be made. If Contractor does qualify, then County requires a completed California Form 590. California Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in their facts. By signing either form, Contractor agrees to promptly notify County of any

changes in the facts. Forms should be sent to County pursuant to Article 12 – Method and Place of Giving Notice, Submitting Bills, and Making Payments. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

2.1 Overpayment

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

8. Section 13.10 SNAP-Ed Grant Contract Documents is hereby revised to read as follows:

13.10 SNAP-Ed Grant Contract Documents

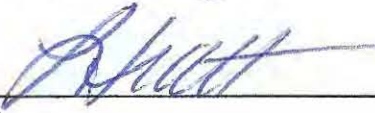
Contractor agrees to comply with the California Department of Public Health (CDPH) provisions for the SNAP-Ed Grant, including the CDPH Special Terms and Conditions (Exhibit E), CDPH Additional Provisions (Exhibit F), Network Travel Reimbursement Information (Exhibit G), Network Travel Reimbursement Information – Travel Rate Addendum (Exhibit H), and Network Travel Reimbursement Information – Mileage Addendum (Exhibit I). Any questions relating to the provisions should be directed to the County.

Except as expressly amended herein, all terms and conditions of Agreement shall remain in full force and effect.

§ The remainder of this page has intentionally been left blank. §

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives this _____ day of _____, 20_____.

CONTRACTOR:



Laurie Hiatt

1/28/14

Dated

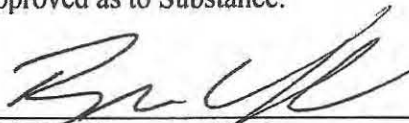
COUNTY OF SONOMA:

Certificate of Insurance on File with County:

Rita Scardaci, MPH, Director
Department of Health Services

Dated

Approved as to Substance:



Division Director or Designee

1/24/14

Dated

Scope of Work
HEAL Phase I
Healthy Food Outlet Project & Smart Meal Program Business Liaison
August 17, 2008 - December 31, 2008

Key Activities:

- **Research & Evaluation** - Conduct research & evaluation necessary to develop an effective Healthy Menu Program and Healthy Food Retailing Program. Activities include the following:
 - Review baseline and CX3 assessment data,
 - Conduct further assessments as necessary
 - Research best practices for project,
 - Conduct regular evaluation assessments to determine challenges/needs/successes of businesses at implementing healthy menu and/or food retailing programs
 - Submit monthly progress reports to HEAL Coordinator by October 15, 2008, November 15, 2008, December 15, 2008, and January 15, 2009.

Estimated Hours: 56

- **Development** - General planning for project. Develop or adapt toolkit, assessments, and written materials for restaurants/food vendors and food outlets. Modify toolkit as necessary.

Estimated Hours: 65

- **Fieldwork** - Identify and obtain buy-in from restaurants/food vendors and food outlets, and develop a working relationship with those sites. Provide technical assistance as needed while food vendors and food outlets increase and promote healthy food choices. Work with neighborhood and worksite sector groups. Assist in the development of a marketing plan to promote healthier choices at the designated sites.

Estimated Hours: 70

- **Meeting Attendance** – Participate in CX3 and State teleconferences. Attend HILT meetings, worksite sector meetings, and periodic meetings with HEAL staff.

Estimated Hours: 28

Scope of Work
USDA Rural Business Enterprise Grant
Healthy Food Outlet Project Business Liaison
November 16, 2010 - March 31, 2012

Key Activities:

- **Meeting Participation** - Participate in monthly contractor meetings, initial project orientation, project trainings, and other meetings relevant to the project.
Estimated Hours: 40
- **Evaluation and Reporting** - Work with project staff to conduct and report baseline and follow-up food outlet assessments, store manager interviews, and end-of-year customer surveys; record and report site visits to assess challenges, successes, and needs of the project; submit quarterly reports to Project coordinator.
Estimated Hours: 72
- **Resource Assistance** - Provide resource assistance to participating food outlets that includes, but not limited to, providing food outlets with information and access to business resources aimed at helping stores increase Store Quality Scores, including connecting food outlets with commercial rehabilitation and energy efficiency loan and rebate programs, low-cost in-store marketing programs, produce distribution or wholesale networks, and project contractors.
Estimated Hours: 96
- **Technical Assistance** - Provide technical assistance to participating food outlets around the use the project toolkit and submission of WIC and Food Stamp applications.
Estimated Hours: 118
- **Communications Plan** - Work with project staff to develop and implement communications plan for promoting the Healthy Food Outlet Project in Fetters Hot Springs, Guerneville, and Monte Rio; act as a liaison with the media; participate in media interviews, as needed.
Estimated Hours: 22

- **Program Development** - Assist project staff in identifying and reporting produce distribution and wholesale networks; assist in the modification of the Healthy Food Outlet Project toolkit and program components, as needed.

Estimated Hours: 40

Scope of Work
HEAL Phase II
Healthy Food Outlet Project & Smart Meal Program Business Liaison
March 21, 2011 – December 31, 2013

Key Activities: Contractor will provide food outlets and restaurants in and near the Kawana Springs and Roseland neighborhoods in south Santa Rosa that participate in the Healthy Food Outlet Project (HFOP) and Smart Meal Program (SMP), respectively, with technical assistance, information, and access to business resources. Contractor will continue to work with five food outlets and five restaurants currently participating in the HFOP and SMP, respectively. Contractor will also recruit two new food outlets to participate in the HFOP and up to 10 restaurants to participate in the SMP. Key activities include the following:

- **Meeting Participation** - Participate in monthly contractor meetings, initial project orientation, project trainings, and other meetings relevant to the projects.
- **Evaluation and Reporting** - Work with project staff to conduct and report baseline and follow-up evaluation that includes, but is not limited to, store manager interviews, restaurant secret shopper visits, and end-of-year customer surveys, site visit reports, and quarterly reports.
- **Resource Assistance** - Provide resource assistance to participating food outlets and restaurants that includes, but is not limited to, providing information and access to resources aimed at helping businesses meet project outcome goals as well as connecting businesses with commercial rehabilitation and energy efficiency loan and rebate programs, low-cost in-store marketing programs, produce distribution or wholesale networks, and project contractors.
- **Technical Assistance** - Provide technical assistance to participating food outlets around restaurants that includes, but is not limited to, the use the project toolkits, completion of mini-grant applications, placement of in store advertising, establishing a process for tracking sales for evaluation purposes, and submission of WIC and SNAP/Food Stamp applications.
- **Communications Plan** - Work with project staff to develop and implement communications plan that includes, but is not limited to, promoting participating food outlets and restaurants in south Santa Rosa, acting as a liaison with the media, and participating in media interviews, as needed.

- **Program Development** - Assist project staff in the modification of the Smart Meal Program and Healthy Food Outlet Project toolkit and program components, as needed. Assist with the identification and reporting of produce distribution and wholesale networks.

**Scope of Work
SNAP-Ed Grant
CX3 Assessment and Program Contractor
February 26, 2013 – September 30, 2013**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 1: Establish key relationships by meeting with the county CalFresh director or designee, CalFresh Outreach/ community worker and work with the appropriate Food and Nutrition Services (FNS) funded partners to create a County Nutrition Action Plan (C-NAP) group.

SNAP-Ed Objective 1 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
<p>1. Attend bi-monthly County Nutrition Action Plan (C-NAP) Workgroup meetings to help coordinate USDA food program interventions and efforts to increase food security in the target population by:</p> <ul style="list-style-type: none"> a) Building on existing State or County nutrition action or obesity plans. b) Coordinating nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, EFAP, Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs. c) Identifying existing resources and assets of organizations in the county that promote the C-NAP. 	L. Hiatt	Feb 2013 – Sept 2013	List of collaborating members

SNAP-Ed Objective 1 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
2. Participate in local food access related meetings and Network sponsored CX3 webinar, teleconference, and trainings, as needed.	L. Hiatt	Feb 2013 – Sept 2013	Meeting sign-in sheets
3. Attend SNAP-Ed project meetings to strategically implement the County of Sonoma’s Department of Health Services (DHS) scope of work.	L. Hiatt	Feb 2013 – Sept 2013	List of collaborating members
4. Attend up to two <i>Network</i> -sponsored meetings, trainings and conferences regionally and/or in Sacramento that may include: Community Engagement trainings, Regional Network Collaborative meetings, <i>Network</i> -sponsored state and/or regional trainings and any other non- <i>Network</i> sponsored trainings that have been pre-approved by State Program Managers.	L. Hiatt	Feb 2013 – Sept. 2013	Copies of agendas, record of participation
5. Use the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. - http://www.nal.usda.gov/fsn/Guidance/FY2013SNAP-EdPlanGuidance.pdf	L. Hiatt	Feb 2013 – Sept 2013	Documents (on file)
6. Comply with the Network Guideline Manual and Program Letter updates. • www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx • www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx	L. Hiatt	Feb 2013 – Sept 2013	Documents (on file)

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 2: Prioritize identified problem areas based on CX³ findings and feedback from three FFY 2012 community forums and develop and implement at least three *Network* allowable interventions with environmental supports.

SNAP-Ed Objective 2 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
1. Work with Food Access Coordinator and CX ³ Community Engagement Contractor to complete all template Communications Tools for the three CX ³ neighborhoods surveyed in FFY 2012.	L. Hiatt	Feb 2013	Communication tools
2. Using communications tools (e.g., fact sheets, briefs) present findings to a variety of stakeholders, involving community members where appropriate. a) As needed, partner with the CX ³ Community Engagement Contractor to host nutrition education community forums/town halls reaching 15-20 unduplicated SNAP-Ed eligible adults from the respective neighborhood at each forum to review CX ³ findings and determine greatest areas of concern. Coordinate with the SNAP-Ed Nutrition Education Coordinator who will provide a 15-minute dynamic nutrition education session. b) Working with CX ³ Provide CX ³ findings to all relevant	L. Hiatt	Feb 2013-Sept 2013	Forum/Town Hall agenda List of county/city officials with contact dates List of Champions CX ³ Media highlights

SNAP-Ed Objective 2 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
<p>city/county level departments and officials (e.g., planners, etc.) where data on the CX³ neighborhoods would guide/inform decisions and promote increased access to healthy food.</p> <p>c) Using feedback from community forums, identify potential Champion retail food sources (e.g. food outlets, restaurants, mobile vendors, etc.) for future intervention work and campaigns</p> <p>d) As relevant, work with local media (e.g. newspaper, television) to highlight areas of concern and opportunities for action based on CX³ findings.</p>			
<p>3. Partner with CX³ Community Engagement Contractor, Food Access Coordinator, and community members to identify at least three <i>Network</i> allowable interventions with environmental supports (at least one from each CX³ neighborhood)</p>	L. Hiatt	Feb 2013- Mar 2013	Strategic Narrative
<p>4. Assist in the development of the <i>CX³ Implementation Strategy Narrative</i> by providing research, written work, translation, editing and review.</p>	L. Hiatt	Apr-May 2013	Strategic Narrative
<p>5. Acting as the Business Liaison and/or working with CX³ Community Liaisons, implement and market nutrition and obesity prevention strategies using public health approaches and <i>Network</i> allowable interventions in at least three eligible CX³ neighborhoods.</p>	L. Hiatt	Feb 2013-Sept 2013	Promotion plan of action

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 3: Collaborate with five community groups and five other organizations to engage six neighborhood members (CX3 Community Liaisons) to identify at least two food and beverage strategies in five qualifying communities to increase access and consumption of healthy foods and beverages.

SNAP-Ed Objective 3 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
<p>1. Assist DHS Staff to plan and host at least one county health forum to address primary prevention of diseases through healthier eating patterns and more physical activity. Assist CX3 Community Engagement Contractor in recruiting community leaders to participate in the forum from schools, after schools, worksites, CalFresh and WIC offices, faith-based channels etc. in CX3 neighborhoods. Some strategies may include:</p> <ul style="list-style-type: none"> a. Identify health disparities in communities related to nutrition and physical activity barriers and propose solutions b. Increase awareness of existing food policies in qualifying neighborhoods c. Use CX3 assessment findings to promote the need for farmers markets to increase access to fresh fruits and vegetables, increased healthy food availability in corner stores, healthier options at local worksites, schools and churches and increased access to physical 	L. Hiatt	Feb 2013- May 2013	Flyers, Agenda, Summary of meeting results

SNAP-Ed Objective 3 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
activity opportunities in qualifying neighborhoods.			
<p>2. Assist the Food Access Coordinator and Network’s Retail Specialist with the development, coordination, facilitation, and evaluation of train-the-trainer program related to the Healthy Food Outlet Project, including:</p> <ul style="list-style-type: none"> • Community Business Liaison Training • Use of measurement tools to conduct food environment assessment, manager interviews and customer intercept surveys. • Use of the <i>Network for a Healthy California’s</i> Retail Fruit & Vegetable Marketing Guide, including trainings on in-store/community surveys, storage & stocking produce, merchandising & promotion, and in-store events. 	L. Hiatt	Feb 2013- April 2013	Training agendas and supporting documents.
<p>3. Provide technical assistance to CX3 Community Engagement Contractor and CX3 and Community Transformation Grant (CTG) Community Liaisons (neighborhood members) on strategies to increase access and consumption of healthy foods and beverages and physical activity opportunities such as:</p> <ol style="list-style-type: none"> a. Data interpretation, i.e. CX³ findings b. Nutrition education and obesity prevention resources and classes c. Healthy food and beverage promotion plans 	L. Hiatt	Mar 2013-Sept 2013	TA log ATF/EARS

SNAP-Ed Objective 3 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
<ul style="list-style-type: none"> d. Successful community models (e.g., Smart Meal Program & Healthy Food Outlet Project) e. Guidance on joint use policies 			
4. Provide technical assistance to CX3 Community Engagement Contractor and CX3 and CTG Community Liaisons (neighborhood members) through educational and social marketing strategies. Some strategies may include: <ul style="list-style-type: none"> a. Youth engagement b. Peer to peer education c. Social marketing campaigns d. Establishing community gardens and/or farmers markets 	L. Hiatt	Mar 2013-Sept 2013	TA log ATF/EARS
5. Provide technical assistance to CX3 Community Engagement Contractor and CX3 and CTG Community Liaisons (neighborhood members) for monitoring and evaluating neighborhood changes.	L. Hiatt	Feb 2013-Sept 2013	Summary of changes

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 4: Assist County Nutrition Action Plan Workgroup with promoting and supporting a minimum of one environmental change that enhances *Rethink Your Drink* efforts.

SNAP-Ed Objective 4 (February 26, 2013 – September 30, 2013)			
Activities	Responsible Party	Timeline	Deliverables
<p>1. Work with the County Nutrition Action Plan Workgroup and the CX3 and CTG Community Liaisons to identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Assist with the development of the summary of local strategies. Some strategies may include:</p> <ul style="list-style-type: none"> a. Collaborate with food outlets to reduce the size of sugar sweetened-beverages sold at food outlets and/or move the beverages to a less trafficked area of the store b. Collaborate with restaurants to reduce the serving size of sugar sweetened-beverages sold with meals and/or eliminate them from kids meals c. Reduce access to sugar-sweeten beverages (SSBs) in eligible city and county settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes 	L. Hiatt	Feb 2013-Sept 2013	Summary of local strategies (report annually)

d. Encourage partners to provide free drinking water to the public in common areas at such eligible venues e. Encourage organizations to seek healthy beverage sponsorships			
2. Participate in required in-person trainings and/or webinars, including training(s) on use of measurement tools to conduct food environment assessment and manager interviews.	Laurie Hiatt	Mar - Oct 2013	Record of attendance Training agendas Copy of Certification for staff
3. Communicate with project staff by phone and email, attend program meetings, and attend resident mentoring meetings, as needed.	Laurie Hiatt	Mar 2013-Sept 2014	Meeting sign-in sheets
4. Conduct baseline food outlet assessments and baseline manager's interview at the 10 small markets (10 during Phase 1 & 10 during Phase 2).	Laurie Hiatt	<u>Phase I Stores</u> Mar-Apr 2013 <u>Phase II</u> <u>Stores</u> July-Aug 2013	Completed baseline food environment assessments Before Photos
5. Provide training and mentoring to the Healthy Food Outlet Project Business Liaison(s).	Laurie Hiatt	Oct 2013-Sept 2014	Summary of training and mentoring services provided.
6. Conduct follow-up food outlet assessments and manager's interviews at 10 small markets (10 during Phase 1 & 10 during Phase 2).	Laurie Hiatt	<u>Phase I Stores</u> May 2014 <u>Phase II</u> <u>Stores</u> Sept 2014	Completed follow-up food environment assessments & manager's interviews After Photos
7. Provide input to inform the modification of the Healthy Food Outlet Project toolkit, collateral and promotional materials, as needed.	Laurie Hiatt	June-Sept 2014	Updated toolkit, collateral and promotional materials

Scope of Work
Community Transformation Grant
March 19, 2013 - September 30, 2014

Activities	Responsible Party	Timeline	Deliverables
1. Participate in required in-person trainings and/or webinars, including training(s) on use of measurement tools to conduct food environment assessment and manager interviews.	Laurie Hiatt	Mar - Oct 2013	Record of attendance Training agendas Copy of Certification for staff
2. Communicate with project staff by phone and email, attend program meetings, and attend resident mentoring meetings, as needed.	Laurie Hiatt	Mar 2013-Sept 2014	Meeting sign-in sheets
3. Conduct baseline food outlet assessments and baseline manager's interview at the 10 small markets (10 during Phase 1 & 10 during Phase 2).	Laurie Hiatt	<u>Phase I Stores</u> Mar-Apr 2013 <u>Phase II Stores</u> July-Aug 2013	Completed baseline food environment assessments Before Photos
4. Provide training and mentoring to the Healthy Food Outlet Project Business Liaison(s).	Laurie Hiatt	Oct 2013-Sept 2014	Summary of training and mentoring services provided.
5. Conduct follow-up food outlet assessments and manager's interviews at 10 small markets (10 during Phase 1 & 10 during Phase 2).	Laurie Hiatt	<u>Phase I Stores</u> May 2014 <u>Phase II Stores</u> Sept 2014	Completed follow-up food environment assessments & manager's interviews After Photos

Activities	Responsible Party	Timeline	Deliverables
6. Provide input to inform the modification of the Healthy Food Outlet Project toolkit, collateral and promotional materials, as needed.	Laurie Hiatt	June-Sept 2014	Updated toolkit, collateral and promotional materials

**Scope of Work
SNAP-Ed Grant
CX3 Food Access and Retail Specialist
February 2014 - September 30, 2014**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 1 (SNAP-Ed Meetings): Attend local, regional and/or state SNAP-Ed meetings, conferences, trainings, and workshops to aid in implementation and evaluation of nutrition education and obesity prevention strategies for low-income households.

SNAP-Ed Objective 1: Meetings (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>1. Attend quarterly County Nutrition Action Plan (C-NAP) Workgroup meetings to help coordinate USDA food program interventions and efforts to increase food security in the target population by:</p> <ul style="list-style-type: none"> • Building on existing State or County nutrition action or obesity plans. • Coordinating nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, EFAP, Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs. • Identifying existing resources and assets of organizations in the county that promote the C-NAP priorities. • Applying public health approaches to identify, track, and promote existing policies in the county related to access to healthy foods and beverages and physical activity. • Collecting and providing process and outcome evaluation information 	L. Hiatt	<p>Meeting agendas</p> <p>Record of participation</p> <p>Copy of CNAP</p> <p>Collective summary of policies and outcome evaluation data.</p>	Feb 2014 – Sept 2014

SNAP-Ed Objective 1: Meetings (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>to the C-NAP</p> <ul style="list-style-type: none"> Applying multi-level approaches to advance and market a minimum of one nutrition and obesity prevention intervention annually as it relates to C-NAP. <p style="text-align: right;">(DHS Objective 2, Activity 2)</p>			
<p>3. Attend the following project and coalition/collaborative meetings to implement the County of Sonoma’s Department of Health Services (DHS) SNAP-Ed scopes of work.</p> <ul style="list-style-type: none"> SNAP-Ed Fiscal Orientation (once annually) Quarterly SNAP-Ed Team Meeting Bimonthly CNAP Workgroup CX3 Subcommittee (2nd Wed each month) <p style="text-align: right;">(DHS Objective 1, Activity 4 & Objective 1, Activity 7)</p>	L. Hiatt	<p>Copies of agendas</p> <p>Record of participation</p>	Feb 2014 – Sept 2014
<p>4. Attend required Network-sponsored meetings, trainings, workshops, and conferences that may include the following: Community Engagement trainings, Regional Network Collaborative meetings, Rethink Your Drink Trainings, nutrition education trainings, <i>Network</i>-sponsored state and/or regional trainings; other non-<i>Network</i> sponsored trainings that have been pre-approved by DHS staff.</p> <p style="text-align: right;">(DHS Objective 1, Activity 3)</p>	L. Hiatt	<p>Copies of agendas</p> <p>Record of participation</p>	Feb 2014 – Sept 2014
<p>5. Participate in local, regional and state evaluation and reporting activities for all objectives, as needed, and provide a quarterly progress report to DHS staff.</p> <p style="text-align: right;">(DHS Objectives Vary)</p>	L. Hiatt	Progress Report	Feb 2014 – Sept 2014
<p>6. Use the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately</p>	L. Hiatt	Documents (on	Feb 2014 –

SNAP-Ed Objective 1: Meetings (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>documented. http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>		file)	Sept 2014
<p>7. Comply with the Network Guideline Manual and Program Letter updates. http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>	L. Hiatt	Documents (on file)	Feb 2014 – Sept 2014

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 2 (CX3 Food Access Strategies): Collaborate with one community groups and one other organization to engage a minimum of one resident living in each of five SNAP-Ed-eligible neighborhoods to identify at least two food and beverage strategies in at least five qualifying communities to increase access and consumption of health foods and beverages.

SNAP-Ed Objective 2: CX3 Food Access Strategies (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>1. Partner with CX3 contractors, staff, and community members to identify at least <u>two</u> <i>Network</i> allowable policy, environmental or systems (PSE) strategies related to increasing access and consumption of healthy foods and beverages in each of the following CX3 neighborhood:</p> <ul style="list-style-type: none"> • Boyes Hot Springs (Sonoma Valley) • Roseland (Santa Rosa) • Kawana Springs/South Park (Santa Rosa) • Payran/McKinley Neighborhood (Petaluma) • B Section (Rohnert Park) <p style="text-align: right;"><small>(DHS Objective 5, Activity 2)</small></p>	L. Hiatt	Strategic Narrative	Feb 2014 – Sept 2014
<p>2. Work with the SNAP-Ed Team to identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Assist with the development of the summary of local strategies. Some strategies may include:</p>	L. Hiatt	Summary of local strategies (report annually)	Feb 2014 – Sept 2014

SNAP-Ed Objective 2: CX3 Food Access Strategies (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<ul style="list-style-type: none"> • Collaborate with food outlets to reduce the size of sugar sweetened-beverages sold at food outlets and/or move the beverages to a less trafficked area of the store • Collaborate with restaurants to reduce the serving size of sugar sweetened-beverages sold with meals and/or eliminate them from kids meals • Reduce access to sugar-sweeten beverages (SSBs) in eligible city and county settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes • Encourage partners to provide free drinking water to the public in common areas at such eligible venues • Encourage organizations to seek healthy beverage sponsorships <p style="text-align: right;">(DHS Objective 8, Activity 5)</p>			
<p>3. Assist in the development and/or update of the <i>CX³ Implementation Strategy Narrative</i> by providing research, written work, translation, editing and review.</p> <p style="text-align: right;">(DHS Objective 5, Activity 2)</p>	L. Hiatt	Strategic Narrative	Feb 2014 – Sept 2014
<p>4. Provide technical assistance and training to CX3 contractors and residents to implement and market PSE Interventions using public health approaches and <i>Network</i> allowable interventions.</p> <p style="text-align: right;">(DHS Objective 4, Activity 3)</p>	L. Hiatt	Promotion plan of action	Feb 2014 – Sept 2014

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 3 (CX3 Technical Assistance & Training): Collaborate with community groups and other organizations to engage neighborhood members to identify food and beverage strategies in at least five qualifying communities to increase access and consumption of healthy foods and beverages.

SNAP-Ed Objective 3: CX3 Technical Assistance & Training (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>1. Provide technical assistance and training to CX3 contractors and community liaisons (that have completed the leadership training) on policy, systems and environmental (PSD) strategies to increase access and consumption of healthy foods and beverages and physical activity opportunities such as:</p> <ul style="list-style-type: none"> • Data interpretation, i.e. CX³ findings • Nutrition education and obesity prevention resources and classes • Healthy food and beverage promotion plans • Successful community models (e.g., Smart Meal Program & Healthy Food Outlet Project) • Guidance on joint use policies <p style="text-align: right;">(DHS Objective 5, Activity 4)</p>	L. Hiatt	TA log ATF/EARS	April – Sept. 2014
<p>2. Provide technical assistance and training to CX3 contractors and community liaisons (that have completed the SNAP-Ed leadership training) through educational and social marketing PSE strategies. Some strategies may include:</p> <ul style="list-style-type: none"> • Youth engagement • Peer to peer education 	L. Hiatt	TA log ATF/EARS	April – Sept. 2014

SNAP-Ed Objective 3: CX3 Technical Assistance & Training (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<ul style="list-style-type: none"> • Social marketing campaigns • Establishing community gardens and/or farmers markets (DHS Objective 5, Activity 5) 			
<p>3. Provide technical assistance and training to CX3 contractors and community liaisons (that have completed the SNAP-Ed leadership training) for monitoring and evaluating neighborhood changes. (DHS Objective 5, Activity 6)</p>		Summary of changes	Feb. – Sept. 2014

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 4 (Retail Specialist): Engage qualifying grocery retailers (such as: supermarkets, grocery stores, and/or independent grocers) in the county to reach SNAP-Ed eligible adults through nutrition education events (i.e., food demonstrations, taste tests, store tours, and other strategies).

SNAP-Ed Objective 4: Retail Specialist (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
1. Participate in all required <i>Network for a Healthy California -Retail Program</i> and Healthy Food Outlet Project trainings in person and/or via webinars. <i>(DHS Objective 15, Activity 1)</i>	L. Hiatt	Record of attendance, Training agendas	Feb 2014 – Sept 2014
2. Research best practice strategies and update existing retail train-the-trainer training materials, including, but not limited to, those pertaining to the following topics: <ul style="list-style-type: none"> • Business Liaison Training • Product Storage & Stocking • Merchandising & Promotion • In-Store Events (including food demonstrations & store tours) • Healthier Checkout <i>(DHS Objective 15, Activity 7)</i>	L. Hiatt	Training toolkits	Feb 2014 – Sept 2014

SNAP-Ed Objective 4: Retail Specialist (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>3. Provide the following number of train-the-trainer trainings for project partners (e.g., Business Liaisons, Nutrition Education Contractors, Promotoras, CX3 Community Workers):</p> <p style="margin-left: 20px;"> __1__ Business Liaison Training __1__ Product Storage & Stocking __1__ Merchandising & Promotion __1__ In-Store Events (including food demonstrations & store tours) __1__ Healthier Checkout </p> <p><i>Note: Nutrition Education Contractors will be responsible for training store staff on in-store events. Business Liaison will be responsible for training store staff in all other areas (e.g., produce storage & stocking, merchandising & promotion, healthier checkout)</i></p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 7)</i></p>	L. Hiatt	<p>Record of Attendance</p> <p>Training Agenda</p> <p>Supporting Documents</p>	Feb 2014 – Sept 2014
<p>4. Develop and implement quality assurance efforts related to ensuring project partners are properly training store employees.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 7)</i></p>	L. Hiatt	Quality Assurance Outcome Report	Feb 2014 – Sept 2014
<p>5. Provide technical assistance to project partners on implementing and evaluating Healthy Food Outlet Project strategies, including business engagement and retention.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 7 & Objective 5, Activity 4)</i></p>	L. Hiatt	<p>TA Log</p> <p>ATF/EARS</p>	Feb 2014 – Sept 2014
<p>6. Work with DHS staff to research and develop a sustainable marketing-by-mail program, aimed at distributing nutrition-education/point-of-purchase materials to qualifying stores.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 5)</i></p>	L. Hiatt	Program outline	Feb 2014 – April 2014

SNAP-Ed Objective 4: Retail Specialist (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>7. Assist DHS with the implementation and evaluation of the marketing-by-mail program to <u>15</u> qualifying stores, based on the size of the store, using new guidelines. Materials could include <i>Harvest of the Month</i> community newsletters, posters, signage, recipe cards, wobblers, magnets, window clings, <i>Rethink Your Drink</i> materials, hardware, in-store audio, CalFresh materials.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 5)</i></p>	L. Hiatt	<p>Product Usage Report from the Online Ordering System</p> <p>Evaluation data</p>	May 2014 – Sept 2014
<p>8. Work with DHS staff to research and develop a sustainable healthier check-out program, aimed at increasing the sales of healthier snack and beverage items.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 5 & Objective 9, Activity 1)</i></p>	L. Hiatt	Program outline	Feb 2014 – April 2014
<p>9. Assist DHS with the implementation and evaluation of the healthier check-out program to <u>15</u> qualifying stores.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 5 & Objective 9, Activity 2)</i></p>	L. Hiatt	Evaluation data	April 2014 – Sept 2014
<p>10. Update the train-the-trainer training toolkits, nutrition-education/point-of-purchase distribution guidelines, and Healthy Food Outlet Project toolkit using evaluation data.</p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 7)</i></p>	L. Hiatt	Updated toolkits and guidelines	June 2014 – Sept 2014
<p>11. Engage at least <u>5</u> local farmers, farmers' markets, wholesale distributors, and/or community supported agriculture programs to update the existing "produce distributor list".</p> <p><i>Note: Business Liaison will facilitate business connections between qualifying retailers and produce distributors, with the goal of increasing the number that switch to a local distributor and identify barriers to switching.</i></p> <p style="text-align: right;"><i>(DHS Objective 15, Activity 6)</i></p>	L. Hiatt	<p>Updated Distributor List</p> <p>List of retailers that switched to local distributor</p> <p>List of barriers</p>	April 2014 – July 2014

SNAP-Ed Objective 4: Retail Specialist (February 2014 – September 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>12. Work with the SNAP-Ed Team to identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Assist with the development of the summary of local strategies. Some strategies may include:</p> <ul style="list-style-type: none"> • Collaborate with food outlets to reduce the size of sugar sweetened-beverages sold at food outlets and/or move the beverages to a less trafficked area of the store • Collaborate with restaurants to reduce the serving size of sugar sweetened-beverages sold with meals and/or eliminate them from kids meals • Reduce access to sugar-sweeten beverages (SSBs) in eligible city and county settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes • Encourage partners to provide free drinking water to the public in common areas at such eligible venues • Encourage organizations to seek healthy beverage sponsorships <i>(DHS Objective 8, Activity 5)</i> 	L. Hiatt	Summary of local strategies (report annually)	Feb 2014 – Sept 2014

**Scope of Work
HEAL Phase II
HEAL Food Access Specialist
February 2014 - June 30, 2014**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 1 (HEAL Food Access Specialist): provide food outlets and restaurants in and near the Kawana Springs and Roseland neighborhoods in south Santa Rosa that participate in the Healthy Food Outlet Project (HFOP) and Smart Meal Restaurant Program (SMP), respectively, with technical assistance, information, and access to business resources.

Objective 1: HEAL Food Access Specialist (February 2014 – June 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
1. Participate in monthly contractor meetings, initial project orientation, project trainings, and other meetings relevant to the projects.	L.Hiatt	Meeting sign-in sheets	Feb-June 2014
2. Work with project staff to conduct and report baseline and follow-up evaluation that includes, but is not limited to, store manager interviews, restaurant secret shopper visits, and end-of-year customer surveys, site visit reports, and quarterly reports.	L. Hiatt	Completed evaluation tools & evaluation reports	Feb-June 2014
3. Participate in required in-person trainings, train-the-trainer trainings, and/or webinars, including the following: <ul style="list-style-type: none"> • Healthy Food Outlet Project Business Liaison Training • Use of the <i>Network for a Healthy California's</i> Retail Fruit & Vegetable Marketing Guide (including how to conduct and analyze customer 	L. Hiatt	Record of attendance Training agendas	Feb-June 2014

Objective 1: HEAL Food Access Specialist (February 2014 – June 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
<p>intercept surveys)</p> <ul style="list-style-type: none"> • Storage & Stocking Training (<i>i.e., produce storage guidelines, receiving and stocking tips, and produce display considerations</i>) • Merchandising & Promotion Training (<i>i.e., product and produce merchandising and display tips, marketing activities, and healthier checkout program</i>) • In-Store Events Training (<i>i.e., coordinating, promoting and conducting promotional events, such as food tastings and store visits</i>) • Acquire food handling certification (such as ServSafe) that meets the county’s requirements for the staff responsible for engaging the retail sites. 			
<p>4. Provide technical assistance and resources to participating food outlets in accordance with the Sonoma County Healthy Food Outlet Project, including, but not limited to:</p> <ul style="list-style-type: none"> • Providing trainings to store staff (as outlined in Activity 3) • Assisting stores to set up healthier checkout section • Assisting stores to set up participation in marketing-by-mail program 	L. Hiatt	<p>Store visit tracking logs</p> <p>Training sign-in and evaluation sheets</p> <p>Before/After Photos</p>	Feb-June 2014

Objective 1: HEAL Food Access Specialist (February 2014 – June 30, 2014)			
Activities	Responsible Party	Deliverables	Timeframe
5. Provide technical assistance and resources to participating restaurants in accordance with the Sonoma County Smart Meal Restaurant Program.	L.Hiatt	Store visit tracking logs Before/After photos	Feb-June 2014
6. Work with project staff to develop and implement communications plan that includes, but is not limited to, promoting participating food outlets and restaurants in south Santa Rosa, acting as a liaison with the media, and participating in media interviews, as needed.	L.Hiatt	Summary of communication efforts, including media coverage	Feb-June 2014
7. Assist project staff in the modification of the Smart Meal Program and Healthy Food Outlet Project toolkits and program components, as needed.	L.Hiatt	New materials as developed	Feb-June 2014

Budget & Budget Justification
HEAL Phase I
Healthy Food Outlet Project & Smart Meal Program Business Liaison
August 17, 2008 - December 31, 2008

	Rate	Hrs	2008	2009	2010	Totals
Research & Evaluation (review data, regular evaluation assessments, progress reports to program staff; best practice; create and maintain evaluation tools; sustainability plan.)	\$45	146	\$2,520	\$2,754	\$1,296	\$6,570
Development (planning; develop or acquire written materials for sites, such as assessment and outreach materials.)	\$45	135	\$2,925	\$2,142	\$1,008	\$6,075
Fieldwork (Develop and maintain relationship with food outlets and food vendors; provide technical assistance; work with local residents and community groups.)	\$45	341	\$3,150	\$8,292	\$3,903	\$15,345
Meeting Attendance (Regular CX3, State Teleconferences, Healthy Corner Store teleconferences, HILT, and Worksite subcommittee)	\$45	148	\$1,260	\$3,672	\$1,728	\$6,660
Supplies (printed materials, packets, postage, office supplies, copies, etc.)			\$145	\$140	\$65	\$350
TOTALS			\$10,000	\$17,000	\$8,000	\$35,000

Total Payment Not To Exceed \$35,000

REPORTING DELIVERABLE: Contractor is responsible for completing and submitting quarterly progress reports to the HEAL Coordinator by the 15th of January, April, July, and October 2009 and 2010 concerning all activities, results and evaluation measures included in the above Scope of Work. Progress report due dates are determined by the length of the contract and the contract start date. A progress report form and instructions will be provided to the Contractor.

**Budget & Budget Justification
 USDA Rural Business Enterprise Grant
 Healthy Food Outlet Project Business Liaison
 November 16, 2010 - March 31, 2012**

USDA Budget November 16, 2010 - March 31, 2012	Fetters Hot Springs		Guerneville		Monte Rio		
	Rate	Hrs	Amount	Hrs	Amount	Hrs	Amount
PERSONNEL	\$45/hr						
Meeting Participation	45	15	675	10	450	15	675
Evaluation and Reporting	45	27	1215	18	810	27	1215
Resource Assistance	45	36	1620	23	1035	37	1665
Technical Assistance	45	43	1935	30	1350	45	2025
Communications Plan	45	8	360	6	270	8	360
Program Development	45	15	675	10	450	15	675
Total Personnel	45	144	6480	97	4365	147	6615
NON-PERSONNEL / OPERATING EXPENSES							
Travel - mileage			339		181		204
Office Supplies			15		10		15
Printing/Duplication			0		0		0
Meeting Supplies			0		0		0
Incentives			60		40		60
Educational Materials			0		0		0
Postage			6		4		6
Total Non Personnel			420		235		285
Total Direct Costs (Personnel + Non-Personnel)			6900		4600		6900
Indirect Costs @ ____%							
OTHER COSTS - SUBCONTRACTS/CONSULTANTS							
Total Other							
TOTAL BUDGET			\$6,900		\$4,600		\$6,900

Total Payment Not To Exceed \$18,400

USDA Budget Justification November 16, 2010 - March 31, 2012
<i>PERSONNEL</i>
Laurie Hiatt, MPH – Business Liaison 388 hours x \$45/hr = \$17,460
<i>NON-PERSONNEL / OPERATING EXPENSES</i>
Travel Mileage for local travel necessary to complete project activities in Fetters Hot Springs, Guerneville, and Monte Rio @ 0.45/mi.
Office Supplies Supplies such as paper, pens, folders, envelopes, printer cartridges to implement project activities
Incentives Incentive item for participants, such as large fruit basket, to encourage project involvement and show appreciation.
Postage Cost for mailing project-related correspondence and materials.
<i>OTHER COSTS – SUBCONTRACTS/CONSULTANTS</i>

Budget & Budget Justification
HEAL Phase II
Healthy Food Outlet Project & Smart Meal Program Business Liaison
March 21, 2011 – December 31, 2013

HEAL Phase II Budget March 21, 2011 – December 31, 2013	2011		2012		2013	
	Rate	Hrs	Amount	Hrs	Amount	Amount
<i>PERSONNEL</i>						
Meeting Participation	45	51	2295	28	1260	1080
Evaluation and Reporting	45	66	2970	44	1980	1980
Resource Assistance	45	51	2295	47	2115	2223
Technical Assistance	45	136	6120	121	5445	6435
Communications Plan	45	4	180	7	315	360
Program Development	45	24	1080	14	630	450
Total Personnel			14940		11,745	12,528
<i>NON-PERSONNEL / OPERATING EXPENSES</i>						
Travel - mileage			72		120	330
Office Supplies			58		38.53	58.47
Printing/Duplication						
Meeting Supplies						
Incentives						
Educational Materials						
Postage						
Total Non Personnel			130		158.53	388.47
Total Direct Costs (Personnel + Non-Personnel)			15070		11,903.53	12,916.47
Indirect Costs @ ____%						
<i>OTHER COSTS – SUBCONTRACTS/CONSULTANTS</i>						
Total Other						
TOTAL BUDGET			\$15,070		\$11,903.53	\$12,916.47

Total Payment Not To Exceed \$39,890

HEAL Phase II In-Kind Budget March 21, 2011 – December 31, 2013	2011		2012		2013		
	Rate	Hrs	Amount	Hrs	Amount	Hrs	Amount
PERSONNEL							
Meeting Participation							
Evaluation and Reporting							
Resource Assistance							
Technical Assistance							
Communications Plan							
Program Development							
Total Personnel							
NON-PERSONNEL / OPERATING EXPENSES							
Travel - mileage			1200		1000		1000
Office Supplies							
Printing/Duplication			70		70		70
Meeting Supplies							
Incentives			25		25		25
Educational Materials							
Postage			15		15		15
Total Non Personnel			1310		1110		1110
Total Direct Costs (Personnel + Non-Personnel)			1310		1110		1110
Indirect Costs @ ____%							
OTHER COSTS – SUBCONTRACTS/CONSULTANTS							
Total Other							
TOTAL BUDGET			\$1,310		\$1,110		\$1,110

HEAL Phase II Budget Justification March 21, 2011 – December 31, 2013
<i>PERSONNEL</i>
Laurie Hiatt, MPH Healthy Food Outlet Project Business Liaison (511 hrs x \$45/hr = \$22,995) Smart Meal Program Business Liaison (350 hrs x \$45/hr = \$15,750)
<i>NON-PERSONNEL / OPERATING EXPENSES</i>
Travel Mileage, accommodations, parking, bridge and meals to attend annual HEAL-CHI Peer Meetings. Mileage is reimbursed at the current federal reimbursement rate, which is 0.565 cents/mile for 2013.
Office Supplies Supplies such as paper, pens, folders, envelopes, printer cartridges to implement project activities.
<i>OTHER COSTS – SUBCONTRACTS/CONSULTANTS</i>

**Budget & Budget Justification
 SNAP-Ed Grant
 CX3 Assessment and Program Contractor
 February 26, 2013 – September 30, 2013**

SNAP-Ed Budget February 26, 2013 – September 30, 2013	Hourly Rate	Hrs	Amount
<i>PERSONNEL</i>			
Laurie Hiatt, CX3 Assessment and Program Contractor (0.10 FTE)	\$45	308	\$13,860
Personnel Subtotal			\$13,860
Fringe Benefits calculated @ ___%	0.0%		\$0
TOTAL PERSONNEL			\$13,860
<i>NON-PERSONNEL / OPERATING EXPENSES</i>			
Travel – Network-Sponsored Skills Training (2) in Sacramento			\$267
Travel – Mileage (257.4 miles x 7 months x 0.555 per mile)			\$1,000
Office Supplies (\$16.86 per month x 7 months)			\$118
Total Non Personnel			\$1,385
Total Direct Costs (Personnel + Non-Personnel)			\$15,245
Indirect Costs @ __%	0.0%		\$0
TOTAL BUDGET			\$15,245

Total Payment Not To Exceed \$15,245

SNAP-Ed Grant Budget Revisions and Line Item Adjustments:

Subject to prior written notice under Paragraph 12, the Department of Health Services Division Director, or designee, may approve Line Item Budget Adjustment Requests and Budget Revision Request to Exhibit B1 so long as the total contract maximum set forth in Section 2 (Payment) neither increases nor decreases and there is no significant change in the Scope of Work. Proposed transfers between budget sections or between line items require an approved Budget Revision Request if the total of the proposed changes are greater than 10% of the total contract amount for each budget year. Proposed budget transfers that total less than 10% of the total contract amount each budget year require an approved Line Item Budget Adjustment Request. Said Line Item Budget Adjustment Requests and Budget Revision Requests shall not require a formal amendment to this Agreement and shall be effected by preparation of a new exhibit which is signed and dated by the Department of Health Services Division Director, or designee.

SNAP-Ed Budget Justification
February 26, 2013 – September 30, 2013

PERSONNEL

Laurie Hiatt, CX3 Assessment and Program Contractor (0.10 FTE)

Provides technical assistance and training to community members and SNAP-Ed partners on public health, assessment and evaluation strategies related to increasing access and consumption of healthy foods and beverages and physical activity opportunities in SNAP-Ed approved neighborhoods. Assists with the development of a CX3 strategic community-focused action plan and county health forum. (\$45/hour x 308 hours = \$13,860)

NON-PERSONNEL / OPERATING EXPENSES

Travel – Network Trainings in Sacramento \$267

For one staff to attend up to two (2) Network-Sponsored Skills Trainings in Sacramento, such as facilitation, sustainability, and program delivery trainings (208.1 miles round trip x 2 meetings x \$0.555 cents = \$231 and parking for 1 car x \$18 per person x 2 days). Mileage reimbursement rate is set at \$0.555/mile.

Travel – Mileage \$1,000

Travel to attend team meetings, local trainings, meeting with stakeholders, community forums, conduct site visits & TBD. (257.4 miles x 7 months x 0.555 per mile)

Office Supplies \$118

For supplies such as pens, pencils, postage, notepads, paper as needed for nutrition education and promotion activities (\$16.86 per month x 7 months)

**Budget & Budget Justification
 Community Transformation Grant
 March 19, 2013 - September 30, 2014**

CTG Budget March 19, 2013 - September 30, 2014	Hourly Rate	Hrs	FFY 2013 Mar-Sept 2013	Hr s	FFY 2014 Oct 2013- Sept 2014	Total Budget
<i>PERSONNEL – Laurie Hiatt</i>						
Training (33% Tobacco; 67% CTG)	\$45	3	\$135	0	\$0	\$135
Pre/post food outlet assessment (33% Tobacco; 67% CTG)	\$45	36	\$1,620	36	\$1,620	\$3,240
Pre/post manager interviews (33% Tobacco; 67% CTG)	\$45	30	\$1,350	30	\$1,350	\$2,700
Training and mentoring to Business Liaisons (100% CTG)	\$45	0	\$0	72	\$3,240	\$3,240
Personnel Subtotal			\$3,105		\$6,210	\$9,315
Fringe Benefits calculated @ ___%	%		\$0		\$0	\$0
TOTAL PERSONNEL			\$3,105		\$6,210	\$9,315
<i>NON-PERSONNEL / OPERATING EXPENSES</i>						
Travel (100% CTG)			\$240		\$240	\$480
Office Supplies						
Printing/Duplication						
Per Diem/Stipends						
Incentives (100% CTG)			\$500		\$500	\$1000
Equipment						
Other:						
Total Non Personnel			\$740		\$740	\$1,480
Total Direct Costs (Personnel + Non-Personnel)			\$3,845		\$6,950	\$10,795
Indirect Costs @ ___%	%		\$0		\$0	\$0
TOTAL BUDGET			\$3,845		\$6,950	\$10,795

Total Payment Not to Exceed \$10,795

**CTG Budget Justification
 March 19, 2013 - September 30, 2014**

PERSONNEL

Laurie Hiatt, \$9,315

To 1) attend trainings on how to conduct food outlet assessments (including alcohol and tobacco) and managers interviews; 2) conduct pre/post food outlets assessments, and conduct pre/post manager interviews; and 3) provide training and mentoring to the Healthy Food Outlet Project Business Liaison(s) in FFY 2014.

- Training on food outlet assessment (including alcohol and tobacco) and managers interview (2 hours for food assessment training + 1 hour for manager interview training x \$45 = \$135) (33% Tobacco \$45; 67% CTG \$90)
- Conduct pre/post food outlet assessment (including prep, travel, and paperwork) at 20 stores (1.8 hour x 20 stores x 2 pre/post x \$45/hour = \$3,240) (33% Tobacco \$1,069; 67% CTG \$2,171)
- Conduct pre/post manager interviews (including prep, travel and paperwork) at 20 stores (1.5 hours x 20 stores x 2 pre/post x \$45/hour = \$2,700) (33% Tobacco \$891; 67% CTG \$1,809)
- Provide training and mentoring to Business Liaisons in FFY 2014. (72 hours x 45 = \$3,240) (100% CTG)

NON-PERSONNEL / OPERATING EXPENSES

Travel \$480

Mileage for travel to attend team meetings, local trainings, meeting with stakeholders, community forums, conduct site visits & TBD. Mileage is reimbursed at the current federal reimbursement rate, which is 0.565 cents/mile for 2013. (56.5 cents/mile x 849.6 miles = \$480) (100% CTG)

Office Supplies \$0

Printing/Duplication \$0

Manager Interview Incentives \$500

\$25 gift certificate to be used to incentivize market managers/owners to complete pre and post manager's interview (\$25 gift certificate x 20 managers/owners x 2 – pre and post = \$1,000) (100% CTG)

**Budget & Budget Justification
 SNAP-Ed Grant
 CX3 Food Access and Retail Specialist
 February 2014 - September 30, 2014**

SNAP-Ed Budget February 2014 - September 30, 2014	Hrs	Amount
	PERSONNEL (include hourly rate)	
Laurie Hiatt – CX3 Food Access and Technical Assistance Specialist, 0.25FTE (\$45/hr)	319	\$14,355
Laurie Hiatt – Retail Specialist, 0.25FTE (\$45/hr)	319	\$14,355
Personnel Subtotal		\$28,710
Fringe Benefits		\$0
TOTAL PERSONNEL		\$28,710
NON-PERSONNEL / OPERATING EXPENSES		
Travel – Annual Network Conference in Sacramento		\$309
Travel – Mileage (196.7 miles per month X \$0.56 per mile X 8 months)		\$881
Office Supplies (\$12.50 per month X 8 months)		\$100
Total Non Personnel		\$1,290
Total Direct Costs (Personnel + Non-Personnel)		\$30,000
Indirect Costs		\$0
OTHER COSTS		
TOTAL BUDGET		\$30,000

Total Payment Not to Exceed \$30,000

SNAP-Ed Grant Budget Revisions and Line Item Adjustments:

Subject to prior written notice under Paragraph 12, the Department of Health Services Division Director, or designee, may approve Line Item Budget Adjustment Requests and Budget Revision Request to Exhibit B1 so long as the total contract maximum set forth in Section 2 (Payment) neither increases nor decreases and there is no significant change in the Scope of Work. Proposed transfers between budget sections or between line items require an approved Budget Revision Request if the total of the proposed changes are greater than 10% of the total contract amount for each budget year. Proposed budget transfers that total less than 10% of the total contract amount each budget year require an approved Line Item Budget Adjustment Request. Said Line Item Budget Adjustment Requests and Budget Revision Requests shall not require a formal amendment to this Agreement and shall be effected by preparation of a new exhibit which is signed and dated by the Department of Health Services Division Director, or designee.

SNAP-Ed In-Kind Budget February 2014 - September 30, 2014		
	Hrs	Amount
<i>PERSONNEL (include hourly rate)</i>		
Personnel Subtotal		\$0
Fringe Benefits		\$0
TOTAL PERSONNEL		\$0
<i>NON-PERSONNEL / OPERATING EXPENSES</i>		
Travel – Annual Network Conference in Sacramento		\$0
Travel – Mileage		\$0
Office Supplies		\$100
Postage		\$10
Communications (i.e. phone, fax, and email)		\$680
Equipment		\$600
Home Office Space		\$1,200
Total Non Personnel		\$2,590
Total Direct Costs (Personnel + Non-Personnel)		\$2,590
Indirect Costs		\$0
<i>OTHER COSTS</i>		
TOTAL IN-KIND BUDGET		\$2,590

**SNAP-Ed Budget Justification
February 2014 - September 30, 2014**

PERSONNEL

CX3 Food Access and Technical Assistance Specialist 0.25 FTE (10 hours per week @ \$45/hr)
Provides technical assistance and training to community members and SNAP-Ed partners on public health, assessment and evaluation strategies related to increasing access and consumption of healthy foods and beverages and physical activity opportunities in SNAP-Ed approved neighborhoods. Assists with the development of a CX3 strategic community-focused action plan and county health forum.

Retail Specialist 0.25 FTE (10 hours per week @ \$45/hr)
Coordinates retail train-the-trainer program, providing training and technical assistance to project partners implementing and evaluating Healthy Food Outlet Project strategies. Assists with the development of 1) a sustainable marketing-by-mail program, aimed at distributing nutrition education/point-of-purchase materials to food outlets, and 2) a sustainable healthier check-out program, aimed at increasing the sales of healthier snack and beverage items in food outlets.

NON-PERSONNEL / OPERATING EXPENSES

Travel – Annual Network Conference in Sacramento: \$309 (for one staff) to attend Annual Network conference in Sacramento. Covers meal per diem (\$34 per person X 2 days), one night lodging (\$93 per person), 200 miles round trip per person (x.56 reimbursement rate), and parking (\$18 per person x 2 days).

Travel – Mileage: \$881 for travel for one staff to attend team meetings, local training, and provide technical assistance to retailers and CX3 Community Liaisons. (\$0.56 reimbursement rate x 196.7 miles per month x 8 months).

Office Supplies: \$100 (\$12.50 per month x 8 months) for supplies such as pens, pencils, postage, notepads, paper- as needed for providing technical assistance activities.

**Budget & Budget Justification
 HEAL Phase II
 HEAL Food Access Specialist
 February 2014 - June 30, 2014**

HEAL Phase II Budget February 2014 - June 30, 2014	Rate	Hrs	Amount
<i>PERSONNEL</i>			
Meeting Participation	\$45	12	\$540
Evaluation and Reporting	\$45	40	\$1,800
Resource Assistance	\$45	26	\$1,170
Technical Assistance	\$45	75	\$3,375
Communications Plan	\$45	8	\$360
Program Development	\$45	5	\$225
Total Personnel			\$7,470
<i>NON-PERSONNEL / OPERATING EXPENSES</i>			
Travel - mileage			
Office Supplies			\$30
Total Non Personnel			\$30
Total Direct Costs (Personnel + Non-Personnel)			\$7,500
Indirect Costs @ ____%			
<i>OTHER COSTS - SUBCONTRACTS/ CONSULTANTS</i>			
Total Other			
TOTAL BUDGET			\$7,500

Total Payment Not to Exceed \$7,500

HEAL Phase II Budget Justification February 2014 - June 30, 2014
<i>PERSONNEL</i>
Laurie Hiatt, MPH Provides food outlets and restaurants in and near the Kawana Springs and Roseland neighborhoods in south Santa Rosa that participate in the Healthy Food Outlet Project (HFOP) and Smart Meal Restaurant Program (SMP), respectively, with technical assistance, information, and access to business resources. Will work with eight (8) food outlets and eight (8) restaurants currently participating in the HFOP and SMP, respectively.
<i>NON-PERSONNEL / OPERATING EXPENSES</i>
Travel Mileage, accommodations, parking, bridge and meals to attend annual HEAL Meetings. Mileage is reimbursed at the current federal reimbursement rate, which is 0.56 cents/mile for 2014.
Office Supplies Supplies such as paper, pens, folders, envelopes, printer cartridges to implement project activities.
<i>OTHER COSTS – SUBCONTRACTS/CONSULTANTS</i>

Exhibit C2. Waiver of Insurance Requirements



Exhibit C2 Waiver of Insurance Requirements

This Exhibit modifies the insurance requirements as specified in Exhibit D

Department <u> Health Services </u>	Department Contact <u> Anthony Taylor </u>	Phone <u> 565.6624 </u>
Contractor, Consultant, Vendor, Licensee, Tenant <u> Laurie Hiatt </u>	<u> Laurie Hiatt </u>	
Contact Person <u> Laurie Hiatt </u>	Phone <u> 707.836.1012 </u>	
Contract Term <u> 2008 Aug 15 - 2014 Sep 30 </u>	Contract Cost <u> 156,830 </u>	Template # <u> 4 </u>

♦ If only Section I waivers are required, submit to your Department Head or designee for signature. Do not submit to Risk.
♦ If only Section II waivers, or a combination of Section I and II waivers, are required, **submit to Risk.**

Section I - Department Waivers

Requirement to be Waived and Reason

- Workers Compensation: Waive Subrogation Waiver.
- General Liability: Waive General Aggregate per location or per project; General Aggregate is at least double the Occurrence Limit.
- General Liability: Waive requirement for Subrogation Waiver because insurer will not provide the coverage.
- General Liability (Suppliers of Products): Waive "Additional Insured – Vendors". County does not distribute the product to the public.
- General Liability (Special Events): Waive Products/Completed Operations Coverage. Licensee will not sell or distribute food or other tangible items at the event.
- General Liability (Instructors/Trainers): Waive General Liability. Training is conducted at County/Entity facility and does not involve the use of hazardous equipment or participation in physical activity.
- General Liability (Therapists, Counselors, Social workers and Psychologists): Waive General Liability. All services are provided in the consultant's office or on County premises and acceptable evidence of professional liability insurance has been provided.
- Auto Liability: Waive coverage and/or limits: Consultant or Contractor does no driving on behalf of the County or the driving is limited to attendance at meetings at County/Entity facilities.
- Auto Liability (Suppliers of Products): Waive coverage because vendor's goods are delivered by common carrier or contract carrier.
- Property Insurance (Long Term Tenants): Waive Property Insurance requirement. Tenant has not made improvements to the property or the current construction cost of the improvements is less than \$25,000.
- Mold Liability: Landlord cannot obtain the insurance.

Approved by Department Head, Department Designee or Risk Management _____ Date _____

H-2, Waiver of Insurance Requirements (fillable form) Ver. 05/09/2011 Page 1 of 2

Section II – Risk Management Waivers

Submit to Risk with Scope of Work Exhibit or detailed description of services or event.

General Liability Waivers

- Waive requirement for coverage
Reason: Contractor is unable to afford required limits. Contractor currently has \$300,000 homeowner's personal liability.
- Waive requirement for additional insured endorsement
Reason: _____
- Waive primary & non-contributory language (if evidence is required)
Reason: _____

Auto Liability Waivers

- Accept lower limits
Reason: Contractor is unable to obtain required limits. Accept \$50K/\$100K/\$50K.
- Waive hired & non-owned auto liability
Reason: _____

Workers Compensation Waivers

- Waive requirement for subrogation waiver endorsement if required
Reason: _____

Professional Liability Waivers

- Waive requirement for coverage
Reason: _____
- Accept lower limits
Reason: _____

Pollution Liability Waivers

- Waive requirement for coverage
Reason: _____
- Accept lower limits
Reason: _____
- Waive requirement for additional insured endorsement
Reason: _____

Other Waivers

- Describe: _____
Reason: _____

Katie Mackay
Approved by Risk Management

1/22/2014
Date

Send Email

Exhibit E - CDPH Special Terms and Conditions

(For federally funded Grant agreements)

The use of headings or titles throughout this exhibit is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition.

The terms "Grantee" and "SubGrantee" shall also mean, "agreement", "grant", "grant agreement", "Grantee" and "Subgrantee" respectively.

The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency that is a party to this Agreement.

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Contract Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Air or Water Pollution Requirements
6. Lobbying Restrictions and Disclosure Certification
7. Additional Restrictions

1. Federal Contract Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded agreements entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.
- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.

- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subGrantee or vendor. The Grantee will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subGrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

(Applicable to all agreements funded in part or whole with federal funds.)

- a. By signing this Agreement, the Grantee/Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Agreement, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
 - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
 - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

- (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
 - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
 - d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.
 - e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. Covenant Against Contingent Fees

(Applicable only to federally funded agreements.)

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. Air or Water Pollution Requirements

Any federally funded agreement and/or subcontract in excess of \$100,000 must comply with the following provisions unless said agreement is exempt under 40 CFR 15.5.

- a. Government Grantees agree to comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act [42 U.S.C. 1857(h)], section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- b. Institutions of higher education, hospitals, nonprofit organizations and commercial businesses agree to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq.), as amended, and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.

6. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded agreements in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a contract or agreement, subcontract, grant, or subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a contract, or grant or any extension or amendment of that contract, or grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.

- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
 - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
 - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
 - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in Paragraph a(1) of this provision a contract or agreement, subcontract, grant or subgrant exceeding \$100,000 at any tier under a contract or agreement, or grant shall file a certification, and a disclosure form, if required, to the next tier above.
- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

7. Additional Restrictions

(Applicable to all contracts funded in whole or in part with funding from the federal Departments of Labor, Health and Human Services (including CDC funding), or Education.)

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

"SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or

tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control."

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency of the United States Government, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontractors, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C., any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Contractor	Printed Name of Person Signing for Contractor
Contract / Grant Number	Signature of Person Signing for Contractor
Date	Title

After execution by or on behalf of Contractor, please return to:

California Department of Public Health
Network for a Healthy California
Attn: Sarita Lee, Grant Manager
1616 Capital Ave MS 7204
PO Box 997377 MS 7204
Sacramento, CA 95899-7377

CDPH reserves the right to notify the contractor in writing of an alternate submission address.

CERTIFICATION REGARDING LOBBYING

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Approved by OMB
0348-0048

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p> <p>For Material Change Only: Year ____ quarter ____ date of last report ____.</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier ____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency</p>	<p>7. Federal Program Name/Description:</p> <p>CDFA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10.a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI):</p>	
<p>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1362. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in Item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in Item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in Item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Exhibit F - CDPH Additional Provisions

1. Additional Incorporated Documents

- A. The following documents and any subsequent updates are not attached, but are incorporated herein and made a part hereof by this reference. These documents may be updated periodically by CDPH, as required by program directives. CDPH shall provide the Grantee with copies of said documents and any periodic updates thereto, under separate cover. CDPH will maintain on file, all documents referenced herein and any subsequent updates.
1. Network Local Projects *Network for a Healthy California* Guidelines Manual and any revisions thereto. (Revision October 2011)
<http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx>
 2. *Network for a Healthy California* Program Letters and any revisions thereto.
<http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx>
 3. United States Department of Agriculture, Supplemental Nutrition Assistance Program Education (SNAP-Ed) Plan Guidance. (Revision Date FFY 2014)
<http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf>
 4. *Network for a Healthy California* Local Health Department Funding Application Packet FFY 2014 – Including all the requirements and Attachments contained therein
<http://www.cdph.ca.gov/programs/cpns/Pages/Network-LHDFAP2014.aspx>

2. Cancellation / Termination

- A. This agreement may be cancelled by CDPH without cause upon 30 calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this agreement immediately for cause. The Grantee may submit a written request to terminate this agreement only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
 - 2) If the Grantee fails to perform any material requirement of this agreement or defaults in performance of this agreement.
 - 3) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Agreement termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and expenses

incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this agreement.

- F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this agreement, whether finished or in progress on the termination date.
- G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H. Upon receipt of notification of termination of this agreement, and except as otherwise specified by CDPH, the Grantee shall:
 - 1) Place no further order or subgrants for materials, services, or facilities.
 - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
 - 3) Upon the effective date of termination of the agreement Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
 - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the agreement.

3. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall be at the rates currently in effect as established by the California Department of Human Resources (CalHR).

4. Avoidance of Conflicts of Interest by Grantee

- A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.

B. Conflicts of interest include, but are not limited to:

- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
- 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

5. Dispute Resolution Process

A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.

- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
- 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.

B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set

forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).

- C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Program Grant Manager.
- E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Program Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

(Mileage Reimbursement Decrease Effective 1/1/10)

1. The following rate policy is to be applied for reimbursing the travel expenses of persons under contract. The terms "contract" and/or "subcontract" have the same meaning as "grantee" and/or "subgrantee" where applicable.
 - a. Reimbursement for travel and/or per diem shall be at the rates established for nonrepresented/excluded state employees. Exceptions to Department of Personnel Administration (DPA) lodging rates may be approved by *the California Department of Public Health (CDPH)* upon the receipt of a statement on/with an invoice indicating that such rates are not available.
 - b. Short Term Travel is defined as a 24-hour period, and less than 31 consecutive days, and is at least 50 miles from the main office, headquarters or primary residence. Starting time is whenever a contract or subcontract employee leaves his or her home or headquarters. "Headquarters" is defined as the place where the contracted personnel spends the largest portion of their working time and returns to upon the completion of assignments. Headquarters may be individually established for each traveler and approved verbally or in writing by the program funding the agreement. Verbal approval shall be followed up in writing or email.
 - c. Contractors on travel status for more than one 24-hour period and less than 31 consecutive days may claim a fractional part of a period of more than 24 hours. Consult the chart appearing on Page 2 of this exhibit to determine the reimbursement allowance. All lodging reimbursement claims must be supported by a receipt*. If a contractor does not or cannot present receipts, lodging expenses will not be reimbursed.

(1) Lodging (with receipts*):

Travel Location / Area	Reimbursement Rate
Statewide (excluding the counties identified below)	\$ 84.00 plus tax
Counties of Los Angeles and San Diego	\$110.00 plus tax
Counties of Alameda, San Francisco, San Mateo, and Santa Clara	\$140.00 plus tax

Reimbursement for actual lodging expenses that exceed the above amounts may be allowed with the advance approval of the Deputy Director of the California Department of *Public Health (CDPH)* or his or her designee. Receipts are required.

*Receipts from Internet lodging reservation services such as Priceline.com which require prepayment for that service, ARE NOT ACCEPTABLE LODGING RECEIPTS and are not reimbursable without a valid lodging receipt from a lodging establishment.

- (2) Meal/Supplemental Expenses (with or without receipts): With receipts, the contractor will be reimbursed actual amounts spent up to the maximum for each full 24-hour period of travel.

Meal / Expense	Reimbursement Rate
Breakfast	\$ 6.00
Lunch	\$ 10.00
Dinner	\$ 18.00
Incidental expenses	\$ 6.00

- d. Out-of-state travel may only be reimbursed if such travel is necessitated by the scope or statement of work and has been approved in advance by the program with which the contract is held. For out-of-state travel, contractors may be reimbursed actual lodging expenses, supported by a receipt, and may be reimbursed for meals and supplemental expenses for each 24-hour period computed at the rates listed in c. (2) above. For all out-of-state travel, contractors/subcontractors must have prior CDPH written or verbal approval. Verbal approval shall be confirmed in writing (email or memo).
- e. In computing allowances for continuous periods of travel of less than 24 hours, consult the chart appearing on Page 2 of this exhibit.
- f. No meal or lodging expenses will be reimbursed for any period of travel that occurs within normal working hours, unless expenses are incurred at least 50 miles from headquarters.

Travel Reimbursement Information (Continued)

- If any of the reimbursement rates stated herein is changed by DPA, no formal contract amendment will be required to incorporate the new rates. However, CDPH shall inform the contractor, in writing, of the revised travel reimbursement rates and the applicable effective date of any rate change.

At CDPH's discretion, changes or revisions made by CDPH to this exhibit, excluding travel reimbursement policies established by DPA may be applied retroactively to any agreement to which a Travel Reimbursement Information exhibit is attached, incorporated by reference, or applied by CDPH program policy. Changes to the travel reimbursement rates stated herein may not be applied earlier than the date a rate change is approved by DPA.

- For transportation expenses, the contractor must retain receipts for parking; taxi, airline, bus, or rail tickets; car rental; or any other travel receipts pertaining to each trip for attachment to an invoice as substantiation for reimbursement. Reimbursement may be requested for commercial carrier fares; private car mileage; parking fees; bridge tolls; taxi, bus, or streetcar fares; and auto rental fees when substantiated by a receipt.
- Note on use of autos:** If a contractor uses his/her or a company car for transportation, the rate of reimbursement will be **50 cents** maximum per mile. If a contractor uses his/her or a company car "in lieu of" airfare, the air coach fare will be the maximum paid by the State. The contractor must provide a cost comparison upon request by the State. Gasoline and routine automobile repair expenses are not reimbursable.
- The contractor is required to furnish details surrounding each period of travel. Travel expense reimbursement detail may include, but not be limited to: purpose of travel, departure and return times, destination points, miles driven, mode of transportation, etc. Reimbursement for travel expenses may be withheld pending receipt of adequate travel documentation.
- Contractors are to consult with the program with which the contract is held to obtain specific invoicing procedures.

Per Diem Reimbursement Guide

Length of travel period	This condition exists...	Allowable Meal(s)
Less than 24 hours	Trip begins at or before 6 a.m. and ends at or after 9 a.m.	Breakfast may be claimed.
Less than 24 hours	Trip begins at or before 4 p.m. and ends at or after 7 p.m.	Dinner may be claimed.
<i>Contractor may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.</i>		
24 hours	Trip begins at or before 6 a.m.	Breakfast may be claimed.
24 hours	Trip begins at or before 11 a.m.	Lunch may be claimed.
24 hours	Trip begins at or before 5 p.m.	Dinner may be claimed.
More than 24 hours	Trip ends at or after 8 a.m.	Breakfast may be claimed.
More than 24 hours	Trip ends at or after 2 p.m.	Lunch may be claimed.
More than 24 hours	Trip ends at or after 7 p.m.	Dinner may be claimed.
<i>Contractor may not claim meals provided by the State, meals included in hotel expenses or conference fees, meals included in transportation costs such as airline tickets, or meals that are otherwise provided. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.</i>		



RON CHAPMAN, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health

Exhibit H - Network Travel Reimbursement Information -
Travel Rate Addendum

Contract No. 2008-0278-A07
Exhibit H



EDMUND G. BROWN JR.
Governor

September 24, 2013

TO: PROJECT COORDINATORS
NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
(NEOPB) CONTRACTORS/GRANTEES

SUBJECT: PROGRAM LETTER: PL 13-11
TRAVEL REIMBURSEMENT RATES FOR NEOPB
CONTRACTORS/GRANTEES

This Program Letter 13-11 advises NEOPB Contractors and/or Grantees that effective September 1, 2013, a minor change took place for Per Diem reimbursement rates.

New Lodging and Per Diem Rates:

County	Lodging Rate	Per Diem	Rate
All counties and cities except as listed below	\$90 per night plus tax	Breakfast:	\$7.00
Napa, Riverside and Sacramento	\$95 per night plus tax	Lunch:	\$11.00
Los Angeles, Orange, Ventura, Edwards AFB, excluding the city of Santa Monica	\$120 per night plus tax	Dinner:	\$23.00
San Diego, Monterey, Alameda, San Mateo, Santa Clara	\$125 per night plus tax	Incidentals:	\$5.00
San Francisco County, City of Santa Monica	\$150 per night plus tax		

These reimbursement rates are for travel on or after September 1, 2013. For all travel reimbursements prior to September 1, 2013, please continue to use the old travel reimbursement rates.

No formal amendments will be required on existing NEOPB agreements.

If you have any questions, please contact your assigned Contract/Grant Manager directly.

Melissa Meade
Administrative Operations Section Chief
Nutrition Education and Obesity Prevention Branch



RON CHAPMAN, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health

Exhibit I - Network Travel Reimbursement Information -
Mileage Addendum

Contract No. 2008-0278-A07

Exhibit I



EDMUND G. BROWN JR.
Governor

TO: PROJECT DIRECTOR
NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH (NEOPB)

SUBJECT: PROGRAM LETTER #14-02
MILEAGE REIMBURSEMENT RATE FOR NEOPB
GRANTEES/CONTRACTORS

This Program Letter informs NEOPB Grantees and/or Contractors that effective January 1, 2014, the mileage reimbursement rate decreased from 56.5 cents per mile to 56 cents per mile. This mileage reimbursement rate is for travel on or after January 1, 2014. For travel reimbursement prior to calendar year 2014, please continue to use the old rate of 56.5 cents per mile.

No formal amendment will be required on existing NEOPB agreements.

If you have any questions or concerns, please contact your assigned Contract Manager directly.

Sincerely,

Melissa Meade, Chief
Contract Operations Section
Nutrition Education and Obesity Prevention Branch

COUNTY OF SONOMA
AGREEMENT FOR SERVICES

This agreement ("Agreement"), dated as of _____, 20_____, ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Community Child Care Council of Sonoma County (hereinafter "Contractor").

RECITALS

WHEREAS, Contractor represents that it is a duly qualified non-profit, community based organization, experienced in engaging community leaders and residents to promote neighborhood environment and systems change and related services; and

WHEREAS, in the judgment of the Sonoma County Board of Supervisors, it is necessary and desirable to employ the services of Contractor to aid in implementation and evaluation of nutrition education and obesity prevention strategies for low-income households and to develop partnerships and provide training and technical assistance to qualifying early-childhood care and education sites to facilitate nutrition education and obesity prevention strategies resulting in healthy site changes.

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

AGREEMENT

1. Scope of Services

1.1. Contractor's Specified Services

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

1.2. Cooperation with County

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

1.3. Performance Standard

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of

concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4 (Termination); or (d) pursue any and all other remedies at law or in equity.

1.4. Assigned Personnel

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

1.5. Contract Exhibits

This Agreement includes the following exhibits:

- Exhibit A - Scope of Work
- Exhibit B - Budget and Budget Justification
- Exhibit C - Insurance Requirements

1.6. State Contract Documents

Contractor agrees to comply with State Contract provisions including the following:

- Federal Provisions (Special Terms and Conditions) (State Contract Exhibit D)
- Additional Provisions (State Contract Exhibit E)

The State Contract is available at the following website: <http://www.sonoma-county.org/health/publications/index.asp#contractors>

1.7. Additional Travel and Mileage Documents

Contractor agrees to comply with the following California Department of Public Health travel and mileage documents:

- Form CDPH CMU 01 (01/10) - Travel Reimbursement Information (available at the following website: <http://www.cdph.ca.gov/programs/cpns/Documents/NetworkTravelReimbursementInformation.pdf>)
- Program Letter Number 13-11 - Travel Reimbursement Rates for NEOPB Contractors/Grantees (available at the following website: <http://www.cdph.ca.gov/programs/cpns/Documents/PL%2013-11%20Travel.pdf>)

- Program Letter Number 14-02 - Mileage Reimbursement Rate for NEOPB Grantees/Contractors (available at the following website: <http://www.sonoma-county.org/health/publications/index.asp#contractors>)

2. Payment

For all services and incidental costs required hereunder, Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in “Exhibit B – Budget & Budget Justification”, attached hereto and incorporated herein by this reference (hereinafter "Exhibit B"), provided, however, that total payments to Contractor shall not exceed forty-two thousand dollars (\$42,000) without the prior written approval of County. Any fund balance remaining at the end of the respective fiscal years shall automatically be carried forward to the subsequent fiscal years. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

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

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

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

2.1. Federal Funding

All or part of this Agreement will be paid with Federal awards. As a pass-through entity, County is required to provide certain information regarding Federal award(s) to Contractor as a subrecipient. In signing this Agreement, Contractor acknowledges receipt of the following information regarding Federal award(s) that will be used to pay this Agreement:

- a. **CFDA Number:** 10.561
- b. **CFDA Title:** State Administrative Matching Grants for the Supplemental Nutrition Assistance Programs
- c. **Federal Agency:** Department of Agriculture Food and Nutrition Service
- d. **Award Name:** Supplemental Nutrition Assistance Program Education (SNAP-Ed)
- e. **Federal Award(s) Amount:** \$42,000

As a subrecipient of Federal awards, Contractor is subject to the provisions of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (hereinafter “OMB Circular A-133”). In signing this Agreement, Contractor acknowledges that it understands and will comply with the provisions of OMB Circular A-133. One provision of OMB Circular A-133 requires a subrecipient that expends \$500,000 in Federal awards during its fiscal year to have an audit performed in accordance with OMB Circular A-133. If such an audit is required, Contractor agrees to provide County with a copy of the audit report within 9 months of Contractor’s fiscal year-end. Questions regarding OMB Circular A-133 can be directed to the Sonoma County Auditor-Controller-Treasurer-Tax Collector’s Office – General Accounting Division.

2.2. Overpayment

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

3. Term of Agreement

The term of this Agreement shall be from February 25, 2014 to September 30, 2016 unless terminated earlier in accordance with the provisions of Article 4 (Termination) below.

4. Termination

4.1. Termination without Cause

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

4.2. Termination for Cause

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

4.3. Delivery of Work Product and Final Payment upon Termination

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product), and shall submit to County an invoice showing the services

performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4. Payment Upon Termination

Upon termination of this Agreement by County, Contractor shall be entitled to receive, as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2 (Termination for Cause), County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5. Authority to Terminate

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

4.6. Obligations After Termination

The following shall remain in full force and effect after termination of this Agreement:

(1) Article 5 (Indemnification), (2) Section 9.5 (Records Maintenance), (3) Section 9.5.1 (Right to Audit, Inspect, and Copy Records), (4) Section 9.15 (Confidentiality), and (5) Section 13.5 (Applicable Law and Forum).

4.7. Change in Funding

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

5. Indemnification

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

withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance

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

7. Prosecution of Work

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

8. Extra or Changed Work

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

9. Representations of Contractor

9.1. Standard of Care

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

9.2. Status of Contractor

The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits

that County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4 (Termination), Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3. No Suspension or Debarment

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving Federal funds as listed in the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" issued by the General Services Administration. If Contractor becomes debarred, Contractor has the obligation to inform County.

9.4. Taxes

Contractor agrees to file Federal and State tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement, and shall be solely liable and responsible to pay such taxes and other obligations, including but not limited to State and Federal income and FICA taxes.

Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5. Records Maintenance

Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement, and shall make such documents and records available to County for inspection at any reasonable time.

Contractor shall maintain such records for a period of 7 years following completion of work hereunder.

9.5.1. Right to Audit, Inspect, and Copy Records

Contractor agrees to permit County and any authorized State or Federal agency to audit, inspect, and copy all records, notes, and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, monitoring the accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above-noted documents requested by County within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit County or governmental or accrediting agencies to access patient medical records.

9.6. Conflict of Interest

Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under State law or that would otherwise conflict in any manner or degree with the performance of its services hereunder.

Contractor further covenants that in the performance of this Agreement, no person having any

such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7. Statutory Compliance

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

9.8. Nondiscrimination

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

9.9. AIDS Discrimination

Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10. Assignment of Rights

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

9.11. Ownership and Disclosure of Work Product

All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, contractors, and other agents in connection with this Agreement, shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents which have not already been provided to County in such form or format as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above-described documents, but agrees not to disclose or

discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12. Authority

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

9.13. Sanctioned Employee

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

9.14. Compliance with County Policies and Procedures

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

9.15. Confidentiality

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

9.16. Contractor Notification of Breach

County receives funding for SNAP-Ed Early Childhood Care and Education from the California Department of Public Health pursuant to Supplemental Nutrition Assistance Program - Education (SNAP-Ed) Grant Agreement Number 13-20506 (hereinafter "State Contract"). The State Contract contains certain requirements pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI"), and requires that County contractually obligate any of its subcontractors to also comply with these requirements.

9.16.1. The State Contract requires County to notify the State of any breach of privacy and/or security of personal identifiable information (PII) and/or protected health information (PHI). Contractor shall, immediately upon discovery of a breach of privacy and/or security of PII and/or PHI by Contractor, notify County of such breach by telephone and either email or facsimile.

9.16.2. In the event the State Contract requires County to pay any costs associated with a breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification, Contractor shall pay on County's behalf any and all such costs arising out of a breach of privacy and/or security of PII and/or PHI by Contractor.

10. Demand for Assurance

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

"Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4 (Termination).

11. Assignment and Delegation

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. mail or courier service. Notices, bills, and payments shall be addressed as follows:

TO COUNTY:

Kristin Fladseth
Healthy Policy, Planning, and Evaluation Division
County of Sonoma Department of Health Services
490 Mendocino Ave, Suite 202
Santa Rosa, CA 94928
707-565-6616
kristin.fladseth@sonoma-county.org

TO CONTRACTOR:

Melanie Dodson
Executive Director
131A Stony Circle, Suite 300
Santa Rosa, CA 95401
707-544-3077
mdodson@sonoma4cs.org

When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by facsimile or email, the notice, bill, or payment shall be deemed received upon transmission as long as: (1) the original copy of the notice, bill, or payment is

promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date); (2) the sender has a written confirmation of the facsimile transmission or email; and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 12.

13. Miscellaneous Provisions

13.1. No Waiver of Breach

The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2. Construction

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

13.3. Consent

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

13.4. No Third-Party Beneficiaries

Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. Applicable Law and Forum

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

13.6. Captions

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

13.7. Merger

This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this

Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms

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


13.9. Time of Essence

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

§ The remainder of this page has intentionally been left blank. §

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

CONTRACTOR:



Melanie Dodson, Executive Director
Community Child Care Council of Sonoma County

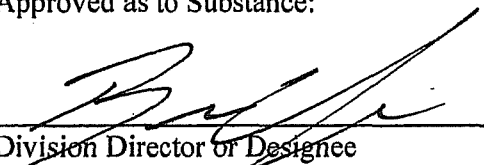
2/11/14
Dated

COUNTY OF SONOMA:
Certificate of Insurance on File with County:

Rita Scardaci, MPH, Director
Department of Health Services

Dated

Approved as to Substance:



Division Director or Designee

2/19/14
Dated

Exhibit A. SCOPE OF WORK

Objective 1: SNAP-Ed Meetings

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 1 (SNAP-Ed Meetings): Attend local, regional and/or state SNAP-Ed meetings, conferences, trainings, and workshops to aid in implementation and evaluation of nutrition education and obesity prevention strategies for low-income households.

Activities	Responsible Party	Deliverables	Timeframe
<p>1. Attend bimonthly County Nutrition Action Plan (C-NAP) Workgroup meetings to help coordinate USDA food program interventions and efforts to increase food security in the target population by:</p> <ul style="list-style-type: none"> a) Building on existing State or County nutrition action or obesity plans. b) Coordinating nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, EFAP, Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs. c) Identifying existing resources and assets of organizations in the county that promote the C-NAP priorities. d) Applying public health approaches to identify, track, and promote existing policies in the county related to access to healthy foods and beverages and physical activity. e) Collecting and providing process and outcome evaluation information to the C-NAP f) Applying multi-level approaches to advance and market a minimum of one nutrition and obesity prevention intervention annually as it relates to C-NAP. <p style="text-align: right;">(DHS Objective 2, Activity 2)</p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark)</p>	<p>Meeting agendas</p> <p>Record of participation</p> <p>Copy of CNAP</p> <p>Collective summary of policies and outcome evaluation data.</p>	<p>March 2014-September 2016</p>

Activities	Responsible Party	Deliverables	Timeframe
2. Will attend the following relevant project and coalition/collaborative meetings to implement the County of Sonoma’s Department of Health Services (DHS) SNAP-Ed scope of work: <ul style="list-style-type: none"> • SNAP-Ed Fiscal Orientation (March 2014) • Monthly SNAP-Ed Check-In Meeting • Bimonthly CNAP Workgroup (Feb, April, June, Aug, Oct, Dec) (DHS Objective 1, Activity 4 & Objective 1, Activity 7)	Project Coordinator (Allison Goodwin) and/or Project Coordinator (Teri Clark)	Copies of agendas Record of participation	March 2014-September 2016
3. Attend required Network-sponsored meetings, trainings, workshops, and conferences that may include the following: Community Engagement trainings, Regional Network Collaborative meetings, Rethink Your Drink Trainings, nutrition education trainings, <i>Network</i> -sponsored state and/or regional trainings; other non- <i>Network</i> sponsored trainings that have been pre-approved by DHS staff. (DHS Objective 1, Activity 3)	Project Coordinator (Allison Goodwin and/or Teri Clark)	Copies of agendas Record of participation	Ongoing as needed
4. Participate in local, regional and state evaluation and reporting activities for all objectives, as needed, and provide a quarterly progress report to DHS staff. (DHS Objectives Vary)	Project Coordinator (Allison Goodwin and/or Teri Clark)	Progress Report	Ongoing as needed

Activities	Responsible Party	Deliverables	Timeframe
<p>5. Work with SNAP-Ed Team to host a county health forum to address primary prevention of diseases through healthier eating patterns and more physical activity. Recruit community leaders and members to participate in the forum from school, after schools, worksites, CalFresh and WIC offices, faith-based channels, etc. Some strategies may include:</p> <ul style="list-style-type: none"> • Identify health disparities in communities related to nutrition and physical activity barriers and propose solutions • Increase awareness of existing food policies in qualifying neighborhoods • Use CX3 assessment findings to promote the need for farmers markets to increase access to fresh fruits and vegetables; increase healthy food availability in corner stores; increase healthier options at local worksites, schools and churches, and increase access to physical activity opportunities in qualifying neighborhoods. <p style="text-align: right;">(DHS Objective 5, Activity 3)</p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark) and Program Assistant</p>	<p>Flyers Agenda Summary of meeting results</p>	<p>October 2014 - March 2015</p>
<p>6. Use the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>	<p>(Maya Labourdette) and Chief Executive Officers (Susan Gilmore and Melanie Dodson)</p>	<p>Documents (on file)</p>	<p>March 2014-September 2016</p>
<p>7. Comply with the Network Guideline Manual and Program Letter updates. http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>	<p>Contract Manager (Maya Labourdette) and Chief Executive Officers (Susan Gilmore and Melanie Dodson)</p>	<p>Documents (on file)</p>	<p>March 2014-September 2016</p>

Objective 2: Early-Childhood Care & Education

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 2 (Early-Childhood Care & Education): Annually, reach children ages birth to five and their parents by developing partnerships and providing training and technical assistance to qualifying early-childhood care and education sites to facilitate nutrition education and obesity prevention strategies resulting in healthy site changes.

Activities	Responsible Party	Deliverables	Timeframe
1) Attend required <i>Network</i> -sponsored trainings specific to early-childhood settings; regarding resources, strategies and public health approaches. <i>(DHS Objective 16, Activity 1)</i>	Project Coordinator (Allison Goodwin and/or Teri Clark)	Record of participation	Ongoing as needed
2) Will work at the following qualifying early-childhood care and education sites during FFY14-FFY16 to reach 476 children/families each year: <ul style="list-style-type: none"> • 4Cs Apples & Bananas - Roseland • 4Cs Apples & Bananas – Sheppard • NBCC Monroe • 4Cs Willow Creek Preschool • NBCC Steele Lane • 4Cs Petaluma Child Development Center • NBCC McDowell • 4Cs Sonoma Child Development Center • 4Cs Flowery Preschool • STARS Preschool Monte Rio • STARS Preschool Guerneville Will engage site decision makers to conduct a self-assessment with a <i>Network</i> provided tool, related to nutrition education and obesity prevention strategies and healthy site changes; parents will be engaged as appropriate. <i>(DHS Objective 16, Activity 3)</i>	Project Coordinator (Allison Goodwin and/or Teri Clark), and Program Assistant, and Health Educators	Site contact list Self-assessment results	April 2014; Annually and ongoing as needed

Activities	Responsible Party	Deliverables	Timeframe
<p>3) Compile materials and provide training for each early-childhood care and education site listed in Activity 2. Training will include existing assessment tools and USDA approved existing nutrition education materials, and will cover, at minimum, the following topics:</p> <ul style="list-style-type: none"> • Early childhood care and education site nutrition and physical activity self-assessment • Healthy nutrition and physical activity site policy development • Nutrition education and physical activity promotion for young children (basic nutrition education, how to conduct a lesson, how to integrate lessons with other education content, etc.) • Nutrition education and physical activity promotion for the parents of young children (basic nutrition education, how to conduct a lesson, etc.) • How to implement healthy food demonstrations/taste tests • Engaging parents in healthy eating and active living decision-making processes (e.g., parent advisory boards, parent/peer advocate organizations, etc.) • Evaluation Basics <p style="text-align: right;"><i>(DHS Objective 16, Activity 4)</i></p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark), Program Assistant, and Health Educators</p>	<p>Training lesson plans</p> <p>Training Materials</p> <p>Training dates</p> <p>List of trained sites</p>	<p>March 2014; Ongoing as needed from March 2014-September 2016</p>

Activities	Responsible Party	Deliverables	Timeframe
<p>4) Will work with trained sites to create or update healthy site changes based on the assessments and parent engagement processes. Some health site change strategies may include:</p> <ul style="list-style-type: none"> • Actively engaging in Farm to Fork strategies and healthy procurement efforts that result in serving more seasonal fresh fruits and vegetables at snack and meal times • Ensure fresh free drinking water is available to children during the entire day • Ensure foods and beverages provided to children adhere to the Dietary Guidelines for Americans and promote acceptance of a variety of foods • Establish, implement, and maintain written guidelines for healthy celebrations and for food delivered on site by families • Establish, implement and maintain procedures for engaging children in at least 60 minutes of daily physical activity <p style="text-align: right;"><i>(DHS Objective 16, Activity 5)</i></p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark) and Program Assistant</p>	<p>Description of healthy site changes</p>	<p>Ongoing as needed from March 2014-September 2016</p>
<p>5) Will implement and maintain a system for tracking and collecting accurate information on the numbers and types of healthy site changes (including but not limited to, the location where healthy changes have been implemented, population impacted by the changes, date the changes became effective, any plans for additional changes, etc.).</p> <p><i>Note: Sites that provide direct nutrition and physical activity education to the children and/or parents will be required to report education numbers. Site that distribute SNAP-Ed materials using SNAP-Ed funds will be required to report what is distributed.</i></p> <p style="text-align: right;"><i>(DHS Objective 16, Activity 6)</i></p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark) and Program Assistant</p>	<p>Data tracking system (on file)</p>	<p>Ongoing as needed from March 2014-September 2016</p>
<p>6) Will provide on-going technical assistance (e.g., model a lesson, provide resources and materials, provide guest speakers, arrange additional training, etc.) and tracking support to trained sites. Sites will revise healthy site change strategies as appropriate for each site.</p> <p style="text-align: right;"><i>(DHS Objective 16, Activity 7)</i></p>	<p>Project Coordinator (Allison Goodwin and/or Teri Clark) and/or Health Educators</p>	<p>Technical assistance log, Participating site data on healthy site changes</p>	<p>Ongoing as needed from March 2014-September 2016</p>

**Exhibit B. Budget & Budget Justification
SNAP-Ed Grant - Early Childhood Care and Education Contractor**

SNAP-Ed Budget	Hourly Rate	Hrs	Mar-Sept 2014	Hrs	Oct 2014-Sept 2015	Hrs	Oct 2015-Sept 2016	Total
PERSONNEL								
Melanie Dodson, Chief Executive Officer (Executive Director), FTE .0346 FFY14	\$52.09	72	\$3,750	0	\$0	0	\$0	\$3,750
Susan Gilmore, Chief Executive Officer (Executive Director), FTE .0346 FFY14	\$54.81	72	\$3,946	0	\$0	0	\$0	\$3,946
Allison Goodwin, Project Coordinator (Department Director), FTE .0346 FFY14; FTE .0231 FFY15&16	\$28.83	72	\$2,076	48	\$1,384	48	\$1,384	\$4,844
Teri Clark, Project Coordinator (Educational Resource Director), FTE .0346 FFY14; FTE .0231 FFY15&16	\$28.00	72	\$2,016	48	\$1,344	48	\$1,344	\$4,704
TBD, Program Assistant, FTE .0269 FFY14; FTE .0442 FFY15&16	\$24.19	56	\$1,355	92	\$2,225	92	\$2,225	\$5,805
Personnel Subtotal			\$13,143		\$4,953		\$4,953	\$23,049
Fringe Benefits @	18.00%		\$2,366		\$892		\$892	\$4,150
TOTAL PERSONNEL			\$15,509		\$5,845		\$5,845	\$27,199
NON-PERSONNEL/OPERATING EXPENSES								
Travel – Network Community Engagement Training			\$264		\$264		\$264	\$792
Travel - Network Cultural Proficiency Training			\$264		\$264		\$264	\$792
Travel – Annual Network Conference			\$722		\$694		\$694	\$2,110
Travel – Local Mileage		350	\$196	600	\$336	600	\$336	\$868
Office Supplies			\$56		\$96		\$96	\$248
Food Demonstrations/Taste Testing Supplies			\$528		\$528		\$528	\$1,584
TOTAL NON-PERSONNEL			\$2,030		\$2,182		\$2,182	\$6,394
SUBCONTRACTS / CONSULTANTS								
Health Educator (Laurel Chambers)	\$50.00	40	\$2,000	26	\$1,300	26	\$1,300	\$4,600
Bilingual Health Educator (TBD)	\$50.00	0	\$0	22	\$1,100	22	\$1,100	\$2,200
TOTAL OTHER COSTS			\$2,000		\$2,400		\$2,400	\$6,800
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Subcontracts)			\$19,539		\$10,427		\$10,427	\$40,393
Indirect Costs @	11.04%		\$461		\$573		\$573	\$1,607
TOTAL BUDGET			\$20,000		\$11,000		\$11,000	\$42,000

SNAP-Ed Grant Budget Revisions and Line Item Adjustments:

Subject to prior written notice under Paragraph 12, the Department of Health Services Division Director, or designee, may approve Line Item Budget Adjustment Requests and Budget Revision Request to Exhibit B so long as the total contract maximum set forth in Section 2 (Payment) neither increases nor decreases and there is no significant change in the Scope of Work. Proposed transfers between budget sections or between line items require an approved Budget Revision Request if the total of the proposed changes are greater than 10% of the total contract amount for each budget year. Proposed budget transfers that total less than 10% of the total contract amount each budget year require an approved Line Item Budget Adjustment Request. Said Line Item Budget Adjustment Requests and Budget Revision Requests shall not require a formal amendment to this Agreement and shall be effected by preparation and submission of required request form for the approval of Department of Health Services Division Director, or designee.

SNAP-Ed In-Kind Budget	Hourly Rate	Hrs	Mar - Sept 2014	Hrs	Oct 2014- Sept 2015	Hrs	Oct 2015- Sept 2016	Total
PERSONNEL								
Melanie Dodson, Chief Executive Officer (Executive Director), 0.0346 FTE	\$52.09	0	\$0	72	\$3,750	72	\$3,750	\$7,500
Susan Gilmore, Chief Executive Officer (Executive Director), 0.0346 FTE	\$54.81	0	\$0	72	\$3,946	72	\$3,946	\$7,892
Maya Labourdette, Contract Manager (Finance Director), 0.0010 FTE	\$41.03	15.6	\$640	20.8	\$853	20.8	\$853	\$2,346
Personnel Subtotal			\$640		\$8,549		\$8,549	\$17,738
Fringe Benefits @	18.00%		\$115		\$1,539		\$1,539	\$3,193
TOTAL PERSONNEL			\$755		\$10,088		\$10,088	\$20,931
TOTAL OTHER COSTS					\$0		\$0	\$0
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$755		\$10,088		\$10,088	\$20,931
Indirect Costs @	11.04%		\$1,558		\$1,427		\$1,427	\$4,412
TOTAL BUDGET			\$2,313		\$11,515		\$11,515	\$25,343
				\$0				

SNAP-Ed Budget Justification
<p>PERSONNEL</p> <p>Employee Name: Melanie Dodson Position Title: Chief Executive Officer Official Title: Executive Director for Community Child Care Council of Sonoma County FTE: FTE .0346 (FFY14); FTE .0346 (FFY15&16, in-kind) Position Description: Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.</p> <ul style="list-style-type: none"> • FFY 2014: \$52.09/hour x 72 hours = \$3,750 • FFY 2015: \$52.09/hour x 72 hours = \$3,750 (in-kind) • FFY 2016: \$52.09/hour x 72 hours = \$3,750 (in-kind)
<p>Employee Name: Susan Gilmore Position Title: Chief Executive Officer Official Title: Executive Director for North Bay Children’s Center FTE: FTE .0346 (FFY14); FTE .0346 (FFY15&16, in-kind) Position Description: Provides overall guidance for the operations, personnel, and fiscal responsibilities required by the nutrition project.</p> <ul style="list-style-type: none"> • FFY 2014: \$54.81/hour x 72 hours = \$3,946 • FFY 2015: \$54.81/hour x 72 hours = \$3,946 (in-kind) • FFY 2016: \$54.81/hour x 72 hours = \$3,946 (in-kind)
<p>Employee Name: Allison Goodwin Position Title: Project Coordinator Official Title: Department Director for Community Child Care Council of Sonoma County FTE: FTE .0346 (FFY14); FTE .0231 (FFY15&16) Position Description: Coordinate program staff and nutritionist education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.</p> <ul style="list-style-type: none"> • FFY 2014: \$28.83/hour x 72 hours = \$2,076 • FFY 2015: \$28.83/hour x 48 hours = \$1,384 • FFY 2016: \$28.83/hour x 48 hours = \$1,384

SNAP-Ed Budget Justification

<p>Employee Name: Teri Clark Position Title: Project Coordinator Official Title: Educational Resource Director for North Bay Children’s Center FTE: FTE .0346 (FFY14); FTE .0231 (FFY15&16) Position Description: Coordinate program staff and nutritionist education activities; plan and follow through on outreach and educational events at health fairs, schools, and other promotional activities; work with schools, churches, farm worker organizations, and community organizations in planning and promoting good health through dissemination of nutrition education materials; actively acquire and develop culturally and linguistically competent nutrition curriculum and educational materials; to promote existing and/or to develop new physical activity promotional components of nutrition education; and expand our existing community outreach program to encompass nutritional components to increase community awareness and knowledge of good nutrition and healthy active lifestyles.</p> <ul style="list-style-type: none"> • FFY 2014: \$28.00/hour x 72 hours = \$2,016 • FFY 2015: \$28.00/hour x 48 hours = \$1,344 • FFY 2016: \$28.00/hour x 48 hours = \$1,344
<p>Employee Name: TBD Position Title: Program Assistant Official Title: TBD FTE: FTE .0269 (FFY14); FTE .0442 (FFY15&16) Position Description: Assists the Project Coordinator with nutrition education program planning and development. Under the direction of Project Coordinator, works directly with individuals and small groups providing curriculum-based, prevention-oriented general nutrition education and physical activity targeted to SNAP-Ed eligibles.</p> <ul style="list-style-type: none"> • FFY 2014: \$24.19/hour x 56 hours = \$1,355 • FFY 2015: \$24.19/hour x 92 hours = \$2,225 • FFY 2016: \$24.19/hour x 92 hours = \$2,225
<p>Employee Name: Maya Labourdette Position Title: Contract Manager – In Kind Official Title: Finance Director FTE: .01 FTE (FFY14-16) Position Description: Manages the nutrition education contract including budgets, invoices, local share documentation reports, time studies, fiscal reporting and adherence to funding requirements. Prepares Budget Adjustment Requests (BAR) as necessary.</p> <ul style="list-style-type: none"> • FFY 2014: \$41.03/hour x 15.6 hours = \$640 (in-kind) • FFY 2015: \$41.03/hour x 20.8 hours = \$853 (in-kind) • FFY 2016: \$41.03/hour x 20.8 hours = \$853 (in-kind)

SNAP-Ed Budget Justification
<p>Fringe Benefits The average fringe benefit percentage used for calculating the fringe benefit line is 18% of salaries. Fringe Benefits include statutory benefits (i.e., Medicare, social security, workers comp) and discretionary benefits (i.e., paid time off, Medical/Dental/Vision, and disability insurance).</p>
<p>TRAVEL</p>
<p>Travel – Network Community Engagement Training (in Sacramento) \$792 2 Project Coordinators, 1 day.</p> <ul style="list-style-type: none"> • FFY 2014: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) x 2 cars = \$264 • FFY 2015: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) x 2 cars = \$264 • FFY 2016: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) x 2 cars = \$264
<p>Travel – Network Cultural Proficiency Training (in Sacramento) \$792 2 Project Coordinators, 1 day.</p> <ul style="list-style-type: none"> • FFY 2014: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) = \$132 x 2 cars = \$264 • FFY 2015: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) = \$132 x 2 cars = \$264 • FFY 2016: mileage (200 miles RT x .56 = \$112) + parking (1 day x \$20 = \$20) = \$132 x 2 cars = \$264
<p>Travel – Annual Network Conference in Sacramento: \$2,110 2 Project Coordinators, 2 days</p> <ul style="list-style-type: none"> • FFY 2014: per diem (2 persons x 2 days x \$46/day=\$184) + lodging (1 person x \$95/night x 2 night = \$190 + \$16 tax=\$206) + lodging (1 person x 1 night = \$95 + \$8 tax=\$103) + 1-way airfare (1 person x \$77 = \$77) + mileage (1 car x 200 miles x \$0.56/mile= \$112) + parking (1 car x 2 days x \$20/day = \$40) = \$722 • FFY 2015: per diem (2 person x 2 days x \$46/day = \$184) + lodging (2 person x 1 night stay x \$95/night = \$190+ \$16 tax=\$206) + mileage (2 cars x 200 miles RT x \$0.56/mile = \$224) + parking (2 cars x 2 days x \$20/day= \$80) = \$694 • FFY 2016: per diem (2 person x 2 days x \$46/day = \$184) + lodging (2 person x 1 night stay x \$95/night = \$190+ \$16 tax=\$206) + mileage (2 cars x 200 miles RT x \$0.56/mile = \$224) + parking (2 cars x 2 days x \$20/day = \$80) = \$694
<p>Travel – Mileage: \$868 Mileage for in-county travel for Project Coordinators, Chief Executive Officers, Program Assistant, Health Educator, and Peer Educators to attend SNAP-Ed team meetings, local trainings, community forums, conduct site visits & TBD. Mileage reimbursement rate is set at \$0.56/mile.</p> <ul style="list-style-type: none"> • FFY 2014: 50 miles/month x 7 months x \$0.56/mile = \$196 • FFY 2015: 50 miles/month x 12 months x \$0.56/mile = \$336 • FFY 2016: 50 miles/month x 12 months x \$0.56/mile = \$336

SNAP-Ed Budget Justification
<p>Office Supplies : \$248 Includes supplies such as pens, pencils, notepads, paper, toner, staples, or similar items need for nutrition education and promotion activities.</p> <ul style="list-style-type: none"> • FFY 2014: \$56 = \$8/month x 7 months • FFY 2015: \$96 = \$8/month x 12 months • FFY 2016: \$96 = \$8/month x 12 months
<p>Food Demonstration/Taste Testing Supplies: \$1,584 Program supplies such as food, paper towels, napkins, cups, healthy food samples, measuring cups, plates for portion size lessons, etc. for food tastings and demonstrations.</p> <ul style="list-style-type: none"> • FFY 2014: \$528= \$1.00/child x 48 children/site x 11 sites • FFY 2015: \$528= \$1.00/child x 48 children/site x 11 sites • FFY 2016: \$528= \$1.00/child x 48 children/site x 11 sites
<p>SUBCONTRACTS/CONSULTANTS</p>
<p>Laurel Chambers - Health Educator: \$3,600 Will provide consulting services to help plan education program and facilitate health education and conduct health education trainings at all sites. Will also provide trainings on integrating SNAP-Ed curriculum into services provided by SNAP-Ed qualifying early childcare and education providers attending two Sonoma County conferences: Quality Improvement Conference and Early Childhood Educator Conference.</p> <ul style="list-style-type: none"> • FFY 2014: \$25/hour x 40 hours nutrition education program planning = \$1,000 • FFY 2015: \$50/hour x 2 hour health education training /site x 11 sites = \$1,100 + (\$50/hour x 4 hour health education training at QIC Conference = \$200) = \$1,300 • FFY 2016: \$50/hour x 2 hour health education training /site x 11 sites = \$1,100 + (\$50/hour x 4 hours health education training at ECE Conference = \$200) = \$1,300 <p>TBD - Bilingual Health Educator: \$2,200 Will provide bilingual consulting services to help plan education program and facilitate health education, educate Spanish-speaking parents/families, and train bilingual child care providers in health education at all sites.</p> <ul style="list-style-type: none"> • FFY 2014: \$0 • FFY 2015: \$50/hour x 2 health education training/site x 11 sites = \$1,100 • FFY 2016: \$50/hour x 2 health education training/site x 11 sites = \$1,100
<p>Indirect Costs Indirect costs are calculated as 11.04% of Total Modified Direct Costs (i.e. total direct costs less subcontractors and equipment) using the Multiple Allocation Method and includes costs such as facility, general agency, and accounting.</p> <ul style="list-style-type: none"> • FFY 2014: \$1,936 - \$1,475 in-kind = \$461 • FFY 2015: \$886 - \$313 in-kind = \$573 • FFY 2016: \$886 - \$313 in-kind = \$573

**Exhibit C. Insurance Requirements
(Template 3)**

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

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

1. Workers' Compensation and Employer's Liability Insurance

- a. Required if Contractor has employees.
- b. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employer's Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. **Required Evidence of Insurance:** Certificate of Insurance.
- e. If Contractor currently has no employees, Contractor agrees to obtain the above-specified Workers' Compensation and Employer's Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

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

- f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad-form contractual liability coverage, including the "f" definition of insured contract in ISO Form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. **Required Evidence of Insurance**
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limits: \$1,000,000 combined single limit per accident.
- b. Insurance shall apply to all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall apply to hired and non-owned autos.
- d. **Required Evidence of Insurance:** Certificate of Insurance.

4. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

5. Documentation

- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in this exhibit's Sections 1, 2, or 3.
- b. The name and address for **Additional Insured** endorsements and Certificates of Insurance is:
 - County of Sonoma (DHS)**
 - Contract & Board Item Development Unit**
 - 3313 Chanate Road**
 - Santa Rosa CA 95404**
- c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists at least 10 days before expiration or other termination of the existing policy.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies are terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within 30 days.

6. Policy Obligations

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

7. Material Breach

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

COUNTY OF SONOMA
AGREEMENT FOR SERVICES
(Revision F – Standard Version)

This agreement ("Agreement"), dated as of _____, 20_____, ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Community Action Partnership (hereinafter "Contractor").

RECITALS

WHEREAS, Contractor represents that it is a duly qualified nonprofit, community-based organization, experienced in engaging SNAP-Ed-eligible youth teams regarding consumption and access to healthy foods and beverages as well as physical activity opportunities and related services; and

WHEREAS, in the judgment of the Board of Supervisors, it is necessary and desirable to employ the services of Contractor for such services;

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

AGREEMENT

1. Scope of Services

1.1. Contractor's Specified Services

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

1.2. Cooperation With County

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

1.3. Performance Standard

Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable Federal, State, and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any

or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4 (Termination); or (d) pursue any and all other remedies at law or in equity.

1.4. Assigned Personnel

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

1.5. Contract Exhibits

This Agreement includes the following exhibits:

- Exhibit A. Scope of Work
- Exhibit B. Budget and Budget Justification
- Exhibit C. Insurance Requirements

1.6. State Contract Documents

Contractor agrees to comply with State Contract provisions, including the following:

- Federal Provisions (Special Terms and Conditions) (State Contract Exhibit D)
- Additional Provisions (State Contract Exhibit E)

The State Contract is available at the following website: <http://www.sonoma-county.org/health/publications/index.asp#contractors>.

1.7. Additional Travel and Mileage Documents

Contractor agrees to comply with the following California Department of Public Health travel and mileage documents:

- Form CDPH CMU 01 (01/10) - Travel Reimbursement Information (available at the following website: <http://www.cdph.ca.gov/programs/cpns/Documents/NetworkTravelReimbursementInformation.pdf>).
- Program Letter Number 13-11 - Travel Reimbursement Rates for NEOPB Contractors/Grantees (available at the following website:

<http://www.cdph.ca.gov/programs/cpns/Documents/PL%2013-11%20Travel.pdf>).

- Program Letter Number 14-02 - Mileage Reimbursement Rate for NEOPB Grantees/Contractors (available at the following website: <http://www.sonoma-county.org/health/publications/index.asp#contractors>).

2. Payment

For all services and incidental costs required hereunder:

Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B – Budget and Budget Justification, provided, however, that total payments to Contractor shall not exceed \$45,000 without the prior written approval of County. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of County department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), (iii) the hourly rate(s) of the person(s) performing the task(s), and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

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

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

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

2.1. Federal Funding

All or part of this Agreement will be paid with Federal awards. As a pass-through entity, County is required to provide certain information regarding Federal award(s) to Contractor as a subrecipient. In signing this Agreement, Contractor acknowledges receipt of the following information regarding Federal award(s) that will be used to pay this Agreement:

- a. **CFDA Number:** 10.561
- b. **CFDA Title:** State Administrative Matching Grants for the Supplemental Nutrition Assistance Programs
- c. **Federal Agency:** Department of Agriculture Food and Nutrition Service
- d. **Award Name:** Supplemental Nutrition Assistance Program Education (SNAP-Ed)
- e. **Federal Award(s) Amount:** \$45,000

As a subrecipient of Federal awards, Contractor is subject to the provisions of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (hereinafter "OMB Circular A-133"). In signing this Agreement, Contractor acknowledges that it understands and will comply with the provisions of OMB Circular A-133. One provision of OMB Circular A-133 requires a subrecipient that expends \$500,000 in Federal awards during its fiscal year to have an audit performed in accordance with OMB Circular A-133. If such an audit is required, Contractor agrees to provide County with a copy of the audit report within 9 months of Contractor's fiscal year-end. Questions regarding OMB Circular A-133 can be directed to the Sonoma County Auditor-Controller-Treasurer-Tax Collector's Office – General Accounting Division.

2.2. Overpayment

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

3. Term of Agreement

The term of this Agreement shall be from February 25, 2014 to September 30, 2016 unless terminated earlier in accordance with the provisions of Article 4 (Termination) below.

4. Termination

4.1. Termination Without Cause

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

4.2. Termination for Cause

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

4.3. Delivery of Work Product and Final Payment Upon Termination

In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all materials and work product subject to Section 9.11 (Ownership and Disclosure of Work Product), and shall submit to County an invoice showing the services

performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4. Payment Upon Termination

Upon termination of this Agreement by County, Contractor shall be entitled to receive, as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2 (Termination for Cause), County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5. Authority to Terminate

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

4.6. Obligations After Termination

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

4.7. Change in Funding

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

5. Indemnification

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

This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance

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

7. Prosecution of Work

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

8. Extra or Changed Work

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

9. Representations of Contractor

9.1. Standard of Care

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

9.2. Status of Contractor

The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to

participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits that County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4 (Termination), Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3. No Suspension or Debarment

Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving Federal funds as listed in the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs" issued by the General Services Administration. If Contractor becomes debarred, Contractor has the obligation to inform County.

9.4. Taxes

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

9.5. Records Maintenance

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

9.5.1. Right to Audit, Inspect, and Copy Records

Contractor agrees to permit County and any authorized State or Federal agency to audit, inspect, and copy all records, notes, and writings of any kind in connection with the services provided by Contractor under this Agreement, to the extent permitted by law, for the purpose of monitoring the quality and quantity of services, monitoring the accessibility and appropriateness of services, and ensuring fiscal accountability. All such audits, inspections, and copying shall occur during normal business hours. Upon request, Contractor shall supply copies of any and all such records to County. Failure to provide the above-noted documents requested by County within the requested time frame indicated may result in County withholding payments due under this Agreement. In those situations required by applicable law(s), Contractor agrees to obtain necessary releases to permit County or governmental or accrediting agencies to access patient medical records.

9.6. Conflict of Interest

Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under State law or that would otherwise conflict in any manner or degree with the performance of its services hereunder.

Contractor further covenants that in the performance of this Agreement, no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7. Statutory Compliance

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

9.8. Nondiscrimination

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

9.9. AIDS Discrimination

Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10. Assignment of Rights

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

9.11. Ownership and Disclosure of Work Product

All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, contractors, and other agents in connection with this Agreement, shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents which have not already been provided to County in such form or format as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation.

Contractor may retain copies of the above-described documents, but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.12. Authority

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

9.13. Sanctioned Employee

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

9.14. Compliance with County Policies and Procedures

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

9.15. Confidentiality

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

9.16. Contractor Notification of Breach

County receives funding for SNAP-Ed youth engagement initiative from the California Department of Public Health pursuant to the Supplemental Nutrition Assistance Program – Education (SNAP-Ed) (hereinafter "State Contract"). The State Contract contains certain requirements pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI"), and requires that County contractually obligate any of its subcontractors to also comply with these requirements.

9.16.1. The State Contract requires County to notify the State of any breach of privacy and/or security of personal identifiable information (PII) and/or protected health information (PHI). Contractor shall, immediately upon discovery of a breach of privacy and/or security of PII and/or PHI by Contractor, notify County of such breach by telephone and either email or facsimile.

9.16.2. In the event the State Contract requires County to pay any costs associated with a breach of privacy and/or security of PII and/or PHI, including but not limited to the costs of notification, Contractor shall pay on County's behalf any and all such costs arising out of a breach of privacy and/or security of PII and/or PHI by Contractor.

10. Demand for Assurance

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

"Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding 30 days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4 (Termination).

11. Assignment and Delegation

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and shall be given by personal delivery, U.S. mail, or courier service. Notices, bills, and payments shall be addressed as follows:

TO COUNTY:

Danielle Ronshausen
Health Information Specialist
Healthy Policy, Planning and Evaluation Division
Department of Health Services
490 Mendocino Avenue, Ste. 202
Santa Rosa CA 95401
707.565.6629
Danielle.Ronshausen@sonoma-county.org

TO CONTRACTOR:

Vince Harper
Senior Program Manager
1300 Dutton Avenue
Santa Rosa CA 95401
707.544.6911
vharper@capsonoma.org

When a notice, bill, or payment is given by a generally recognized overnight courier service, the notice, bill, or payment shall be deemed received on the next business day. When a copy of a notice, bill, or payment is sent by facsimile or email, the notice, bill, or payment shall be deemed received upon transmission as long as: (1) the original copy of the notice, bill, or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a

payment, on or before the due date); (2) the sender has a written confirmation of the facsimile transmission or email; and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills, and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this Article 12.

13. Miscellaneous Provisions

13.1. No Waiver of Breach

The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2. Construction

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

13.3. Consent

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

13.4. No Third-Party Beneficiaries

Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. Applicable Law and Forum

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

13.6. Captions

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

13.7. Merger

This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this

Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms

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

13.9. Time of Essence

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

§ The remainder of this page has intentionally been left blank. §

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

CONTRACTOR:



Tim Reese, Executive Director
Community Action Partnership

02.18.14
Dated

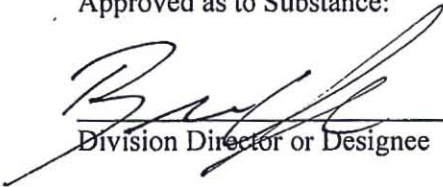
COUNTY OF SONOMA:

Certificate of Insurance on File with County:

Rita Scardaci, MPH, Director
Department of Health Services

Dated

Approved as to Substance:



Division Director or Designee

2/11/14
Dated

**Exhibit A. Scope of Work
 Youth Engagement Initiative**

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 1: Attend local, regional and/or state SNAP-Ed meetings, conferences, trainings, and workshops to aid in implementation and evaluation of nutrition education and obesity prevention strategies for low-income households.

Objective 1: SNAP-Ed Meetings (February 2014 – September 30, 2016)			
Activities	Responsible Party	Deliverables	Timeframe
1. Attend bi-monthly County Nutrition Action Plan (C-NAP) Workgroup meetings to help coordinate USDA food program interventions and efforts to increase food security in the target population by: <ul style="list-style-type: none"> a) Building on existing State or County nutrition action or obesity plans. b) Coordinating nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, EFAP, Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs. c) Identifying existing resources and assets of organizations in the county that promote the C-NAP priorities. d) Applying public health approaches to identify, track, and promote existing policies in the county related to access to healthy foods and beverages and physical activity. e) Collecting and providing process and outcome evaluation information to the C-NAP f) Applying multi-level approaches to advance and market a minimum of one nutrition and obesity prevention intervention annually as it relates to C-NAP. <small>(DHS Objective 2, Activity 2)</small> 	Contract Manager	Meeting agendas Record of participation Copy of CNAP Collective summary of policies and outcome evaluation data.	Feb 2014 – Sept 2016
2. Attend relevant project and coalition/collaborative meetings, including: <ul style="list-style-type: none"> • SNAP-Ed Fiscal Orientation (once annually) 	Adult Ally, Contract Manager	Copies of agendas Record of participation	Feb 2014 – Sept 2016

Objective 1: SNAP-Ed Meetings (February 2014 – September 30, 2016)			
Activities	Responsible Party	Deliverables	Timeframe
<ul style="list-style-type: none"> • Quarterly SNAP-Ed Team Meeting (Dates to be determined) • Quarterly CNAP Workgroup (Dates to be determined) <p>In addition to the meetings listed above, the following meetings may be of interest, however, are not mandatory:</p> <ul style="list-style-type: none"> • Healthy Students Team Meeting (Dates to be determined) • CAN-C Healthy Students Subcommittee (monthly) <p style="text-align: right;">(DHS Objective 1, Activity 4 & Objective 1, Activity 7)</p>			
<p>3. Attend required Network-sponsored meetings, trainings, workshops, and conferences that may include the following: Community Engagement trainings, Regional Network Collaborative meetings, Rethink Your Drink Trainings, nutrition education trainings, <i>Network</i>-sponsored state and/or regional trainings; other non-<i>Network</i> sponsored trainings that have been pre-approved by DHS staff.</p> <p style="text-align: right;">(DHS Objective 1, Activity 3)</p>	Contract Manager	Copies of agendas Record of participation	Feb 2014 – Sept 2016
<p>4. Participate in local, regional and state evaluation and reporting activities for all objectives, as needed, and provide a quarterly progress report to DHS staff.</p> <p style="text-align: right;">(DHS Objectives Vary)</p>	Contract Manager	Progress Report	Feb 2014 – Sept 2016
<p>5. Use the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>	Contract Manager	Documents (on file)	Feb 2014 – Sept 2016
<p>6. Comply with the Network Guideline Manual and Program Letter updates. http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx</p> <p style="text-align: right;">(DHS Objective 1, Activity 4)</p>	Contract Manager	Documents (on file)	Feb 2014 – Sept 2016

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

OBJECTIVE 2: Conduct a youth engagement initiative (YEI) project engaging a SNAP-Ed eligible youth team to engage in leadership, critical thinking, problem-solving, community-based research and to address an identified issue with consumption and access to healthy foods and beverages and physical activity opportunities in their environment and identify solutions applying public health approaches.

Objective 2: Youth Engagement (February 2014 – September 30, 2016)			
Activities	Responsible Party	Deliverables	Timeframe
<p>1) Youth Engagement (YE) Adult Ally, and as appropriate youth team members, will participate in all <i>Network</i> sponsored webinars, conference calls and in-person Youth Engagement trainings offered by <i>Network</i> Youth Initiatives Consultant.</p> <p style="text-align: right;"><i>(DHS Objective 13, Activity 2)</i></p>	Adult Ally	Participant Log (on file)	02/2014 – 09/2014
<p>2) YE Adult Ally recruits youth (ages 12-18) and form team(s) with a <u>minimum</u> of six students. Youth must be from SNAP-Ed-qualifying schools or live in SNAP-Ed-qualifying neighborhoods. Collect parent-permission slips and photo releases from youth.</p> <p style="text-align: right;"><i>(DHS Objective 13, Activity 3)</i></p>	Adult Ally	Youth roster and permission slips (on file)	02/2014 - 09/2014
<p>3) Provide orientation to members of the youth team. Orientation to include basic nutrition education information, importance of physical activity (through integration into comprehensive nutrition education lessons), taste testing, overview of youth-led participatory action research, and overview of youth development principles.</p> <p><i>Note: SNAP-Ed Nutrition Education Contractor will provide youth with basic nutrition education information, importance of physical activity (through integration into comprehensive nutrition education lessons), and taste testing. This will take the form of five 30-minutes nutrition education sessions. Youth Engagement contractor will be responsible for coordinating nutrition education sessions in coordination with Nutrition Education Contractor.</i></p> <p style="text-align: right;"><i>(DHS Objective 13, Activity 4)</i></p>	Adult Ally	Attendance sheets for meetings with youth team (on file) Orientation outline	02/2014 - 09/2014

Objective 2: Youth Engagement (February 2014 – September 30, 2016)			
Activities	Responsible Party	Deliverables	Timeframe
<p>4) Following orientation, Adult Ally will meet with the youth team guiding them through the process of conducting youth-led projects. Additional technical assistance, training and support to Adult Ally and youth teams on conducting youth-led nutrition will be provided as needed by the State <i>Network</i> Youth Initiatives Consultant. With the support/guidance of the Adult Ally , the youth-led nutrition education project process includes the youth team:</p> <ul style="list-style-type: none"> a. Selecting the issue(s) to research b. Creating research tool and conducting the research project around selected issue(s) (the tool can be a survey, photo voice or video voice project, interviews etc.) c. Gathering information/data via the research tool and analyzing the data. Identifying public health approaches to reach solutions d. Preparing presentation/reports presenting to key stakeholders (such as PTA, School Staff, District Staff, Community Agencies, etc.) based on the data/information discovered by the research tool e. Conducting presentations to those leaders/stakeholders to share the findings from their research, in order to bring about necessary changes/improvement f. Documenting any changes in system or policy based on their project g. Conducting nutrition education and awareness activities to their peers, family members and the qualifying community to advance solutions <p style="text-align: right;"><i>(DHS Objective 13, Activity 5)</i></p>	<p>Adult Ally Youth Leaders</p>	<p>Attendance sheets from meetings (on file) Copies of research tool, project and presentation/ reports created by youth team Document participation in activities via photos, press releases, media attention, or various newsletters</p>	<p>10/2014-09/2015</p>
<p>5) Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i>, in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention.</p> <p style="text-align: right;"><i>(DHS Objective 13, Activity 6)</i></p>	<p>Adult Ally Youth Leaders</p>	<p>Attendance sheet (on file)</p>	<p>10/2014-09/2015</p>

Objective 2: Youth Engagement (February 2014 – September 30, 2016)			
Activities	Responsible Party	Deliverables	Timeframe
6) Adult Ally will re-engage/recruit new team of youth, as well as include any continuing Youth Leaders (if interested and eligible), in the process under <u>Activities 2, 3 and 4</u> as outlined above, to conduct project again, with a new team of Youth Leaders and examine new issue to address for the research project. <div style="text-align: right;"><i>(DHS Objective 13, Activity 7)</i></div>	Adult Ally	Youth roster, parent permission slips, attendance sheets from meetings (on file) Copies of research tool, project and presentation/reports created by youth team Document participation in activities via photos, press releases, media attention, or various newsletters	10/2015-09/2016
7) Adult Ally and Youth Leaders will participate in annual statewide or regional youth forum/meetings offered by the <i>Network for a Healthy California</i> , in which Youth Leaders from all Youth Engagement sites attend in order to strengthen their skills in youth-led participatory action research, public speaking skills, etc., in relationship to nutrition education and obesity prevention. <div style="text-align: right;"><i>(DHS Objective 13, Activity 8)</i></div>	Adult Ally Youth Leaders	Attendance sheet (on file)	10/2015-09/2016

Exhibit B. Budget and Budget Justification
SNAP-Ed Grant
After School Contractor
February 2014 – September 30, 2016

SNAP-Ed Budget February 2014 - September 30, 2014	Hourly Rate	Hrs	Feb -Sept 2014	Hrs	Oct 2014- Sept 2015	Hrs	Oct 2015- Sept 2016	Total
PERSONNEL								
Deisy Vargas, Project Coordinator (Adult Ally) (.25 FTE)	\$15.25	520	\$7,930	520	\$7,930	520	\$7,930	\$23,790
Vince Harper, Contract Manager (Senior Program Manager) (0.025 FTE in FFY 2014; 0.0168 FTE in FFY 2015; 0.0207 FTE in 2016)	\$29.50	52	\$1,534	35	\$1,033	43	\$1,269	\$3,836
Personnel Subtotal			\$9,464		\$8,963		\$9,199	\$27,626
Fringe Benefits @	13.00%		\$1,230		\$1,165		\$1,196	\$3,591
TOTAL PERSONNEL			\$10,694		\$10,128		\$10,395	\$31,217
NON-PERSONNEL/OPERATING EXPENSES								
Travel – Annual Network Conference in Sacramento			\$330		\$330		\$330	\$990
Travel - Network Youth Engagement Training			\$262		\$262		\$262	\$786
Travel - Annual Network Regional Youth Forum			\$571		\$571		\$571	\$1,713
Travel – Childhood Obesity Conference			\$0		\$270		\$0	\$270
Travel – Local		191	\$107	300	\$168	305	\$171	\$446
Office Supplies			\$280		\$480		\$480	\$1,240
Educational Materials			\$500		\$500		\$500	\$1,500
Copier			\$49		\$84		\$84	\$217
TOTAL NON-PERSONNEL			\$2,099		\$2,665		\$2,398	\$7,162
OTHER COSTS								
Food Demonstrations/Taste Testing Supplies			\$600		\$600		\$600	\$1,800
TOTAL OTHER COSTS			\$600		\$600		\$600	\$1,800
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$13,393		\$13,393		\$13,393	\$40,179
Indirect Costs @	12.00%		\$1,607		\$1,607		\$1,607	\$4,821
TOTAL BUDGET			\$15,000		\$15,000		\$15,000	\$45,000

SNAP-Ed Grant Budget Revisions and Line Item Adjustments

Subject to prior written notice under Article 12, the Department of Health Services Division Director, or designee, may approve Line Item Budget Adjustment Requests and Budget Revision Request to Exhibit B so long as the total contract maximum set forth in Section 2 – Payment neither increases nor decreases and there is no significant change in the Scope of Work. Proposed transfers between budget sections or between line items require an approved Budget Revision Request if the total of the proposed changes is greater than 10% of the total contract amount for each budget year. Proposed budget transfers that total less than 10% of the total contract amount each budget year require an approved Line Item Budget Adjustment Request. Said Line Item Budget Adjustment Requests and Budget Revision Requests shall not require a formal amendment to this Agreement and shall be effected by preparation and submission of required request form for the approval of Department of Health Services Division Director, or designee.

SNAP-Ed In-Kind Budget February 2014 - September 30, 2014	Hourly Rate	Hrs	Feb -Sept 2014	Hrs	Oct 2014- Sept 2015	Hrs	Oct 2015- Sept 2016	Total
<i>PERSONNEL</i>								
Vince Harper, Contract Manager (0.025 FTE in FFY 2014; 0.0332 FTE in FFY 2015; 0.0293 FTE in 2016)	\$29.50	52	\$1,534	69	\$2,036	61	\$1,800	\$5,370
Personnel Subtotal			\$1,534		\$2,036		\$1,800	\$5,370
Fringe Benefits @	31.00%		\$476		\$631		\$558	\$1,665
TOTAL PERSONNEL			\$2,010		\$2,667		\$2,358	\$7,035
<i>NON-PERSONNEL/OPERATING EXPENSES</i>								
Travel – Annual Network Conference in Sacramento								\$0
Travel - Network Youth Engagement Training								\$0
Travel - Annual Network Regional Youth Forum								\$0
Travel – Childhood Obesity Conference								\$0
Travel – Local								\$0
Office Supplies								\$0
Educational Materials								\$0
Copier								\$0
TOTAL NON-PERSONNEL			\$0		\$0		\$0	\$0
<i>OTHER COSTS</i>								
Food Demonstrations/Taste Testing Supplies								\$0
TOTAL OTHER COSTS			\$0		\$0		\$0	\$0
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$2,010		\$2,667		\$2,358	\$7,035
Indirect Costs @	12.00%		\$241		\$320		\$283	\$844
TOTAL BUDGET			\$2,251		\$2,987		\$2,641	\$7,879

**SNAP-Ed Budget Justification
 February 2014 - September 30, 2016**

PERSONNEL

Employee Name: Deisy Vargas
Position Title: Project Coordinator
Official Title: Adult Ally
FTE: .25 FTE in FFY 2014, 2015 & 2016

Position Description: Coordinates youth and youth engagement activities for Youth Engagement Initiative. Provides oversight, support and mentoring to Youth Leaders on leadership, critical thinking, problem-solving, community-based research and to address an identified issue with consumption and access to healthy foods and beverages and physical activity opportunities in their environment and identify solutions applying public health approaches.

- FFY 2014: \$7,930 = 520 hours per year X \$15.25 per hour
- FFY 2015: \$7,930 = 520 hours per year X \$15.25 per hour
- FFY 2016: \$7,930 = 520 hours per year X \$15.25 per hour

Employee Name: Vince Harper
Position Title: Contract Manager
Official Title: Senior Program Manger

FTE: 0.025 FTE + 0.025 FTE In-kind in FFY 2014; 0.0168 FTE + 0.0332 FTE In-kind in FFY 2015; 0.0207 FTE + 0.0293 FTE In-kind in FFY 2016

Position Description: Manages the nutrition education contract including budgets, invoices, local share documentation reports, time studies, fiscal reporting and adherence to funding requirements. Prepares Budget Adjustment Requests (BAR) as necessary.

- FFY 2014: \$1,534 = 52 hours per year X \$29.50 per hour (+ 52 hours in-kind)
- FFY 2015: \$1,033 = 35 hours per year X \$29.50 per hour (+ 69 hours in-kind)
- FFY 2016: \$1,269 = 43 hours per year X \$29.50 per hour (+ 61 hours in-kind)

Fringe Benefits:

Fringe benefits for staff are calculated at 13%. Some fringe benefits for the Sr. Program Manager, calculated at 31%, will be provided in-kind. Fringe benefits expenses include statutory benefits (i.e., Medicare, social security, workers comp, CA disability insurance) and discretionary benefits (i.e., Medical/Dental/Vision, life insurance, retirement benefits, and long-term disability).

NON-PERSONNEL / OPERATING EXPENSES
<p>Travel – Annual Network Conference in Sacramento: \$990 For Project Coordinator to attend the Annual Network Conference in Sacramento up to two (2) days and one (1). Mileage reimbursement rate is set at \$0.56/mile.</p> <ul style="list-style-type: none"> • FFY 2014: \$330 ((\$80 = \$40 / day x 1 staff x 2 days) + (\$99 = \$90 x 1 night/1 staff + \$9 tax) + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$40= \$20 / day parking x 2 days)) • FFY 2015: \$330 ((\$80 = \$40 / day x 1 staff x 2 days) + (\$99 = \$90 x 1 night/1 staff + \$9 tax) + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$40= \$20 / day parking x 2 days)) • FFY 2016: \$330 ((\$80 = \$40 / day x 1 staff x 2 days) + (\$99 = \$90 x 1 night/1 staff + \$9 tax) + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$40= \$20 / day parking x 2 days))
<p>Travel –Network Youth Engagement Training in Sacramento: \$717 For Project Coordinator to attend two Network Youth Engagement Training per year for up to one (1) days. Mileage reimbursement rate is set at \$0.56/mile.</p> <ul style="list-style-type: none"> • FFY 2014: \$262 (\$222=198.2 miles round trip x 2 meetings x \$0.56 cents) + (\$40= parking for one car x \$20 daily fee x 2 days) • FFY 2015: \$262 (\$222=198.2 miles round trip x 2 meetings x \$0.56 cents) + (\$40= parking for one car x \$20 daily fee x 2 days) • FFY 2016: \$262 (\$222=198.2 miles round trip x 2 meetings x \$0.56 cents) + (\$40= parking for one car x \$20 daily fee x 2 days)
<p>Travel – Annual Network Regional Youth Forum: \$1,713 For Project Coordinator and up to ten (10) participating youth to attend the Network Regional Youth Conference, up to one (1) day per year. Mileage reimbursement rate is set at \$0.56/mile.</p> <ul style="list-style-type: none"> • FFY 2014: \$571 (\$440 = \$40 / day x 1 staff + 10 youth) + + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$20= \$20 / day parking x 1days) • FFY 2015: \$571 (\$440 = \$40 / day x 1 staff + 10 youth) + + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$20= \$20 / day parking x 1days) • FFY 2016: \$571 (\$440 = \$40 / day x 1 staff + 10 youth) + + (\$111 = 198.2 miles RT x \$0.56 x 1 car) + (\$20= \$20 / day parking x 1days)
<p>Travel – Childhood Obesity Conference: \$270 For Project Coordinator to attend the Bi-Annual Childhood Obesity Conference in FFY 2015 for up to four (4) days and four (4) nights at 0.25 FTE.</p> <ul style="list-style-type: none"> • FFY 2015: (\$160 = 40/day x 1 staff x 4 days) + (\$396 = \$90 x 4 nights/1staff + \$9 tax/day) + air faire \$200 + registration \$325 = \$1,081 x 0.25 FTE = \$270

<p>Travel: \$446</p> <p>For local travel to meetings and program errands. Mileage is calculated at the Federal Rate of \$.56/mile.</p> <ul style="list-style-type: none">• FFY 2014: \$191 (48.7 miles per month x 7 months x .56 per mile)• FFY 2015: \$300 (44.6 miles per month x 12 months x .56 per mile)• FFY 2016: \$305 (45.4 miles per month x 12 months x .56 per mile)
<p>Office Supplies: \$1,550</p> <p>For supplies (such as pens, pencils, postage, notepads, paper, binders, flip charts, etc) for Youth Engagement trainings, meeting, and projects.</p> <ul style="list-style-type: none">• FFY 2014: \$280 (\$40/month x 7 months)• FFY 2015: \$480 (\$40/month x 12 months)• FFY 2016: \$480 (\$40/month x 12 months)
<p>Educational Materials: \$1,500</p> <p>For educational material for students including binders, materials, leadership/teambuilding curriculum/guides, etc.</p> <ul style="list-style-type: none">• FFY 2014: \$500 = \$50 x 10 students per year• FFY 2015: \$500 = \$50 x 10 students per year• FFY 2016: \$500 = \$50 x 10 students per year
<p>Copier: \$217</p> <p>Cost of using in-house copy machine to print program materials needed for youth engaged activities.</p> <ul style="list-style-type: none">• FFY 2014: \$49 = 0.07 cents per copy x 100 copies x 7 months• FFY 2015: \$84 = 0.07 cents per copy x 100 copies x 12 months• FFY 2016: \$84 = 0.07 cents per copy x 100 copies x 12 months

<i>OTHER COSTS</i>
<p>Food Demonstration/Taste Testing Supplies: \$1,800</p> <p>For peer-to-peer food taste tests and food demonstrations targeting youth to reinforcement of healthy food options and role modeling for students.</p> <ul style="list-style-type: none">• FFY 2014: \$2.00/youth x 100 youth x 3 demonstrations = \$600• FFY 2015: \$2.00/youth x 100 youth x 3 demonstrations = \$600• FFY 2016: \$2.00/youth x 100 youth x 3 demonstrations = \$600
<p>Indirect Costs: \$4,821</p> <p>Indirect costs are calculated at 12% Total Modified Direct Costs (i.e., total direct costs less subcontractors and equipment). The calculation is based on the Federally Negotiated Indirect Cost Rate, as outlined on the “Certification Form for Indirect Costs” for FFY 2014.</p> <ul style="list-style-type: none">• FFY 2014 = \$1,607• FFY 2015 = \$1,607• FFY 2016 = \$1,607

Exhibit C. Insurance Requirements

(Template 3)

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

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

1. Workers' Compensation and Employer's Liability Insurance

- a. Required if Contractor has employees.
- b. Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employer's Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. **Required Evidence of Insurance:** Certificate of Insurance.
- e. If Contractor currently has no employees, Contractor agrees to obtain the above-specified Workers' Compensation and Employer's Liability insurance should any employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) Form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000, it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.

-
- d. **County of Sonoma, its Officers, Agents, and Employees** shall be additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.
 - e. The insurance provided to the additional insureds shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by them.
 - f. The policy definition of "insured contract" shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad-form contractual liability coverage, including the "f" definition of insured contract in ISO Form CG 00 01, or equivalent).
 - g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a "separation of insureds" or "severability" clause which treats each insured separately.
 - h. **Required Evidence of Insurance**
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.
3. Automobile Liability Insurance
- a. Minimum Limits: \$1,000,000 combined single limit per accident.
 - b. Insurance shall apply to all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
 - c. Insurance shall apply to hired and non-owned autos.
 - d. **Required Evidence of Insurance:** Certificate of Insurance.
4. Standards for Insurance Companies
- Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.
5. Documentation
- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in this exhibit's Sections 1, 2, or 3.
 - b. The name and address for **Additional Insured** endorsements and Certificates of Insurance is:

**County of Sonoma (DHS)
Contract & Board Item Development Unit
3313 Chanate Road
Santa Rosa CA 95404**
-

- c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists at least 10 days before expiration or other termination of the existing policy.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies are terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within 30 days.

6. Policy Obligations

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

7. Material Breach

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

**MODIFICATION NUMBER FOUR OF AGREEMENT FOR SERVICES
BETWEEN COUNTY OF SONOMA AND
SANTA ROSA MEMORIAL HOSPITAL**

On March 21, 2011, the County of Sonoma, a political subdivision of the State of California, (hereinafter referred to as "County") and the Santa Rosa Memorial Hospital, a California, tax-exempt, non-profit corporation (hereinafter referred to as "Contractor") entered into a service agreement, modified by the parties effective February 28, 2013 as Modification No. 1, modified by the parties effective May 2, 2013 as Modification No. 2, and modified by the parties effective January 21, 2014 as Modification No. 3 (hereinafter, "Agreement").

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

1. Exhibit A4 – Scope of Work, attached hereto and incorporated herein, replaces Exhibit A3 – Scope of Work in its entirety, and is incorporated into this Agreement by this reference (hereinafter "Exhibit A4").
2. Exhibit B3 – Budget and Budget Justification, attached hereto and incorporated herein, replaces Exhibit B2 – Budget and Budget Justification in its entirety, and is incorporated into this Agreement by this reference (hereinafter "Exhibit B3").
3. Section 1.1 – Contractor's Specified Services is hereby revised to read as follows:

1.1 Contractor's Specified Services

Contractor shall perform the services described in "Exhibit A4 - Scope of Work", attached hereto and incorporated herein by this reference (hereinafter "Exhibit A4"), within the times or by the dates provided for in Exhibit A4 and pursuant to Article 7 (Prosecution of Work). In the event of a conflict between the body of this Agreement and Exhibit A4, the provisions in the body of this Agreement shall control.

4. Article 2 – Payment is hereby revised to read as follows:

2. Payment

For all services and incidental costs required hereunder, Contractor shall be paid in accordance with the following terms. Contractor shall receive the following sum to the extent funds are available to the County:

HEAL Phase II grant (\$62,505), SNAP-Ed grant (\$126,098), and Community Transformation Grant (\$56,210). For all services and incidental costs required hereunder, Contractor shall be paid on a time-and-material/expense basis in accordance with the budget set forth in Exhibit B3 – Budget and Budget Justification, provided, however, that total payments to Contractor shall not exceed \$244,813 without the prior written approval of County. Any HEAL Phase II or Community Transformation Grant fund balance remaining at the end of the respective fiscal years shall automatically be carried forward to the subsequent fiscal years. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County Auditor and the Head of the County Department receiving the services. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter

hours devoted to the task(s); (iii) the hourly rate(s) of the person(s) performing the task(s); and (iv) materials/expenses, if any.

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

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

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

2.1 Overpayment

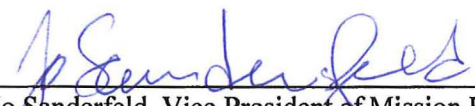
If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County, or at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

Except as expressly amended herein, all terms and conditions of Agreement shall remain in full force and effect.

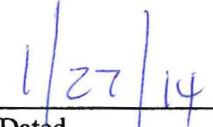
§ The remainder of this page has intentionally been left blank. §

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives this _____ day of _____, 20_____.

CONTRACTOR:



Jo Sanderfeld, Vice President of Mission Integration
Santa Rosa Memorial Hospital



Dated

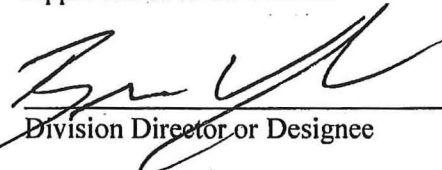
COUNTY OF SONOMA:

Certificate of Insurance on File with County:

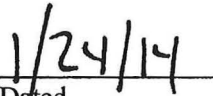
Rita Scardaci, MPH, Director
Department of Health Services

Dated

Approved as to Substance:



Division Director or Designee



Dated

Key Activities: Contractor will coordinate and facilitate a south Santa Rosa leadership training and mentoring program, following the developed timeline, in order to build resident capacity for social change and quality of life improvements related to healthy eating and physical activity through: 1) community organizing, 2) working with policy/decision makers, and 3) engaging the media. Key activities include the following:

- **Program Planning and Curriculum Development** - Partner with HEAL staff to developed and/or update, as needed, existing Leadership Training Program curriculum and toolkit for English and Spanish speaking adults, which can be adapted for adolescents. The program should be no more than five days (5 hours per day, max) and include, but not be limited to, the following components:
 1. Facilitate a three day leadership development training, which should include, but not be limited to, community organizing (principles of community organizing, characteristics of community leaders, characteristics of community groups, development of organized community groups, and strategic plan development), skill building (outreach, engagement and retention to the Latino community, in particular; selecting a meeting environment; ground rules for groups; and meeting facilitation), and activities and homework (to augment and support the community organizing and skill building components of the training).
 2. Co-facilitate with HEAL staff a one day policy and healthy communities training, which should include, but not limited to, the following components: local government overview, engaging elected officials and decision makers, a panel of local policy/decision makers (e.g., government officials, principals, school boards), exercises that educate participants on the connection between policy and healthy communities, and exercises that show participants how to identify environmental issues that can be addressed through policy advocacy.
 3. Facilitate a one day media spokesperson training, which should include, but not limited to, the following components: how to frame a message, developing a message, presenting a message (on camera exercise), and developing a message for longer interviews (e.g., 15 minute radio interviews).
- **Meeting Facilitation** - Secure locations for all meetings and trainings associated with this contract and partner with HEAL staff to facilitate meetings, when necessary. Additionally:
 1. Convene monthly Core Group meetings for six months after each training where leadership graduates can check-in, address challenges, share successes, and participate in mini skill building trainings.
 2. Co-convene, with HEAL Staff, leadership graduates to participate in one environmental and safety assessment meeting to determine infrastructure and safety issues impacting Kawana Springs and Roseland HEAL Zones for which graduates will create, advocate for, and evaluate projects relating to infrastructure, safety and/or increasing opportunities for physical activity through June 2014.
- **Mentoring** - Provide ongoing mentoring to leadership graduates in all training areas (community organizing, working with policy/decision makers, and engaging the media), as needed, by attending graduate's community groups, meeting with graduates individually, and/or providing mini skill building trainings. Provide graduates with a three month apprenticeship, six monthly core group meetings, and quarterly Resident Advisory Committee (RAC) meetings aimed at helping put knowledge into practice. Provide community groups with mentoring on new and more complex challenges after the apprenticeship period ends, as needed, through June 2014.

- **Recruitment** - Collaborate with community organizations, schools (Kawana, Roseland, and Sheppard), and neighborhood groups to identify up to 16 south Santa Rosa residents to participate in the leadership training program. Distribute applications, collect and score/translate applications, and notify applicants of acceptance. Efforts must be made to recruit at least five (5) residents from the community around each school, with two (2) residents being parents from each school who will be mentored by the respective school administration.
- **Communications** – Partner with HEAL staff to develop and implement a communication protocol for informing training participants and graduates of leadership training, core group, and assessment meetings as well as opportunities to engage the media and provide input on community issues (e.g., park development, policy advocacy, safety concerns).
- **Media/Press Releases** - Partner with HEAL staff to promote the leadership training via English and Spanish media outlets.
- **Translation and Interpretation** - Provide Spanish/English document translation, interpretation and simultaneous interpretation services, as needed, for the leadership trainings, core group meetings, environmental and safety assessment meetings, and evaluation efforts.
- **Sustainability/Fund Development** - Partner with HEAL staff to research funding opportunities and develop partnerships related to the sustainability of the leadership training and mentoring program and involvement of leadership graduates in community improvement efforts by June 20, 2014.
- **Evaluation** - Compile meeting evaluations (translating when necessary) and work with HEAL staff and evaluators to evaluate leadership training and community projects. Assist DHS in scheduling residents who participated in leadership training program between 2007-2014 to participate in key informant interviews and/or focus groups.
- **Progress Reports** - Provide written progress reports to program staff as required to meet grant guidelines. Progress reports shall be limited to no more than two per year. A final report will be due by June 20, 2014.
- **Meeting Participation** – Participate on training debrief meetings with HEAL staff as well as monthly program meeting and an annual HEAL-CHI Peer Meeting.

Timeline

Key Activities	2011				2012				2013				2014	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Meeting Participation	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Program Planning & Curriculum Development	X	X			X	X								
Media/Press Release	1	1			2	2								
Recruitment	1	1			2	2								
Communication Protocol Plan													X	X
Leadership Training		1	1			2	2							
Core Group Meetings					1				2					
Mentoring			1	1	1	1	2	2	2	2			X	X
Resident Advisory Meetings (after Mentoring)					X	X	X	X	X	X	X	X	X	X
Evaluation		1	1			2	1, 2				2			
Progress Report		X				X		X		X		X		X
Communication	X	X	XX	X	X	X	X	X	X	X	X	X	X	X
Sustainability / Fund Development									X	X	X	X	X	X

Key: 1 = First Training; 2 = Second Training; X = Ongoing Activity

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 1: Establish key relationships by meeting with the county CalFresh director or designee, CalFresh Outreach/ community worker and work with the appropriate Food and Nutrition Services (FNS) funded partners to create a County Nutrition Action Plan (C-NAP) group.

Activities	Responsible Party	Timeframe	Deliverables
1. Attend bi-monthly County Nutrition Action Plan (C-NAP) Workgroup meetings to help coordinate USDA food program interventions and efforts to increase food security in the target population by: <ul style="list-style-type: none"> a) Building on existing State or County nutrition action or obesity plans. b) Coordinating nutrition education messages with CalFresh outreach efforts throughout the county for the various USDA food programs; CalFresh, WIC, EFAP, Summer meals, Child and Adult Care Food Program (CACFP), school breakfast and lunch programs. c) Identifying existing resources and assets of organizations in the county that promote the C-NAP. 	Project Coordinator	Mar 2013 – Sept. 2016	List of collaborating members
2. Participate in local food access related meetings and Network sponsored CX3 webinar, teleconference, and trainings, as needed.	Project Coordinator	Mar 2013 – Sept 2016	Meeting sign-in sheets
3. Attend monthly SNAP-Ed project meetings to strategically implement the County of Sonoma’s Department of Health Services (DHS) scope of work.	Project Coordinator	Mar 2013 – Sept. 2016	List of collaborating members
4. Annually, attend up to two <i>Network</i> -sponsored meetings, trainings and conferences regionally and/or in Sacramento that may include the following: Community Engagement trainings, Regional Network Collaborative meetings, <i>Network</i> -sponsored state and/or regional trainings and any other non- <i>Network</i> sponsored trainings that have been pre-approved by State Program Managers.	Project Coordinator	Mar 2013 – Sept. 2016	Copies of agendas, record of participation

Activities	Responsible Party	Timeframe	Deliverables
5. Use the United States Department of Agriculture (USDA) regulations and guidelines to ensure all activities are allowable and appropriately documented. - http://www.nal.usda.gov/fsn/Guidance/FY2013SNAP-EdPlanGuidance.pdf	Project Coordinator	Mar 2013 – Sept. 2016	Documents (on file)
6. Comply with the Network Guideline Manual and Program Letter updates. - http://www.cdph.ca.gov/programs/cpns/Pages/ProgramLetters.aspx - http://www.cdph.ca.gov/programs/cpns/Pages/GuidelinesManual.aspx	Project Coordinator	Mar 2013 – Sept. 2016	Documents (on file)

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 2: Recruit, engage, and sustain community members (residents) to participate in the *Communities of Excellence in Nutrition, Physical Activity and Obesity Prevention (CX³)* neighborhood assessment or reassessment process in five SNAP-Ed eligible neighborhoods.

Activities	Responsible Party	Timeframe	Deliverables
1. Partner with Food Access Coordinator to provide at least three CX3 presentations to a variety of the target stakeholders explaining the project, encourage participation, and utilization of data. Stakeholders include: health department leadership, community organizations (e.g. coalitions, collaboratives), and events with neighborhood residents, city/county officials. Organize CX3 Community Liaisons to assist as often as possible.	Project Coordinator	Oct 2015-Mar 2016	Presentation Outlines
2. Work with the Food Access Coordinator to assist CX3 Community Liaisons to identify five qualifying neighborhoods using the Network's GIS and share Tier 1 mapping worksheet with appropriate stakeholders	Project Coordinator	Oct 2015-Mar 2016	Completed mapping worksheets List of stakeholders
3. Organize community partners and community members to assist in the CX ³ neighborhood data collection using CX ³ tools and methods and share local data and information. a) Recruit community leaders and community members from the selected five neighborhoods to participate as surveyors in CX ³ neighborhood food environment assessment. b) Participate in the CX ³ Assessment Surveyor Training. c) Coordinate surveyors during the CX3 neighborhood food environment assessment effort.	Project Coordinator	Oct 2015-Sept 2016	a)Completed Tier 2 data surveys b)Completed surveys c) Time log for each surveyor
4. After receipt of data analysis, work with Food Access Coordinator to complete all template Communications Tools for each neighborhood surveyed.	Project Coordinator	Oct 2015-Sept 2016	Communication Tools

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 3: Prioritize identified problem areas based on CX³ findings and feedback from at least three-five community forums to reach 75 community members, and utilize to develop and implement at least three *Network* allowable interventions with environmental supports.

Activities	Responsible Party	Timeframe	Deliverables
1. Work with Food Access Coordinator and CX3 Assessment and Program Contractor to complete all template Communications Tools for the three CX3 neighborhoods surveyed in FFY 2012.	Project Coordinator	Mar-Sept 2013	Communication tools
2. Using communications tools (e.g., fact sheets, briefs) present findings to a variety of stakeholders, involving community members where appropriate. Work with Food Access Coordinator, CX3 Assessment and Program Contractor, and engage community members to accomplish the following: <ul style="list-style-type: none"> a) Conduct outreach to increase participation at community forums/town halls. b) Partner with the CX3 Assessment and Program Contractor to host nutrition education community forums/town halls reaching 15-20 unduplicated SNAP-Ed eligible adults from the respective neighborhood at each forum to review CX³ findings and determine greatest areas of concern. Coordinate with the SNAP-Ed Nutrition Education Coordinator who will provide a 15-minute dynamic nutrition education session. c) Provide CX³ findings to all relevant city/county level departments and officials (e.g., planners, etc.) where data on the CX³ neighborhoods would guide/inform decisions and promote increased access to healthy food. d) Using feedback from community forums, identify potential Champion retail food sources (e.g. food outlets, restaurants, mobile vendors, etc.) for future intervention work and campaigns e) As relevant, share CX3 findings with local media to highlight areas of concern and opportunities for action (e.g., newspaper, television) 	Project Coordinator	<u>a-b</u> Mar 2013-Sept 2013 (if needed) <u>c-e</u> Mar 2013-Sept 2013	Summary of outreach efforts Forum/Town hall Agenda List of county/city officials with contact dates List of Champions CX3 Media highlights

Activities	Responsible Party	Timeframe	Deliverables
<p>3. Based on CX³ findings, prioritize identified problem areas with stakeholders, community groups, and organizations. Work with Food Access Coordinator and engage community members to accomplish the following:</p> <ul style="list-style-type: none"> a) Conduct outreach to increase participation at community forums/town halls. b) Host at least <u>5</u> nutrition education obesity prevention community forums/town halls reaching a minimum of <u>75</u> cumulative neighborhood residents or individuals from the target population (at least <u>15</u> unduplicated SNAP eligible adults at each site) to review CX³ findings and determine greatest areas of concern. Coordinate with the SNAP-Ed Nutrition Education Coordinator who will provide a 15-minute dynamic nutrition education session. c) Provide CX³ findings to all relevant city/county level departments (e.g., planners, redevelopment agencies, etc.) where data on the CX³ neighborhoods would guide/inform decisions and promote increase access to healthy food. d) Using feedback from community forums, identify potential neighborhood Champions, including Champion retail food sources for future intervention work and campaigns. e) As relevant, share CX3 findings with local media to highlight areas of concern and opportunities for action (e.g., newspaper, television) 	Project Coordinator	Oct 2015-Mar 2016	Summary of outreach efforts Forum/Town hall Agenda List of county/city officials with contact dates List of Champions CX3 Media highlights
<p>4. Partner with CX3 Assessment and Program Contractor, Food Access Coordinator, and community members to identify at least three <i>Network</i> allowable interventions with environmental supports (at least one from each CX3 neighborhood)</p>	Project Coordinator	Mar-May 2013 Apr-July 2016	Strategic Narrative
<p>5. Assist in the development of the <i>CX³ Implementation Strategy Narrative</i> by providing research, written work, translation, editing and review.</p>	Project Coordinator	Apr-May 2013 Aug-Sept 2016	Strategic Narrative

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 4: Collaborate with five community groups and five other organizations to engage five neighborhood members to identify at least two food and beverage strategies in five qualifying communities to increase access and consumption of healthy foods and beverages.

Activities	Responsible Party	Timeframe	Deliverables
1. Assist DHS Staff to plan and host at least one county health forum to address primary prevention of diseases through healthier eating patterns and more physical activity. Assist CX3 Assessment and Program Contractor in recruiting community leaders to participate in the forum from schools, after schools, worksites, CalFresh and WIC offices, faith-based channels etc. in CX3 neighborhoods. Some strategies may include: <ul style="list-style-type: none"> a. Identify health disparities in communities related to nutrition and physical activity barriers and propose solutions b. Increase awareness of existing food policies in qualifying neighborhoods c. Use CX³ assessment findings to promote the need for farmers markets to increase access to fresh fruits and vegetables, increased healthy food availability in corner stores, healthier options at local worksites, schools and churches and increased access to physical activity opportunities in qualifying neighborhoods. 	Project Coordinator	Mar 2013- May 2013 Oct 2014- May 2015	Flyers, Agenda, Summary of meeting results
2. Collaborate with at least <u>5</u> community groups and <u>5</u> other organizations to recruit <u>5</u> or <u>more</u> neighborhood members from <u>5</u> qualifying CX3 communities (at least one from each neighborhood) to participate in the CX3 Community Liaison Leadership Training. Target ethnic specific minorities with health disparities identified in the LHD Infrastructure Assessment.	Project Coordinator	Mar-Apr 2013 Oct 2013- Dec 2013 Oct 2014 – Dec 2014	Documentation of recruitment efforts Submitted training applications
3. Partner with SNAP-Ed staff to finalize and obtain Network approval of training curriculum and materials for English and Spanish speaking adults.	Project Coordinator	Mar 2013	Bilingual training curriculum and

Activities	Responsible Party	Timeframe	Deliverables
		Oct 2013- Dec 2013 Oct 2014 – Dec 2014	materials
<p>4. Facilitate a bilingual (Spanish/English) <u>leadership development training</u> (3 day minimum), which includes:</p> <ul style="list-style-type: none"> a. Introduction exercise b. Social justice and healthy communities c. Community organizing basics (relationship building, identification of priority concerns, member engagement and retention, and partnership) d. Community organizing principles of community organizing e. Characteristics of community leaders, characteristics of community groups, development of organized community groups f. Skill building (outreach, engagement and retention to the Latino community, in particular; selecting a meeting environment; ground rules for groups; and meeting facilitation) g. Leadership styles h. Participatory strategic planning concepts i. Interactive activities and homework to augment and support the community organizing and skill building components of the training 	<p>Project Coordinator</p> <p>Program Assistant 1</p> <p>Program Assistant 2</p>	<p>Apr-May 2013</p> <p>Jan-Feb 2014</p> <p>Jan-Feb 2015</p>	<p>Training agendas, Curriculum, sign-in sheets, pre/post evaluation surveys</p>
<p>5. Facilitate a <u>community driven leadership and policy change</u> training (minimum 1 day), which should include, but not limited to, the following components:</p> <ul style="list-style-type: none"> j. Overview of health and communities k. Local government overview l. How to engage elected officials and decision makers, including a panel of local 	<p>Project Coordinator</p> <p>Program Assistant 1</p>	<p>Apr-May 2013</p> <p>Jan-Feb 2014</p>	<p>Training agendas, curriculum, sign-in sheets, pre/post evaluation surveys</p>

Activities	Responsible Party	Timeframe	Deliverables
<p>policy/decision makers (e.g. government officials, principals, school boards, etc.)</p> <p>m. Exercises that show participants how to identify environmental issues that can be addressed through policy advocacy (assessment) Showcase of evidence-based primary prevention strategies and solutions (e.g. food systems; walkability principles; land use and community planning; leadership; advocacy and policy development)</p>	<p>Program Assistant 2</p>	<p>Jan-Feb 2015</p>	
<p>6. Facilitate a <u>media spokesperson</u> training (minimum 1 day), which should include, but not limited to, the following components:</p> <p>n. How to frame a message</p> <p>o. Developing a message</p> <p>p. Presenting a message (on camera exercise or press conference interview exercise)</p> <p>q. Developing a message for longer interviews (e.g., 15 minute radio interviews)</p>	<p>Project Coordinator</p> <p>Program Assistant 1</p> <p>Program Assistant 2</p>	<p>Apr-May 2013</p> <p>Jan-Feb 2014</p> <p>Jan-Feb 2015</p>	<p>Training agendas, curriculum, sign-in sheets, pre/post evaluation surveys</p>
<p>7. Work with CX3 Community Liaison trainees to accomplish the following:</p> <p>a. Assist trainees to identify <u>at least one</u> food and beverage strategy in <u>each of the five qualifying communities</u> to increase access and consumption of healthy foods and beverages.</p> <p>b. Identify at least three Network allowable interventions with environmental supports that trainees can use to implement their selected strategies.</p> <p>c. Assist trainees to develop a strategic plan for their respective strategies. The CX3 Community Liaisons will work on these projects for at least seven months.</p> <p>Partner with Food Access Coordinator and CX3 Community Assessment and Program Contractor to provide CX3 and other relevant food access data, strategies, and monitoring/evaluation approaches to help trainees with decision making.</p>	<p>Project Coordinator</p> <p>Program Assistant 1</p> <p>Program Assistant 2</p>	<p>Apr-May 2013</p> <p>Jan-Feb 2014</p> <p>Jan-Feb 2015</p>	<p>Trainee strategic plans</p>

Activities	Responsible Party	Timeframe	Deliverables
<p>8. Provide ongoing oversight and support to CX3 Community Liaisons in all training areas to implement and market nutrition and obesity prevention strategies using public health approaches and <i>Network</i> allowable interventions. Ongoing support must include at least three of the following approaches. Alternative approaches approved by Food Access Coordinator may also be used.</p> <ul style="list-style-type: none"> • One-on-one or group meetings to help Liaisons put knowledge into practice. • Regular communications to obtain regular updates on strategic plan implementation. • Monthly team meetings so Liaisons can check-in, address challenges, share successes, and participate in mini skill building trainings). • (Required) Select Liaisons participate in CAN-C Food Access Workgroup, SNAP-Ed Team Meetings, and/or Network meetings and conferences. 	<p>Project Coordinator</p> <p>Program Assistant 1</p> <p>Program Assistant 2</p>	<p>May–Nov 2013</p> <p>Mar-Sept 2014</p> <p>Mar-Sept 2015</p>	<p>Mentoring log</p> <p>Meeting and training agendas</p> <p>Meeting participation log</p>
<p>9. Connect Liaisons with CX3 Assessment and Program Contractor or Food Access Coordinator, as needed, to receive technical assistance and training in the following areas:</p> <ul style="list-style-type: none"> • strategies to increase access and consumption of healthy foods and beverages and physical activity opportunities. • educational and social marketing strategies • monitoring and evaluating neighborhood changes. <p>Support and mentor Liaisons to use information obtained from the technical assistance and trainings sessions to help implement strategic plans.</p>	<p>Project Coordinator</p>	<p>May-Nov 2013</p> <p>Mar-Sept 2014</p> <p>Mar-Sept 2015</p>	<p>TA log</p> <p>ATF/EARS</p>
<p>10. Compile meeting evaluations (translating when necessary) and work with SNAP-Ed staff and evaluators to evaluate leadership training and community projects.</p>	<p>Project Coordinator</p>	<p>Mar 2013-Sept 2016</p>	<p>Evaluation tools</p> <p>Final reports</p>

Activities	Responsible Party	Timeframe	Deliverables
11. Assist in the development or update of the CX ³ Implementation Strategy Narrative by providing research, written work, translation, editing and review. Incorporate CX3 Community Liaisons' strategic plans wherever possible.	Project Coordinator	May-June 2013 Mar-Apr 2014 Mar-Apr 2015	Strategic Narrative

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 5: Assist County Nutrition Action Plan Workgroup with promoting and supporting a minimum of one environmental change that enhances *Rethink Your Drink* efforts.

Activities	Responsible Party	Timeline	Deliverables
1. Work with the County Nutrition Action Plan Workgroup and the CX3 Community Liaisons to identify priorities and develop a list of environmental support strategies with local partners to increase and promote access to healthy beverage options through public health approaches. Assist with the development of the summary of local strategies. Some strategies may include: <ul style="list-style-type: none"> b. Collaborate with food outlets to reduce the size of sugar sweetened-beverages sold at food outlets and/or move the beverages to a less trafficked area of the store c. Collaborate with restaurants to reduce the serving size of sugar sweetened-beverages sold with meals and/or eliminate them from kids meals d. Reduce access to sugar-sweeten beverages (SSBs) in eligible city and county settings serving low-income populations and provide healthy beverage alternatives in appropriate serving sizes e. Encourage partners to provide free drinking water to the public in common areas at such eligible venues f. Encourage organizations to seek healthy beverage sponsorships 	Project Coordinator	Mar –Sept 2013	Summary of local strategies (report annually)

GOAL 1: The target population (Supplemental Nutrition Assistance Program-Education (SNAP-Ed)/Nutrition Education and Obesity Prevention (NEOP) participants and those eligible up to 185% Federal Poverty Level (FPL)) is empowered and enabled to select healthy foods and beverages and increase physical activity through nutrition education, social marketing and environmental supports.

Objective 6: Coordinate CX3 Community Liaisons to engage qualifying grocery retailers (such as: supermarkets, grocery stores, and/or independent grocers) in the county to reach SNAP-Ed eligible residents through nutrition education materials, food demonstrations, store tours, and point of purchase strategies.

Activities	Responsible Party	Timeline	Deliverables
1. Participate in all required <i>Network for a Healthy California –Retail Program</i> trainings in person and/or webinars. Examples of training include: <ul style="list-style-type: none"> • <i>Network for a Healthy California Retail Training Webinar</i> • <i>Storage & Stocking Training (i.e., produce storage guidelines, receiving and stocking tips, and produce display considerations)</i> • <i>Merchandising & Promotion Training (i.e., product and produce merchandising and display tips, marketing activities, and healthier checkout program)</i> • <i>In-Store Events Training (i.e., coordinating, promoting and conducting promotional events, such as food tastings and store visits)</i> 	Project Coordinator	Oct 2013 - Sept 2016	Record of attendance Training agendas
2. Coordinate CX3 Community Liaisons to participate in trainings on how to implement the Healthy Food Outlet Project and use evaluation measurement tools. Examples of trainings include: <ul style="list-style-type: none"> • Healthy Food Outlet Project Business Liaison Training • Use of the <i>Network for a Healthy California’s</i> Retail Fruit & Vegetable Marketing Guide, including trainings on in-store/community surveys, storage & stocking produce, merchandising & promotion, and in-store events. • Training(s) on use of measurement tools to conduct food environment assessment, manager interviews and customer intercept surveys 	Project Coordinator	Oct 2013 - Sept 2016	Training sign-in sheets

Activities	Responsible Party	Timeline	Deliverables
3. Communicate with project staff by phone and email, attend program meetings, and attend resident mentoring meetings.	Project Coordinator	Oct 2013 - Sept 2016	Meeting sign-in sheets
4. Work with Healthy Food Outlet Project Staff to provide technical assistance and mentoring to CX3 Community Liaisons on the implementation of the Healthy Food Outlet Project, which includes, but is not limited to, the following: <ul style="list-style-type: none"> • Promoting healthy items through placement/promotion strategies • Promoting healthy items through reduced pricing strategies • Improving the selection, quantity, and quality of more healthy food items throughout the store • Actively engaging in Farm to Fork efforts that promote seasonal produce items matching the monthly <i>Harvest of the Month</i> education elements • Encouraging corner store conversion projects with other funding sources 	Project Coordinator	Oct 2013 - Sept 2016	Log of technical assistance activities Summary of outcomes
5. Connect CX3 Community Liaisons with SNAP-Ed partners to receive the following trainings: <ol style="list-style-type: none"> a) Acquire food handling certification (such as ServSafe) that meets the county’s requirements for the staff responsible for engaging the retail sites b) Training on conducting retail grocery promotional events. Promotional events can include, but are not limited to, food demonstrations, tastings, and store tours. <p>CX3 Community Engagement Contractor must receive a food handling certification and participate in the training in order to provide adequate oversight and support in this area to CX3 Community Liaisons.</p>	Project Coordinator	Oct 2013 - Sept 2016	a) Copy of Certification for staff b) Training agenda, list of materials discussed
6. Work with the SNAP-Ed Nutrition Education Contractor and CX3 Assessment and Program Coordinator or Food Access Coordinator to coordinate CX3 Community Liaisons to conduct the following activities at participating food outlets located in qualified communities:	Project Coordinator	Oct 2013- Sept 2016	a) Completed customer/community surveys

Activities	Responsible Party	Timeline	Deliverables
a) customer/community surveys b) Three promotional events at each participating stores that highlight healthy changes. Promotional events can include, but are not limited to, food demonstrations, tastings, and store tours.			b) Event calendar Photos (with photo releases) Evaluation summary of promotional activities

SNAP-Ed Activities Timeline Chart

Activity	Federal Fiscal Year 2013												Federal Fiscal Year 2014											
	2012			2013									2014			2014								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.1						•		•		•		•		•		•		•		•		•		•
1.2					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.3					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.4					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.5					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.6					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4.10					•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3.4					•	•																		
4.3					•	•																		
4.2					•	•	•																	
4.1					•	•	•	•																
3.1					•	•	•	•	•	•	•	•												
3.2					•	•	•	•	•	•	•	•												
5.1					•	•	•	•	•	•	•	•												
3.5							•	•																
4.4							•	•																
4.5							•	•																
4.6							•	•																
4.7							•	•																
4.9							•	•	•	•	•	•	•											
4.11								•	•															
4.8								•	•	•	•	•												
4.2													•	•	•									
4.3													•	•	•									
6.1													•	•	•	•	•	•	•	•	•	•	•	•
6.2													•	•	•	•	•	•	•	•	•	•	•	•
6.3													•	•	•	•	•	•	•	•	•	•	•	•
6.4													•	•	•	•	•	•	•	•	•	•	•	•
6.5													•	•	•	•	•	•	•	•	•	•	•	•
6.6													•	•	•	•	•	•	•	•	•	•	•	•
4.7																•	•							
4.11																		•	•					
4.8																		•	•	•	•	•	•	•
4.9																		•	•	•	•	•	•	•

Activity	Federal Fiscal Year 2015												Federal Fiscal Year 2016											
	2014			2015									2016											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.1		•		•		•		•		•		•		•		•		•		•		•		•
1.2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.3	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.4	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.5	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
1.6	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4.10	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.1	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.2	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.3	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.4	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.5	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6.6	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4.2	•	•	•																					
4.3	•	•	•																					
4.4				•	•																			
4.5				•	•																			
4.6				•	•																			
4.7				•	•																			
4.11						•	•																	
4.8						•	•	•	•	•	•	•												
4.9						•	•	•	•	•	•	•												
2.1													•	•	•	•	•	•						
2.2													•	•	•	•	•	•						
3.3													•	•	•	•	•	•						
4.1													•	•	•	•	•	•						
2.3													•	•	•	•	•	•	•	•	•	•	•	•
2.4													•	•	•	•	•	•	•	•	•	•	•	•
3.4																		•	•	•	•			
3.5																							•	•

Activities	Responsible Party	Timeline	Deliverables
<p>1. Participate in required in-person trainings, train-the-trainer trainings, and/or webinars, including the following:</p> <ul style="list-style-type: none"> • Healthy Food Outlet Project Business Liaison Training • Use of the <i>Network for a Healthy California's</i> Retail Fruit & Vegetable Marketing Guide (including how to conduct and analyze customer intercept surveys) • Storage & Stocking Training (<i>i.e., produce storage guidelines, receiving and stocking tips, and produce display considerations</i>) • Merchandising & Promotion Training (<i>i.e., product and produce merchandising and display tips, marketing activities, and healthier checkout program</i>) • In-Store Events Training (<i>i.e., coordinating, promoting and conducting promotional events, such as food tastings and store visits</i>) • Acquire food handling certification (such as ServSafe) that meets the county's requirements for the staff responsible for engaging the retail sites. 	Business Liaison	Mar - Oct 2013	<p>Record of attendance</p> <p>Training agendas</p> <p>Copy of Certification for staff</p>
<p>2. Communicate with project staff by phone and email, attend program meetings, and attend resident mentoring meetings, as needed.</p>	Business Liaison	Mar 2013-Sept 2014	Meeting sign-in sheets
<p>3. When possible, recruit, train, coordinate, and mentor Community Liaisons (<i>i.e.</i> residents) from target communities to act as Business Liaisons to small markets and conduct in-store shopper or community surveys and in-store events.</p> <p><i>Target communities are those that 1) lie within the catchment of schools with at least 50% of the student body eligible for the Federal Free/Reduced Meal Program and 2) lie within census tracts where at least 50% of total or Hispanic/Latino population lives at or below 185% of the Federal Poverty Level.</i></p>	Business Liaison	Mar 2013-Sept 2014	List of Community Liaisons

Activities	Responsible Party	Timeline	Deliverables
<p>4. Meet with employee(s) from the 10 small markets (5 during Phase 1 & 5 during Phase 2) <u>once a week for the first month, every other week for the next five months, and then every three weeks for duration of the program</u> to provide training and technical assistance on implementation of the Healthy Food Outlet Project and promotion of healthy food and beverage purchases, such as:</p> <ul style="list-style-type: none"> • Increasing quantity and quality of fresh, local produce • Promoting healthy items through placement/promotion strategies • Promoting healthy items through reduced pricing strategies • Improving the selection, quantity, and quality of more healthy food items throughout the store • Actively engaging in Farm to Fork efforts that promote seasonal produce items matching the monthly <i>Harvest of the Month</i> education elements <p>Technical assistance should include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Guidance on the use of the project’s toolkit • Connections to community resources (e.g., energy efficiency loan and rebate programs, business development programs, low-cost in-store marketing programs, produce distribution or wholesale networks) • Coordination of incentives (e.g., healthy checkout display) related to improving the market’s quality score. • Coordination of implementation of Smart Meal Program (for stores with delis) • Trainings outlined in Activity 5 <p><i>Whenever possible, mentor Community Liaisons to meet with employees.</i></p>	<p>Business Liaison</p>	<p><u>Phase I Stores</u> May 2013 – Apr 2014</p> <p><u>Phase II Stores</u> Sept 2013-Aug 2014</p>	<p>Complete monthly store visit log, noting monthly in-store changes, challenges, successes and technical assistance and resource needs small markets.</p> <p>Summary of outcomes.</p>

Activities	Responsible Party	Timeline	Deliverables
<p>5. Provide training and technical assistance to staff at the 10 small markets (5 during Phase 1 & 5 during Phase 2) on methods to enhance healthy food and beverage options. Trainings should include, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Storage & Stocking Training • Merchandising & Promotion Training • In-Store Events Training • Healthier checkout program • Food Handling Certification (such as ServSafe) <p><i>Whenever possible, mentor Community Liaisons to provide training and technical assistance to staff.</i></p>	Business Liaison	<p><u>Phase I Stores</u> May-June 2013</p> <p><u>Phase II Stores</u> Sept-Oct 2013</p>	Sign-in sheet from training
<p>6. Work with the 10 small markets (5 during Phase 1 & 5 during Phase 2) to identify and order healthy snack and/or produce checkout displays and determine where they will be placed in the checkout area. Display(s) must be used for healthy snacking items only and located near the checkout in order to raise the Store Quality Score.</p>	Business Liaison	<p><u>Phase I Stores</u> May-June 2013</p> <p><u>Phase II Stores</u> Sept-Oct 2013</p>	<p>Displays installed</p> <p>Before/After Photos</p>
<p>7. Work with the stores to conduct and analyze in-store shopper/community surveys at the 10 small markets (5 during Phase 1 & 5 during Phase 2) to determine consumer needs.</p> <p><i>Whenever possible, mentor Community Liaisons to conduct and analyze in-store shopper/community surveys.</i></p>	Business Liaison	<p><u>Phase I Stores</u> May-June 2013</p> <p><u>Phase II Stores</u> Sept-Oct 2013</p>	Completed customer/community surveys
<p>8. Partner with <i>Network for a Healthy California – Northcoast Region’s</i> Retail Specialist and/or CX3 Food Access Coordinator to distribute and maintain appropriate nutrition education materials such as the <i>Harvest of the Month</i> community newsletters, posters, signage, recipe cards, wobblers, magnets, window clings, <i>Rethink Your Drink</i> materials, hardware, in-store audio, CalFresh materials, etc., to each of the 10 small markets (5 during Phase 1 & 5 during Phase 2), based on the size of the store. Update monthly.</p>	Business Liaison	<p><u>Phase I Stores</u> July 2013-April 2014</p> <p><u>Phase II Stores</u> Nov 2013-Aug 2014</p>	Product Usage Report from the Online Ordering System

Activities	Responsible Party	Timeline	Deliverables
<p>9. Work with the Center for Well-Being to coordinate Community Liaisons to conduct two promotional events that highlight healthy changes at each of the 10 small markets (5 during Phase 1 & 5 during Phase 2), reaching a minimum of 450 SNAP-eligible adults, total per year. Promotional events can include, but are not limited to, food demonstrations, tastings, and store tours.</p> <p><i>Each food demonstration must be appropriately staffed to meet the requirements of the county and should promote and market healthy food products available for purchase at the retailer. Reporting requirements must align with SNAP-Ed nutrition education evaluation guidelines.</i></p>	Business Liaison	<p><u>Phase I Stores</u> July 2013-April 2014</p> <p><u>Phase II Stores</u> Nov 2013-Aug 2014</p>	<p>Event calendar</p> <p>Photos (with photo releases)</p> <p>SNAP-Ed ADF Forms and other evaluation tracking tools</p>
<p>10. Work with CX3 Food Access Coordinator to develop and implement communication plans for promoting stores events and recognizing stores for “making healthy changes for the health of the community.”</p>	Business Liaison	<p><u>Phase I Stores</u> May 2014</p> <p><u>Phase II Stores</u> Sept 2014</p>	<p>Copy of communication plans, media pieces, flyers, etc.</p>
<p>11. Provide input to inform the modification of the Healthy Food Outlet Project toolkit, collateral and promotional materials, as needed.</p>	Business Liaison	June-Sept 2014	<p>Updated toolkit, collateral and promotional materials</p>

Activity	2013												2014								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1			•	•	•	•	•	•	•	•											
2			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3			•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4					•	•	•	•	•	•	•	•	•	•	•	•					
5					•	•	•														
6					•	•	•														
7					•	•	•														
8							•	•	•	•	•	•	•	•	•	•					
9							•	•	•	•	•	•	•	•	•	•					
10																	•				
4									•	•	•	•	•	•	•	•	•	•	•	•	
5									•	•											
6									•	•											
7									•	•											
8										•	•	•	•	•	•	•	•	•	•	•	
9										•	•	•	•	•	•	•	•	•	•	•	
10																					•
11																	•	•	•	•	•

Budget	Hourly Rate	Hrs	Jan - Dec 2011	Hrs	Jan - Dec 2012	Hrs	Jan - Dec 2013	Hrs	Jan - June 2014	Total
PERSONNEL										
Community Organizer	\$35	377	\$13,205	441	\$15,445	250	\$8,750.00	187	\$6,545.00	\$43,945.00
ACTION Trainer	\$35	20	\$700	20	\$700		\$0.00		\$0.00	\$1,400.00
TOTAL PERSONNEL			\$13,905		\$16,145		\$8,750.00		\$6,545.00	\$45,345.00
OPERATING EXPENSES										
Travel	0.565		\$570		807.87		\$1,230.00	683.2	\$386.00	\$2,993.87
Office Supplies			\$300		100.08				\$126.00	\$526.08
Printing/Duplication										\$0.00
Meeting Supplies			\$600		73.88		\$90.73		\$395.00	\$1,159.61
Food/Refreshments			\$1,200		968.32		\$339.54			\$2,507.86
Stipends/Incentives			\$760				\$50.00		\$436.00	\$1,246.00
Education Materials			\$264							\$264.00
Facilities Use Expense					360.00					\$360.00
Childcare Stipends/Incentives					700.00		\$40.00			\$740.00
TOTAL NON-PERSONNEL			\$3,694		\$3,010		\$1,750.27		\$1,343.00	\$9,797.42
TOTAL DIRECT COSTS (Personnel + Non-Personnel)			\$17,599		\$19,155.15		\$10,500.27		\$7,888.00	\$55,142.42
Indirect Costs (% of Total Direct Costs)		10.0%	\$1,670	10.0%	1,890.00	10.0%	\$1,055.58	12.0%	\$947.00	\$5,562.58
TOTAL DIRECT & INDIRECT			\$19,269		\$21,045.15		\$11,555.85		\$8,835.00	\$60,705.00

<i>OTHER COSTS</i>										
Community Liaisons	\$12.00							150	\$1,800.00	\$1,800.00
TOTAL OTHER COSTS			\$0		0.00			\$0.00	\$1,800.00	\$1,800.00
TOTAL BUDGET			\$19,269		\$21,045.15			\$11,555.85	\$10,635.00	\$62,505.00

Contractor to be paid on a time and materials/expense basis in accordance with the budget set forth above. However, the total payments to Contractor shall not exceed \$62,505 without the prior written approval of the County.

Contractor shall submit its bills in arrears on a monthly basis in a form approved by County’s Auditor and the Head of the County Department receiving the services.

The bills shall show or include: (i) the task(s) performed; the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly noted in the budget and budget justification shall not be reimbursed.

Budget Justification

<i>PERSONNEL</i>
1) The Community Organizer will co-facilitate 1 leadership training for years 1 & 2; and provide follow-up and mentoring to the graduates each year.
2) The ACTION Trainer will provide 1 leadership training each year, years 1 & 2: 20 hours, including preparation time for each training @ \$35/hour; for a total of \$700 each year.
<i>NON-PERSONNEL / OPERATING EXPENSES</i>
Travel - Expenses include HEAL-CHI peer meetings and local travel. Local travel is reimbursed at the standard federal mileage rate set by the IRS each year (e.g., current \$0.565/mile for 2013).
Office supplies - Includes items such as markers, flipcharts, pens, paper, folder, etc. for program meeting, trainings and events.
Printing/duplication – n/a
Meeting supplies - Covers paper products for program meetings and events.
Food/refreshments - Covers healthy food and drinks at program meetings and events
Stipends/incentives - Include small items that incentivize participation in the program, (e.g., gift certificates to healthy food outlets, such as local farms and Farmers Markets)
Educational materials - ACTION Leadership Training manuals for each participant, as well as supplemental material for communications training for 16 trainees.
Facility Use Expense – Facility use expenses needed for space for trainings.
Childcare Stipend/Incentives – Stipends/incentives for childcare providers during Leadership Training workshops.
Indirect costs - Calculated at 12% of Direct Costs, to support administrative overhead expenses incurred by the contractor. Of that, 10% is being requested, and the additional 2% is being provided in-kind by SJHS-SC for 2011-2013. These expenses included rent, utilities, maintenance and depreciation of office equipment, accounting services, etc.
<i>OTHER COSTS</i>
Community Liaisons - For Community Liaisons who have completed the HEAL-funded Leadership Training Program since 2007 to develop a plan for, advocate for, and evaluate projects relating to improving infrastructure, safety and/or increasing opportunities for physical activity in Roseland and/or Kawana Springs.

In-Kind

Budget	Hourly Rate	Hrs	Jan - Dec 2011	Hrs	Jan - Dec 2012	Hrs	Jan - Dec 2013	Hrs	Jan - June 2014	Total
<i>PERSONNEL</i>										
Director Healthy Communities	\$45	48	\$2,160	52	\$2,340	52	\$2,340	0	\$0.00	\$6,840
Community Organizer	\$35	352	\$12,320	416	\$14,560	208	\$7,280	0	\$0.00	\$34,160
ACTION Trainer	\$35	10	\$350	10	\$350	0	\$0	0	\$0.00	\$700
TOTAL PERSONNEL			\$14,830		\$17,250		\$9,620		\$0.00	\$41,700
<i>OPERATING EXPENSES</i>										
Printing/Duplication			\$600		\$600		\$300			\$1,500
Meeting Supplies			\$600		\$600		\$600			\$1,800
Education Materials			\$486		\$487					\$973
TOTAL NON-PERSONNEL			\$1,686		\$1,687		\$900		\$0.00	\$4,273
TOTAL DIRECT COSTS (Personnel + Non-Personnel)			\$16,516		\$18,937		\$10,520		\$0.00	\$45,973
Indirect Costs (2% of Budget Direct Costs)	2.0%		\$352		\$383		\$210		\$0.00	\$945
Indirect Costs (12% of In-Kind Direct Costs)	12.0%		\$1,982		\$2,272		\$1,262		\$0.00	\$5,516
TOTAL DIRECT & INDIRECT			\$18,850		\$21,592		\$11,992		\$0	\$52,434
<i>OTHER COSTS</i>										
TOTAL OTHER COSTS			\$0		\$0		\$0		\$0.00	\$0
TOTAL BUDGET			\$18,850		\$21,592		\$11,992		\$0.00	\$52,434

Budget

Budget	Hourly Rate	Hrs	Mar 2012- Sept 2013	Hrs	Oct 2013 - Sept 2014	Hrs	Oct 2014- Sept 2015	Hrs	Oct 2015- Sept 2016	Total
PERSONNEL										
Leticia Romero, Project Coordinator (Lead Organizer) (0.525 FTE in FFY 2013; 0.375 FTE in FFY 2014; 0.3125 FTE in FFY 2015 & 2016)	\$24	651	\$15,624	800	\$19,200	650	\$15,600	650	\$15,600	\$66,024
Personnel Subtotal			\$15,624		\$19,200		\$15,600		\$15,600	\$66,024
Fringe Benefits @ 20% (Add'l 9.5% in-kind)	20.0%		\$3,125		\$3,840		\$3,120		\$3,120	\$13,205
TOTAL PERSONNEL			\$18,749		\$23,040		\$18,720		\$18,720	\$79,229
NON-PERSONNEL/OPERATING EXPENSES										
Travel – Annual Network Conference in Sacramento			\$0		\$423		\$0		\$423	\$846
Travel - Network Trainings in Sacramento			\$267		\$267		\$267		\$267	\$1,068
Travel – Mileage	.555	2000	\$1,110	2430	\$1,349	1299	\$721	1719	\$954	\$4,134
Office Supplies			\$700		\$1,200		\$1,200		\$1,200	\$4,300
Copier			\$0		\$0		\$0		\$0	\$0
Printing/Duplication			\$0		\$0		\$0		\$0	\$0
Educational /Training Materials			\$120		\$180		\$180		\$180	\$660
Food Handling Certification			\$0		\$600		\$600		\$600	\$1,800
TOTAL NON-PERSONNEL			\$2,197		\$4,019		\$2,968		\$3,624	\$12,808
OTHER COSTS										
CX3 Community Liaisons	\$12.00	292	\$3,504	312	\$3,744	312	\$3,744	312	\$3,744	\$14,736
TOTAL OTHER COSTS			\$3,504		\$3,744		\$3,744		\$3,744	\$14,736
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$24,450		\$30,803		\$25,432		\$26,088	\$106,772
Indirect Costs @ 12% (Add'l 6.81% in-kind)	18.1%		\$4,425		\$5,575		\$4,603		\$4,722	\$19,326
TOTAL BUDGET			\$28,875		\$36,378		\$30,035		\$30,810	\$126,098

SNAP-Ed Grant Budget Revisions and Line Item Adjustments:

Subject to prior written notice under Paragraph 12, the Department of Health Services Division Director, or designee, may approve Line Item Budget Adjustment Requests and Budget Revision Request to Exhibit B1 so long as the total contract maximum set forth in Section 2 (Payment) neither increases nor decreases and there is no significant change in the Scope of Work. Proposed transfers between budget sections or between line items require an approved Budget Revision Request if the total of the proposed changes are greater than 10% of the total contract amount for each budget year. Proposed budget transfers that total less than 10% of the total contract amount each budget year require an approved Line Item Budget Adjustment Request.

Said Line Item Budget Adjustment Requests and Budget Revision Requests shall not require a formal amendment to this Agreement and shall be effected by preparation of a new exhibit which is signed and dated by the Department of Health Services Division Director, or designee.

In-Kind

In-Kind Budget	Hourly Rate	Hrs	Mar 2012- Sept 2013	Hrs	Oct 2013 - Sept 2014	Hrs	Oct 2014- Sept 2015	Hrs	Oct 2015- Sept 2016	Total
PERSONNEL										
Leticia Romero, Project Coordinator	\$24	0	\$0	0	\$0	0	\$0	0	\$0	\$0
Amy Chevrolet, Project Manager (Manager)	\$35	300	\$10,500	400	\$14,000	400	\$14,000	400	\$14,000	\$52,500
Zuli Baron , Program Assistant (Lead Trainer)	\$25	75	\$1,875	75	\$1,875	75	\$1,875	75	\$1,875	\$7,500
Teresa Lopez, Program Assistant (Trainer)	\$24	48	\$1,152	48	\$1,152	48	\$1,152	48	\$1,152	\$4,608
Personnel Subtotal			\$13,527		\$17,027		\$17,027		\$17,027	\$64,608
Fringe Benefits @29.5%	29.50%		\$3,990		\$5,023		\$5,023		\$5,023	\$19,059
Fringe Benefits for Leticia @ 9.5%	9.50%		\$1,484		\$1,824		\$1,482		\$1,482	\$6,272
PERSONNEL TOTAL			\$19,002		\$23,874		\$23,532		\$23,532	\$89,940
NON-PERSONNEL/OPERATING EXPENSES										
Travel – Annual Network Conference in Sacramento			\$0		\$0		\$0		\$0	\$0
Travel - Network Trainings in Sacramento			\$0		\$0		\$0		\$0	\$0
Travel – Mileage			\$1,000		\$1,000		\$1,000		\$1,000	\$4,000
Office Supplies			\$500		\$100		\$250		\$250	\$1,100
Copier			\$0		\$0		\$0		\$0	\$0
Printing/Duplication			\$0		\$0		\$0		\$0	\$0
Education/Training Materials			\$0		\$0		\$0		\$0	\$0
Food Handling Certification			\$0		\$0		\$0		\$0	\$0
TOTAL NON-PERSONNEL			\$1,500		\$1,100		\$1,250		\$1,250	\$5,100
OTHER COSTS										
CX3 Community Liaisons	\$12.00	0	\$0	0	\$0	0	\$0	0	\$0	\$0
TOTAL OTHER COSTS			\$0		\$0		\$0		\$0	\$0
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$20,502		\$24,974		\$24,782		\$24,782	\$95,040
Indirect Costs	0.0%		\$0		\$0		\$0		\$0	\$0
TOTAL IN-KIND			\$20,502		\$24,974		\$24,782		\$24,782	\$95,040

Budget Justification

PERSONNEL
<p>Leticia Romero, Project Coordinator (0.525 FTE in FFY 2013; 0.375 FTE in FFY 2014; 0.313 FTE in FFY 2015 & 2016) (Lead Organizer)</p> <p>Coordinates recruitment of community members (residents) from identified CX3 neighborhoods to participate in the CX3 Community Liaison Leadership Training Program and CX3 Assessment Training. Provides oversight, support and mentoring to residents on partnership development, public health, assessment and evaluation strategies related to increasing access and consumption of healthy foods and beverages and physical activity opportunities in SNAP-Ed approved neighborhoods. Assists with the development, implementation, and facilitation of a CX3 strategic community-driven action plans, county health forums, and community forums/town halls.</p> <ul style="list-style-type: none"> • FFY 2013 = 21 hours/week x 31 week @ \$24/hour = \$15,624 • FFY 2014 = 15 hours/week @ \$24/hour = \$19,200 • FFY 2015 = 12.5 hours/week @ \$24/hour = \$15,600 • FFY 2016 = 12.5 hours/week @ \$24/hour = \$15,600
<p>Fringe Benefits:</p> <p>The average fringe benefits estimate is 29.5% of salaries, of which 20% is included in the budget. The remainder of fringe benefits expenses will be provided in-kind. Fringe benefits expenses include statutory benefits (i.e., Medicare, social security, workers comp, CA disability insurance) and discretionary benefits (i.e., Medical/Dental/Vision, life insurance, retirement benefits, and long-term disability)</p>
NON-PERSONNEL / OPERATING EXPENSES
<p>Travel – Annual Network Conference in Sacramento: \$846</p> <p>For one staff and one Community Liaison to attend the Annual Network Conference in Sacramento up to two (2) days. Mileage reimbursement rate is set at \$0.555/mile.</p> <ul style="list-style-type: none"> • FFY 2013: \$0 (<i>No conference</i>) • FFY 2014: \$423 (\$80 = \$40 / day x 1 staff and 1 liaisons + \$192 = \$84 x 1 night/1 staff & 1 liaison+ \$12 tax x 2 + \$115 = 206 miles RT x \$0.555 x 1 car+ \$36= \$18 / day parking x 2 days) • FFY 2015: \$0 (<i>No conference</i>) • FFY 2016: \$423 (\$80 = \$40 / day x 1 staff and 1 liaisons + \$192 = \$84 x 1 night/1 staff & 1 liaison+ \$12 tax x 2 + \$115 = 206 miles RT x \$0.555 x 1 car+ \$36= \$18 / day parking x 2 days)
<p>Travel –Network Trainings in Sacramento: \$1,068</p>

<p>For one staff to attend up to two (2) Network-Sponsored Skills Trainings in Sacramento, such as facilitation, sustainability, and program delivery trainings. Mileage reimbursement rate is set at \$0.555/mile.</p> <ul style="list-style-type: none"> • FFY 2013: \$267 ($\\$231=208.1 \text{ miles round trip} \times 2 \text{ meetings} \times \\$0.555 \text{ cents} + \\$36= \text{parking for one car} (\\$18 \text{ per daily fee} \times 2 \text{ days})$) • FFY 2014: \$267 ($\\$231=208.1 \text{ miles round trip} \times 2 \text{ meetings} \times \\$0.555 \text{ cents} + \\$36= \text{parking for one car} (\\$18 \text{ daily fee} \times 2 \text{ days})$) • FFY 2015: \$267 ($\\$231=208.1 \text{ miles round trip} \times 2 \text{ meetings} \times \\$0.555 \text{ cents} + \\$36= \text{parking for one car} (\\$18 \text{ daily fee} \times 2 \text{ days})$) • FFY 2016: \$267 ($\\$231=208.1 \text{ miles round trip} \times 2 \text{ meetings} \times \\$0.555 \text{ cents} + \\$36= \text{parking for one car} (\\$18 \text{ per daily fee} \times 2 \text{ days})$)
<p>Travel – Mileage: \$4,134 Mileage for travel for paid staff to attend team meetings, local trainings, meeting with stakeholders, community forums, conduct site visits & TBD. Mileage reimbursement rate is set at \$0.555/mile.</p> <ul style="list-style-type: none"> • FFY 2013: \$1,110 ($285.7 \text{ miles} / \text{month} \times 0.555 \text{ cents/mile} \times 7 \text{ months with additional } \\$1,000 \text{ to be provided in-kind}$) • FFY 2014: \$1,349 ($202.5 \text{ miles} / \text{month} \times 0.555 \text{ cents/mile} \times 12 \text{ months with additional } \\$1,000 \text{ to be provided in-kind}$) • FFY 2015: \$721 ($108.3 \text{ miles} / \text{month} \times 0.555 \text{ cents/mile} \times 12 \text{ months with additional } \\$1,000 \text{ to be provided in-kind}$) • FFY 2016: \$954 ($143.3 \text{ miles} / \text{month} \times 0.555 \text{ cents/mile} \times 12 \text{ months with additional } \\$1,000 \text{ to be provided in-kind}$)
<p>Office Supplies: \$4,300 For supplies (such as pens, pencils, postage, notepads, paper, binders, flip charts, etc) for nutrition education, leadership training, and project activities.</p> <ul style="list-style-type: none"> • FFY 2013: \$700 ($\\$100/\text{month} \times 7 \text{ months, with additional } \\$500 \text{ to be provided in-kind}$) • FFY 2014: \$1,200 ($\\$100/\text{month} \times 12 \text{ months with additional } \\$100 \text{ to be provided in-kind}$) • FFY 2015: \$1,200 ($\\$100/\text{month} \times 12 \text{ months with additional } \\$250 \text{ to be provided in-kind}$) • FFY 2016: \$1,200 ($\\$100/\text{month} \times 12 \text{ months with additional } \\$250 \text{ to be provided in-kind}$)
<p>Copier: \$0 In-house copier usage based on estimated monthly usage for the program.</p>
<p>Printing/Duplication: \$0 Large-scale duplication jobs, production, printing, and lamination of relevant materials for trainings, meetings, and events.</p>
<p>Educational/Training Materials: \$660</p>

Costs to purchase and produce educational materials, such as pre-printed workbooks, posters, flyers, craft/small toys for dynamic activities for the trainings. Nutrition Education Materials required for the delivery of critical program services which have prior CDPH approval must comply with all State and Federal safety requirements with respect to production including Prop 65 requirements for lead content.

1. FFY 2013: \$120 (\$4/person x 30/people)
- FFY 2014: \$180 (\$4/person x 45/people)
- FFY 2015: \$180 (\$4/person x 45/people)
- FFY 2016: \$180 (\$4/person x 45/people)

Food Handling: \$1,800

Local food handling and other non-Network trainings and tastings required for Community Liaisons to conduct in-store tastings, store tours, etc.

- FFY 2014 \$600
- FFY 2015 \$600
- FFY 2016 \$600

CX3 Community Liaisons: \$14,736

For CX3 Community Liaisons who have completed the CX3 Community Liaison Leadership Training Program to participate in CX3 Assessment Training and conduct food assessments in qualifying CX3 neighborhoods, engage officials and stakeholders, assist in the development and implementation of a food access action plan, and assist in the implementation of at least one county health forum.

- FFY 2013: \$3,504 (*\$12/hour x 292 hours*)
- FFY 2014: \$3,744 (*\$12/hour x 312 hours*)
- FFY 2015: \$3,744 (*\$12/hour x 312 hours*)
- FFY 2016: \$3,744 (*\$12/hour x 312 hours*)

Indirect Costs

18.81% of modified direct costs (total direct costs less subcontractors and equipment), of which 6.1% will be provided in-kind. The calculation is based on the Simplified Allocation Method as outlined on the "Certification Form for Indirect Costs" for FFY 2013.

Budget

Budget	Hourly Rate	Hrs	Feb 2012-Sept 2013	Hrs	Oct 2013 -Sept 2014	Total
PERSONNEL						
Francisco Cano, Business Liaison	\$22	855	\$18,810	705	\$15,510	\$34,320
Personnel Subtotal			\$18,810		\$15,510	\$34,320
Fringe Benefits	20.00%		\$3,762		\$3,102	\$6,864
PERSONNEL TOTAL			\$22,572		\$18,612	\$41,184
NON-PERSONNEL/OPERATING EXPENSES						
Travel		2820	\$1,593	6509	\$3,678	\$5,271
Office Supplies			\$1,015		\$1,740	\$2,755
Printing/Duplication			\$2,000		\$0	\$2,000
Meeting Supplies			\$0		\$0	\$0
Stipends/Incentives			\$0		\$0	\$0
Educational Materials			\$0		\$0	\$0
Postage			\$0		\$0	\$0
Equipment			\$2,500		\$2,500	\$5,000
TOTAL NON-PERSONNEL			\$7,108		\$7,918	\$15,026
OTHER COSTS						
		0	\$0	0	\$0	\$0
TOTAL OTHER COSTS			\$0		\$0	\$0
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$29,680		\$26,530	\$56,210
Indirect Costs	0.0%		\$0		\$0	\$0
TOTAL			\$29,680		\$26,530	\$56,210

In-Kind

In-Kind Budget	Hourly Rate	Hrs	Feb 2012-Sept 2013	Hrs	Oct 2013 -Sept 2014	Total
PERSONNEL						
Francisco Cano, Business Liaison	\$22	0	\$0	0	\$0	\$0
Amy Chevrolet, Project Manager	\$35	104	\$3,640	208	\$7,280	\$10,920
Personnel Subtotal			\$3,640		\$7,280	\$10,920
Fringe Benefits @29.5%	29.50%		\$1,074		\$2,148	\$3,221
Fringe Benefits for Francisco Cano @ 9.5%	9.50%		\$179		\$147	\$306
PERSONNEL TOTAL			\$4,892		\$9,575	\$14,447
NON-PERSONNEL/OPERATING EXPENSES						
Travel						\$0
Office Supplies						\$0
Printing/Duplication						\$0
Meeting Supplies						\$0
Stipends/Incentives						\$0
Educational Materials						\$0
Postage						\$0
Equipment						\$0
Other						\$0
TOTAL NON-PERSONNEL			\$0		\$0	\$0
OTHER COSTS						
		0	\$0	0	\$0	\$0
TOTAL OTHER COSTS			\$0		\$0	\$0
TOTAL DIRECT COSTS (Personnel + Non-Personnel + Other Costs)			\$4,892		\$9,575	\$14,447
Indirect Costs			\$0		\$0	\$0
TOTAL IN-KIND			\$4,892		\$9,575	\$14,447

Budget Justification

PERSONNEL
<p>Business Liaison \$41,184 (salary & fringe benefits)</p> <p>The Business Liaison(s) will participate in required trainings and communicate with project staff. Business Liaison will act as the project liaison to small markets to provide technical assistance on implementation of the Healthy Food Outlet Project and promotion of healthy food and beverages related to improving the market's quality score. Whenever possible, the Business Liaison(s) will train and mentor Community Liaisons (i.e. residents) to act as business liaisons.</p>
NON-PERSONNEL / OPERATING EXPENSES
<p>Travel \$5,271</p> <p>Mileage for travel to attend team meetings, local trainings, meeting with stakeholders, community forums, conduct site visits & TBD. Mileage is reimbursed at the federal reimbursement rate, which is 0.565 cents/mile for 2013. (56.5 cents/mile x \$9,329 miles = \$5,271)</p>
<p>Office Supplies \$2,755</p> <p>Supplies such as pens, pencils, postage, notepads, paper as needed for nutrition education and promotion activities (\$145/month x 19 months = \$2,755).</p>
<p>Printing/Duplication \$2,000</p> <p>Printing and duplication of large-scale duplication jobs, production, printing, and lamination of HFOP materials, including project toolkit and recognition banners and window clings. DHS staff will provide templates for toolkit and promotional materials. (10 stores x \$200 = \$2,000)</p>
<p>Meeting Supplies \$0</p>
<p>Stipends/Incentives \$0</p>
<p>Educational Materials \$0</p>
<p>Postage \$0</p>
<p>Equipment \$5,000</p> <p>Healthy checkout and/or produce displays for each of the 10 small markets to be used for healthy snacking items. (\$500 per market x 10 markets=\$5,000)</p> <p><i>FFY 2013 = HEAL \$1,000; Realignment \$1,500</i> <i>FFY 2014 = HEAL \$500; Realignment \$2,000</i></p>



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: February 25, 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: Medical Therapy Unit Therapist Agreement

Recommended Actions:

Authorize the Director of Health Services to execute the second amendment to an agreement with Robert Rowen-Herzog, for California Children's Services specialized pediatric physical therapy services, increasing the contract by \$70,000 resulting in a new total not to exceed amount of \$119,900, and extending the term from June 30, 2014 to June 30, 2016.

Executive Summary:

This item requests approval to execute the second amendment to an agreement with Robert Rowen-Herzog, for California Children's Services specialized pediatric physical therapy services, increasing the contract by \$70,000 resulting in a new total not to exceed amount of \$119,900, and extending the term from June 30, 2014 to June 30, 2016.

California Children's Services (CCS) is a state-mandated program providing diagnostic and treatment services, medical case management, and physical and occupational therapy services to children under age 21 with CCS-eligible medical conditions. Examples of CCS-eligible conditions include, but are not limited to, chronic medical conditions such as cystic fibrosis, hemophilia, cerebral palsy, heart disease, cancer, traumatic injuries, and infectious diseases producing major sequelae.

In Sonoma County there are over 1,700 children currently enrolled in the CCS program. Approximately 360 CCS children receive care at the Medical Therapy Unit (MTU) located at Meadowview Elementary School and the two satellite centers located at the Steele Lane and La Fiesta School campuses. The MTU helps to ensure that those children who need it have access to specialized physical and occupational therapy services to maximize their functional potential and quality of life. These children receive regular therapy services at the MTU sites by qualified therapists with experience serving this population.

An ongoing challenge for the MTU has been the recruitment of physical therapists with experience providing long-term specialized therapy for this unique population of children. For a variety of reasons there are few qualified physical therapists that live in this area and those that do often only work part-time for the MTU so that they can maintain broader skills as well as supplement their income working

part-time in local hospitals. In addition, the number of children, as well as the number of hours required to meet the needs of each, can fluctuate substantially, making meeting the needs of clients during periods of increased need challenging.

During the past six months, the prolonged maternity leave of a staff member coupled with difficulty filling vacant positions has resulted in a severe reduction in the Department’s ability to appropriately serve clients. The Department anticipates filling the vacant physical therapist position with a qualified candidate by March 2014. The physical therapist will require a two- to three-month training period in advance of performing the position duties, during which time Mr. Rowen-Herzog will provide services to meet client care needs.

Mr. Rowen-Herzog has been satisfactorily providing specialized pediatric physical therapy services through an agreement that began in November 2012 and is scheduled to end June 30, 2014. Based on current and projected client service needs, funding for this agreement will be exhausted by the end of February 2014. With the approval of the second amendment to the agreement and the continuation of services provided by Mr. Rowen-Herzog, children with the most urgent needs will continue to receive services. Subsequent to the new therapist’s training period, Mr. Rowen-Herzog will primarily serve to fill-in during employee vacations and periods of employee absences/shortages.

Mr. Rowen-Herzog is available to provide services at the California Children’s Services MTU for a maximum of 17 hours per week.

Prior Board Actions:

Approved first amendment to an agreement with Robert Rowan-Herzog on September 10, 2013, extending the term end from December 30, 2013 to June 30, 2014 and increasing the contract maximum from \$24,900 to \$49,900.

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

The Medical Therapy Unit services fill a critical need for local families struggling with the emotional and financial stresses of caring for a child with chronic complex medical conditions with the purpose of improving the child’s functional status and quality of life.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 20,000	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 15,000
	\$	Fees/Other	\$ 5,000
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 20,000	Total Sources	\$ 20,000

Narrative Explanation of Fiscal Impacts (If Required):

The FY 13-14 budget includes \$20,000 for this agreement. The remaining \$50,000 will be included in the appropriate future year budgets (FY 14-15 - \$25,000 and FY 15-16 - \$25,000). Funding sources include state revenue (75%) and Human Services Department reimbursement (25%).

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Amendment to agreement with Robert Rowen-Herzog

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

None

**MODIFICATION NUMBER TWO OF AGREEMENT FOR SERVICES
BETWEEN COUNTY OF SONOMA AND
ROBERT ROWEN HERZOG**

On November 1, 2012, the County of Sonoma, a political subdivision of the State of California, (hereinafter referred to as "County") and Robert Rowen Herzog, an individual, (hereinafter referred to as "Contractor") entered into a service agreement, modified by the parties on September 10, 2013 as Modification No. 1 (hereinafter "Agreement").

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

1. Exhibit A – Scope of Work, attached hereto and incorporated herein, replaces Exhibit A – Scope of Work in its entirety, and is incorporated into this Agreement by this reference.
2. Article 2 – Payment is hereby revised to read as follows:

2 - Payment

For all services and incidental costs required hereunder, Contractor shall be paid on a time-only basis of \$85.00 per hour, provided, however, that total payments to Contractor shall not exceed \$119,900 (FY 12-13 \$21,845, FY 13-14 \$48,055, FY 14-15 \$25,000, and FY 15-16 \$25,000) without the prior written approval of County. Any remaining balance at the end of a fiscal year shall automatically be carried forward to the subsequent fiscal year of this Agreement. Contractor shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of the County Department receiving the services. The bills shall show or include: (i) the task(s) performed, (ii) the time in quarter hours devoted to the task(s), and (iii) the hourly rate(s) of the person(s) performing the task(s). Expenses not expressly authorized by the Agreement shall not be reimbursed.

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

Pursuant to California Revenue and Taxation Code (R&TC) Section 18662, County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement for payment and reporting to the California Franchise Tax Board if Contractor does not qualify as any of the following: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed California Form 587 be provided by Contractor in order for payments to be made. If Contractor does qualify, then County requires a completed California Form 590. California Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in their facts. By signing either form, Contractor agrees to promptly notify County of any changes in the facts. Forms should be sent to County pursuant to Article 12 (Method and Place of Giving Notice, Submitting Bills, and Making Payments). To reduce the amount withheld,

Contractor has the option to provide County with either a full or partial waiver from the State of California.

2.1 Overpayment

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

3. Article 3 - Term of Agreement is hereby revised to read as follows:

3. Term of Agreement

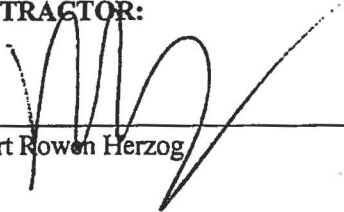
The term of this agreement shall be from November 1, 2012, to June 30, 2016, unless terminated earlier in accordance with the provisions of Article 4 (Termination).

Except as expressly amended herein, all terms and conditions of Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives this 5th day of February, 2014.

CONTRACTOR:



Robert Rowen Herzog

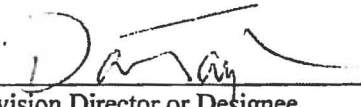
2-5-14
Dated

COUNTY OF SONOMA:
Certificate of Insurance on File with County:

Rita Scardaci, MPH, Director
Department of Health Services

Dated

Approved as to Substance:



Division Director or Designee

2/5/2014
Dated

Exhibit A. Scope of Work

Contractor in coordination with the local California Children Services-Medical Therapy Unit shall:

- Provide professional physical therapy services to children who are eligible for CCS MTU services.
- Provide evaluation, planning, and physical therapy treatment; and assist in training and supervising professional and nonprofessional personnel as well as care providers.
- Administer assessments (standardized and non-standardized as indicated) to determine therapy program, goals, and objectives; and to monitor/evaluate the effectiveness of therapeutic interventions.
- Provide treatments and instruction in therapeutic exercise regime and neurodevelopmental techniques to children, parents, and care providers.
- Instruct and supervise children in pre-gait training and functional mobility, including the use of adaptive mobility devices as indicated.
- Provide necessary documentation as mandated by CCS guidelines and procedures, including observation of children for contraindications to treatment.
- Confer with physicians and Chief Therapist regarding progress of children.
- Evaluate efficacy of durable medical equipment (DME), recommend DME as indicated, make minor adjustments to DME, and monitor DME use.
- Observe children for contraindications to treatment.
- Attend staff meetings and/or in-service training as requested.



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 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: Bischoff Performance Improvement Consulting

Recommended Actions:

Authorize the Director of Human Services to execute a contract with Bischoff Performance Improvement Consulting to allow Dr. B.J. Bischoff to provide technical assistance to support the expansion of Sonoma County Upstream Investments activities for an amount not to exceed \$15,275 and an end date of June 30, 2014.

Executive Summary:

This item requests the approval for the Director of Human Services to execute a contract with Bischoff Performance Improvement Consulting to provide technical assistance to support the expansion of Upstream Investments activities to produce a more visible role in the community, broader community commitment to upstream principles and to increase the capacity of the cross-sector Portfolio Review Committee. The contract will be effective through June 30, 2014 and will not exceed a total amount of \$15,275.

UHistory

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 and investing in those that are backed by sound evidence. Programs that meet the criteria for the Portfolio of Model Upstream Programs (the Portfolio) have demonstrated this commitment to evidence-informed practice.
- Invest Together: Focus community-wide upstream policies and interventions on preventing six targeted factors and improving 22 indicators of success to achieve the Upstream vision, mission,

goals, and measureable impacts.

Dr. Bischoff was under contract previously with Sonoma County Human Services for the period of 8/1/13-11/30/13. She was contracted to fill a gap created by significant staff transition on the PREE team and specifically to maintain the level of work on the Upstream Investments Policy initiative through this transition. Dr. Bischoff had served on the Upstream Investments Portfolio Review Committee for several years prior to that time frame. Dr. Bischoff was contracted to manage the day-to-day activities regarding the Upstream Investments Portfolio of Model Upstream Programs, facilitated monthly meetings of the Portfolio Review Committee, participated in weekly Upstream Investments staff meetings, provided updates at two Upstream Investments Policy Committee meetings, planned and facilitated an Upstream Investments Outreach/Technical Assistance Workshop, and provided technical assistance to 28 community-based and County organizations applying their programs for inclusion in the Portfolio.

In December 2013, the Human Services Department hired one full-time Department Analyst to provide dedicated technical assistance and outreach to organizations applying to the Portfolio of Model Upstream Programs and to the community at-large. The Asst. Director, Upstream Investments Project Manager and Department Analyst developed new goals and objectives for the Upstream Investments initiative for 2014 that include the significant expansion of outreach and technical assistance to small, grassroots organizations and/or those located in the more remote parts of the County, as well as targeting local funders, policy-makers, business owners and the public to develop more broad-based support and application of upstream principles in funding, program selection and other investments. It is also staffs' goal to build the capacity of the Human Services Department itself to increase the application of Upstream Principles in HSD Division programs. To accomplish these ambitious goals, the Asst. Director overseeing the initiative deemed it necessary to seek the short-term consulting services of Dr. Bischoff to support this expansion through participation in staff planning sessions, providing capacity building to the Portfolio Review Committee, transitioning current TA clients to the new analyst staff and also to develop a "Portfolio of Model Upstream Programs Manual: Policies & Procedures" as per the requirements communicated by the Upstream Investments Project Manager.

Dr. Bischoff was selected to provide this consulting based on her experience as described in her proposal.

Selection Process

Dr. Bischoff's first contract (8/1/13-11/30/13) was sole sourced due to two factors: 1) her unique knowledge and skill set; and, 2) an immediate staffing need.

In December 2013 the Human Services Department issued an RFP for Upstream Investments Training and Technical Assistance. Dr. Bischoff was the sole respondent. Based on her knowledge of Upstream and abilities to execute the scope of work, she was selected. Because Dr. Bischoff was awarded a prior contract in FY 13/14 for \$25,000, this new contract for \$15,275 is submitted to the Board of Supervisors for approval.

Prior Board Actions:

- January 2014 The Board of Supervisors accepted the *Upstream Investments Progress Report and*

Next Steps for 2014 – 2016 and approved the recommendations for 2014 – 2016.

- 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

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.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 15,275	County General Fund	\$
Add Appropriations Req'd.	\$	State/Federal	\$ 15,275
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 15,275	Total Sources	\$ 15,275

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):			
None			
Attachments:			
None			
Related Items “On File” with the Clerk of the Board:			
Dr. B.J. Bischoff Contract			



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Services

Staff Name and Phone Number:

Kim Seamans (707) 565-2198

Supervisorial District(s):

All

Title: Increase of General Assistance Maximum Grant

Recommended Actions:

Approve a 5% increase of the maximum General Assistance grant and adopt changes to the General Assistance Manual of Policies and Procedures (see table in Attachment A).

Executive Summary:

Section 17000 of the Welfare and Institutions Code provides that every County is responsible for providing relief and support for incompetent, poor, indigent persons, and those incapacitated by age, disease, or accident, who are lawful residents, when such persons are not supported and relieved by their relatives or friends, by their own means, or by state hospitals or other state or private institutions.

CA Welfare and Institutional code 17000.5(a) provides that a county Board of Supervisors may adopt a general assistance standard of aid which is 62% of a guideline that is equal to the 1991 federal official poverty line and may annually adjust that guideline in an amount equal to any adjustments provided to the CalWORKs program. (CA Welfare and Institutional code 11200). Alignment with The CalWORKs Maximum Aid Payment level provides a benefit amount that is not arbitrary, stands up to challenge and is in keeping with how other counties throughout the state administer standards of benefits. Historically, Sonoma County increased or decreased this minimum allotment to match the changes in CalWORKs (Temporary Assistance for Needy Families).

California Department of Social Services (CDSS) All County Letter 14-05 issued January 13, 2014, increases the CalWORKs Maximum Aid Payment Levels 5% on March 1, 2014. The Human Services Department (HSD) is proposing to increase General Assistance grants by 5% to align with this CalWORKs increase. (see table in Attachment A)

The most recent previous grant benefit change occurred in July 2011 when HSD reduced General Assistance benefits by 5% to align with CalWORKs Maximum Aid Payment decrease (CDSS All County Letter 11-29). At that time there were 630 active General Assistance individuals. The number of

individuals receiving General Assistance decreased 39% since 2011.

As of December 2013, 383 individuals were enrolled and receiving General Assistance benefits. Of the 383 individuals receiving General Assistance, 163 clients receive only food and incidental payments, and 85 are receiving housing assistance in addition to food and incidental payments. 300 of these individuals are unable to work due to an incapacitating condition. The other 83 clients are able to work and must participate in the work project in order to receive general assistance.

The General Assistance 5% increase also affects the licensed non-profits facilities that provide recovery and vocational services to alcohol and drug addicted individuals. Each facility addresses medical and mental health issues. General Assistance program recipients are limited to 180 days of participation in a life time in a Drug/Alcohol Treatment Facility. The monthly rate is paid directly to the facilities (see table in Attachment A) per the MOU agreement that's signed annually. As of December 2013, 86 individuals were enrolled in General Assistance receiving recovery services in these three licensed facilities, California Human Development, Drug Abuse Alternatives Center, and Women's Recovery Services.

Prior Board Actions:

5/25/99: Increase the General Assistance Maximum grant from \$279 to \$302.
6/14/11; 5% decrease to the General Assistance Maximum grant.

Strategic Plan Alignment Goal 3: Invest in the Future

The General Assistance program includes rent, food, and other supportive services that aid in developing a continuing plan of growth for return to work, school or other constructive endeavors. This is a strategic investment in prevention and intervention that reduces poverty and increases good health in a community environment.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 10,344	County General Fund	\$ 10,344
Add Appropriations Req'd.	\$ 0	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 10,344	Total Sources	\$ 10,344

Narrative Explanation of Fiscal Impacts (If Required):

The potential fiscal impact of the General Assistance Maximum grant increase is \$10,344 for 2013/2014 budget and \$46,368 for FY 14/15. There is sufficient funding in the current year budget to absorb the increase for 2013/14. In FY 14/15, HSD will have enough appropriation to absorb the additional \$46,368 the HSD budget.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Proposed General Assistance Maximum Grant Payments Chart			
Related Items "On File" with the Clerk of the Board:			
None			

Proposed General Assistance Maximum Grant Payments

These allotment amounts will be updated in the Sonoma County Services Department
Administrative Manual Section 50-1, County General Assistance, Chapter X. (B)

Aided HH	Max GA Payment	HH/Utility Standard	Max Housing/Utility	Food	Minimum Incidentals	Maximum Food/Incidentals
1	\$359	\$218	\$345	\$127	\$14	\$141
2	\$482	\$294	\$463	\$169	\$19	\$188
3	\$605	\$370	\$582	\$212	\$23	\$235
4	\$727	\$443	\$698	\$255	\$28	\$284
5	\$849	\$519	\$816	\$297	\$34	\$330
6	\$972	\$593	\$935	\$341	\$38	\$379
7	\$1095	\$668	\$1052	\$384	\$43	\$427
8	\$1217	\$742	\$1170	\$427	\$47	\$475
9	\$1340	\$817	\$1287	\$470	\$53	\$523
10	\$1463	\$893	\$1406	\$513	\$57	\$570

Current General Assistance Maximum Grant Payments

Aided HH	Max GA Payment	HH/Utility Standard	Max Housing/Utility	Food	Minimum Incidentals	Maximum Food/Incidentals
1	\$342	\$208	\$329	\$121	\$13	\$134
2	\$459	\$280	\$441	\$161	\$18	\$179
3	\$576	\$352	\$554	\$202	\$22	\$224
4	\$692	\$422	\$665	\$243	\$27	\$270
5	\$809	\$494	\$777	\$283	\$32	\$315
6	\$926	\$565	\$890	\$325	\$36	\$361
7	\$1043	\$636	\$1002	\$366	\$41	\$407
8	\$1159	\$707	\$1114	\$407	\$45	\$452
9	\$1276	\$778	\$1226	\$448	\$50	\$498
10	\$1393	\$850	\$1339	\$489	\$54	\$543

Facility Residents

Situation	Current Monthly Amount	Proposed Increase Amount
Facility Rate (180 day lifetime limit)	\$353	\$371
Supplemental Facility Rate	\$353	\$371



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 Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Human Services/IHSS Public Authority

Staff Name and Phone Number:

Diane Kaljian – (707) 565-5950

Supervisorial District(s):

All

Title: Employment Contract – IHSS Public Authority Manager

Recommended Actions:

Authorize the Chair of the Sonoma County IHSS Public Authority Board of Directors to sign a renewal employment contract with Michael Humphrey as Public Authority Manager for a three-year term beginning on March 4, 2014.

Executive Summary:

The Board of Supervisors established the Sonoma County In-Home Supportive Services (IHSS) Public Authority on June 5, 2001, pursuant to Welfare & Institutions Code § 12301.6(a)(2). The Public Authority is an independent public entity, with the members of the Board of Supervisors serving as the Board of Directors. The purpose of the Public Authority is twofold: (1) to act as the employer of record for individual IHSS care providers for the purpose of collective bargaining over wages, hours, and other conditions of employment and (2) to provide State-mandated functions of referral, registry, screening, and training to IHSS consumers and providers.

To avoid duplication of administrative systems, the Board of Supervisors and the Board of Directors designated the Human Services Department as the administrative liaison to the IHSS Public Authority, and directed the Public Authority to utilize county services through an interagency agreement. The Director of Human Services oversees the Public Authority Manager through this interagency agreement. Operationally, the Public Authority resides in the Adult and Aging Division, and the PA Manager reports to the Division Director.

Michael Humphrey was hired as the first Public Authority Manager through an employment contract, effective March 4, 2002 to March 5, 2005. Mr. Humphrey's employment contract was renewed on March 15, 2005, March 11, 2008, and again on March 3, 2011. There are no substantive changes in the employment contract for 2014 - 2017. The PA Manager is entitled to the same fringe benefits generally available to County administrative management. Compensation is addressed in the Sonoma County Salary Resolution.

Mr. Humphrey has demonstrated effective leadership and competent management of the IHSS Public Authority.

This renewal agreement will extend Mr. Humphrey's employment contract until March 13, 2017.

Prior Board Actions:

- 06/21/01 – approved ordinance to establish the Sonoma County IHSS Public Authority
- 03/05/02 – approved initial employment contract with Michael Humphrey
- 03/15/05 – approved renewal employment contract with Michael Humphrey
- 03/11/08 – approved renewal employment contract with Michael Humphrey
- 03/01/11 – approved renewal employment contract with Michael Humphrey

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

This program provides services to seniors and persons with disabilities that assist with maintaining health, independence, and ability to remain at home.

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):

Funding is contained in the annual IHSS Public Authority budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:
None
Related Items "On File" with the Clerk of the Board:
Personal Services 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 Directors of the Northern Sonoma County Air Pollution Control District

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Transportation and Public Works - Northern Sonoma County Air Pollution Control District

Staff Name and Phone Number:

Barbara Lee, 707-433-5911

Supervisory District(s):

The Northern Sonoma County Air Pollution Control District

Title: Woodstove Change-Out Rebate Incentive Program 2014 Extension

Recommended Actions:

1. Approve extension of the Northern Sonoma County Air Pollution Control District's Woodstove 2013 Change-Out Rebate Incentive Program in order to fund three projects on the program waiting list;
2. Increase appropriations from available fund balance by \$15,000 (for an increased maximum of \$59,318 in grant rebates);
3. Increase the Russian River area augmentation from \$500 to \$1,000 per project voucher;
4. Approve a new project category for businesses in the former Russian River Redevelopment Area; and
5. Authorize Air Pollution Control Officer to adjust timelines as needed to ensure program effectiveness.

Executive Summary:

The Northern Sonoma County Air Pollution Control District (District) is requesting authorization to extend the 2013 Woodstove Change-Out Rebate Incentive Program into 2014 and to allocate additional District funding to fund three projects on the 2013 program waiting list; and make program changes aimed at increasing the number of projects funded in the Russian River area. To accomplish this, staff is requesting the addition of \$15,000 in available District funds, for a total program amount not to exceed \$59,318. Staff is also requesting the addition of a new project category for woodstove change-outs at businesses in the former Russian River Redevelopment Area, as well as an increase in funding for Russian River area projects from \$500 per project to \$1,000 per project. This item also requests authorization for the Air Pollution Control Officer (APCO) to extend the program application due date through April 15, 2014 and to adjust the program timelines as needed to ensure effectiveness (the program may be ended earlier if funds are exhausted).

Background

The Board of Directors (Board) of the Northern Sonoma County Air Pollution Control District (District) approved the District's 2013 Woodstove Change-Out Program in October, 2013 with \$25,000 in District funds and \$19,318 in Reinvestment and Revitalization Funds specifically to augment grants for wood stove replacement projects in the former Russian River Redevelopment Area. The program provides a base grant of \$1,000 for replacing old, high-emitting wood stoves with new, cleaner burning wood stoves, and \$1,500 for replacements with gas-fired units. An additional \$500 is available for projects in the Russian River Area, an underserved community impacted by residential wood smoke.

The program began November 1st and to date all of the District's authorized funds have been committed. Eighteen projects to replace high-emitting wood stoves have received vouchers. Of these, 5 were for replacement with clean wood-burning units, and 13 replacements were for pellet stoves or gas-fired units. There is currently a waiting list of three applications which were submitted by the original deadline but after all of the District's funds were committed. Staff is requesting allocation of up to \$4,500 in additional funds from the District's Community Programs Fund for these wait-listed projects.

Despite the success of the program in the District as a whole, none of the projects funded under the 2013 Woodstove Change-Out Program are within the former Russian River Redevelopment Area. This is a priority area for smoke mitigation, based on air monitoring data and complaints received from local residents. Economic challenges in the community may have presented a barrier to residents' participation in the Woodstove Change-Out Program. Staff proposes to address this barrier in two ways.

1. Increase the grant augmentation for projects in the former Russian River Redevelopment Area from \$500 per project to \$1,000 per project, not to exceed actual project costs (including permits and installation). The augmentation would be available for any eligible woodstove replacement project if it is located in the Russian River Redevelopment Area.
2. Add a new category of project for wood burning replacement projects at businesses in the area. Staff investigations into smoke problems in the area have identified businesses using wood heat as a significant contributor to elevated particle levels locally. These larger combustion units are very high-emitting. Staff proposes a base voucher rebate of \$2,000 for replacement with EPA certified wood fired units, and \$2,500 for gas fired units, not to exceed the total project costs (including installation and permits). The base voucher amount would be funded from the District's Community Programs Fund. In addition, these projects would also be eligible for the Russian River Redevelopment Area grant augmentation (see #1, above).
3. Undertake targeted outreach and advertisement to Russian River area. Advertising would include press releases in a local newspaper and informational supplements offered at local businesses. Appropriations for advertising costs are available in the FY 13-14 budget in the District's Operations Fund.

If the Board approves the requested program changes, replacements of wood-fired combustion units at businesses in the Russian River Area would be eligible for a total of \$3,000 for replacement with a wood burning unit, or \$3,500 for replacement with a gas unit.

The District is requesting the additional \$15,000 be allocated from the District's Community Programs Fund (CPF) for use to continue and expand the Woodstove Change-Out Program for 2014. The CPF was

established by the Board in 1996 to address community concerns about air pollution using revenues from fines and penalties for air pollution violations, and other miscellaneous revenues.

Prior Board Actions:

10/22/13: Woodstove Change-Out Program Approval

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Reducing particulate matter in the air improves air quality and makes for a better quality of life for residents of the Northern Sonoma County Air Pollution Control District and all Californians.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 44,318		\$
Add Appropriations Req'd.	\$ 15,000	State/Federal	\$
	\$	Fees/Other	\$ 19,318
	\$	Use of Fund Balance	\$ 40,000
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 59,318	Total Sources	\$ 59,318

Narrative Explanation of Fiscal Impacts (If Required):

\$44,318 of this program has prior Board approval. The program extension will be funded by an additional \$15,000 from Fund Balance; appropriations have been requested as part of the 2nd Quarter Consolidated Budget Adjustments.

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:

Rebate Qualification Criteria; Rebate Advertisement

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

None.



NORTHERN
SONOMA COUNTY
AIR POLLUTION CONTROL DISTRICT

2014 Woodstove Change-Out Rebate Incentive Program for the Russian River Redevelopment Area REBATE QUALIFICATION CRITERIA AND LIMITATIONS

The Woodstove Change-Out Rebate Incentive Program provides an incentive rebate for changing-out a non-EPA certified woodstove or fireplace for an EPA Phase II Certified woodstove or a gas or pellet fueled stove or fireplace. The District is providing a base rebate in the amount of **(\$1,000)** for a residential wood stove or fire place, **(\$2,000)** for a wood stove or fireplace used exclusively to heat a commercial business, **(\$1,500)** for a gas or pellet fueled stove or fireplace insert, and **(\$2,500)** for a gas or pellet fueled stove or fireplace insert used to exclusively heat a commercial business. A Redevelopment Augmentation **(\$1,000)** will also be included for all projects eligible for this program.

FOLLOW THESE STEPS TO RECEIVE YOUR REBATE VOUCHER

1. Applicant must be the owner (or his/her authorized agent) of a woodstove used in a full-time residential or commercial business property in the Russian River Redevelopment Area of the Northern Sonoma County Air Pollution Control District. Rebate applies only to a woodstove change-out that occurs at an address within the District boundaries **AND** the Russian River Redevelopment Area (see maps at http://www.sonoma-county.org/tpw/divisions/nsc_air_pollution/ or call (707) 433-5911 to verify).
2. The woodstove or fireplace being replaced must be a non-EPA certified woodstove and must be taken out of commission after being removed.
3. Applicant must complete the Woodstove Change-Out Rebate Application Form prior to the purchase of the new heating appliance in order to be eligible for rebate. **Applications must be emailed, mailed, or faxed to the District no later than April 15, 2014.**

WoodStove@sonoma-county.org

150 Matheson Street
Healdsburg, CA 95448

FAX (707) 433-4823

Funding and Expiration Date

Funding is available on a **first come, first served basis**. The program begins **February 11, 2014** and will end on **April 15, 2014**, or before that date upon exhaustion of funds. A wait list will be established if the number of applications exceeds the available funding.

Rebate Vouchers

The District will review applications for rebates to confirm the Applicant meets all eligibility requirements. A Rebate Voucher will be issued to eligible Applicants by mail or email. Base rebates will be available in the amounts of **\$1,000** for a new EPA Phase II Certified woodstove or fireplace located in a residence and **\$2,000** for new EPA Phase II Certified woodstove or fireplace located in a business. **\$1,500** is available for a natural gas/propane or pellet stove or fireplace used in a residence and **\$2,500** is available for a natural gas/propane or pellet stove used in a business. The additional rebate increment of **\$1,000** for eligible Applicants in the Russian River Redevelopment Area will be included for projects eligible for this program. Rebates will only be provided in the amount(s) specified on the voucher. After receiving the Rebate Voucher, the Applicant may purchase the replacement stove.

Additional Requirements

In order to receive the rebate payment, Applicants must follow all steps listed above, AND after installing the replacement stove, must provide the following to the District:

1. The certified Rebate Voucher received from the District.
2. A copy of the sales receipt.
3. ***A copy of the building permit with final inspection signed off by the building inspector.***
4. Completed Verification of Disposal form including required supplemental documents documenting disposal of old woodstove.
5. **All of the above paperwork must be submitted to the District no later than 60 days after receipt of a Rebate Voucher.**

Rebate Payment

Checks for the rebate will be issued to Applicant within thirty (30) days of the District's receipt of all required documentation. The District must receive the completed documentation by the expiration date listed on the Rebate Voucher. Rebates will not be provided for any woodstoves purchased or installed before the District has issued a Rebate Voucher for that project. Rebates will also not be provided if any required steps are not taken, including submittal of all required documentation. Rebate amount will not exceed the cost of the replacement stove or insert, installation costs and related permit costs.

Rebate Forfeiture

The Applicant forfeits participation in the Program if the Applicant provides false information or fails to provide the District with the required information prior to the expiration date listed on Rebate Voucher. Applicants on the wait list who do not wish to complete the transaction are encouraged to voluntarily notify the District to change the status of their application.

Wait List

In the event that demand exceeds the available funding, the District will establish a wait list. If funding becomes available due to forfeitures or other reasons, Rebate Vouchers will be issued according to priority on the wait list. The wait list is not funded.

Particulate Matter (smoke)

This Program is offered to reduce health impacts from exposure to wood smoke. Wood smoke contains fine particulates that may become trapped deep in the lungs and harm the body, especially in children, seniors and individuals with asthma or respiratory problems. Exposure to smoke may cause symptoms such as coughing, wheezing, and difficulty breathing. The District encourages people to limit smoke exposure as much as possible, including decisions about home heating and residential wood combustion.

Woodstoves

Non-EPA certified woodstoves produce more smoke than cleaner burning EPA Certified Phase II stoves, given the same fuel and combustion process. A non-EPA certified woodstove is a stove that has not been tested and certified by the EPA as meeting Federal emission ratings. Generally, woodstoves that were manufactured prior to 1992 are not certified by the EPA. Applicants must be able to supply the make and model of the stove they are replacing. Woodstove retailers may verify whether or not the old stove is a non-EPA certified stove.

Natural Gas and Pellet Stoves

Natural gas and pellet stoves emit less particulate matter than their woodstove counterparts, and are therefore less harmful to the environment. A higher rebate is offered for replacing a non-EPA certified woodstove with a natural gas or pellet stove in order to encourage residents to move away from wood burning appliances.

Retailers

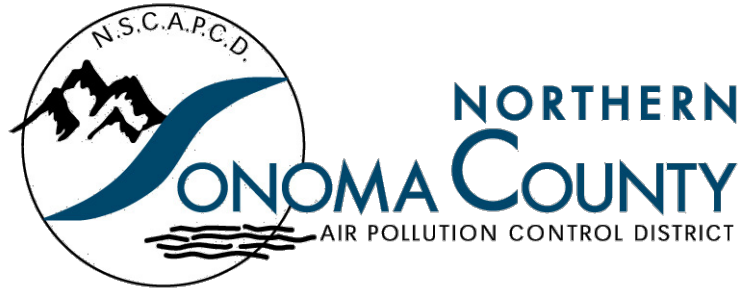
The District does not refer participants to retailers. Retailers are encouraged to work with participants to identify qualifying products. Some retailers may also dispose of the old woodstove. Retailers who dispose of the old stove must sign the Verification of Disposal form.

Voluntary Program Responsibility

Participation in this Program is voluntary and undertaken at the sole discretion of the Applicant. All responsibility for proper installation and operation of a residential woodstove, pellet stove or natural gas appliance purchased under this Program rests with the Applicant. The District is not responsible or liable for any defects in residential heating appliances purchased with Rebate Vouchers issued by the District, or for any improper installation or operation of such appliances, or any damage or injury resulting from their installation or operation.

District Contact Information

Interested residents and retailers may contact the District at (707) 433-5911 or WoodStove@sonoma-county.org for additional information.



Woodstove Change-Out Rebate Incentive Program

\$2,000 & \$3,500 REBATES*

Applicant must be the owner (or his/her authorized agent) of a woodstove used in a full-time residential or commercial property in the Russian River Redevelopment Area of the Northern Sonoma County Air Pollution Control District.

What: Rebate offered for change-out of a non-EPA certified woodstove or fireplace for an EPA Phase II Certified woodstove, natural gas or pellet fueled stove or fireplace.

When: February 11, 2014 through April 15, 2014

*Subject to available funding. Priority will be established on a first come, first serve basis. Applications required. Applications are available at local retailers, the District office, online at http://www.sonoma-county.org/tpw/divisions/nsc_air_pollution/, and via email from the District beginning February 11, 2014. To be eligible for rebates, applicants must obtain a building permit and have a building inspection on new installations. Other terms apply.

Contact the District
at (707) 433-5911 or
WoodStove@sonoma-county.org



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: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: 4/5

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

Staff Name and Phone Number:

Nathan Quarles 565.3507

Supervisorial District(s):

All

Title: Roiling Permit (Ordinance No. 3836R) and Permit Extensions

Recommended Actions:

Adopt a resolution issuing a roiling permit (Ordinance No. 3836R) for in-channel work and necessary permit extensions to the Sonoma County Water Agency for Annual Stream Maintenance Activities.

Executive Summary:

Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream or channel which may decrease the clarity of these waterways.

Concurrent Resolution No. 88-1220 of the Board of Supervisors requires that applications for permits describe the work or operations to be done, the purpose of the work or operations, the manner in which the work or operations will be carried out, and the time within which the work or operations will be completed. Pursuant to the Resolution, applications must be accompanied by a copy of the agreement required by Section 1601 et seq. of the California Fish and Wildlife Code (formerly California Fish and Game) and water discharge permits applicable to the work or operations, if any, pursuant to the Porter-Cologne Water Quality Control Act. Applications by public agencies must also be accompanied by evidence of compliance with the California Environmental Quality Act.

The application submitted by the Sonoma County Water Agency complies with the requirements of the 3836R Ordinance. The applicant proposes to perform routine maintenance work in various rivers, streams and channels in the County. It should be noted that the work described in the application has been performed in accordance with permit requirements in past years. It should also be noted that Sonoma County Water Agency staff work closely with the Department of Fish and Wildlife biologist to ensure regulatory compliance for site-specific and activity-specific work.

The routine maintenance work is proposed to commence on March 1, and is scheduled to be completed by December 31, 2014. Lower bank vegetation management work outside the flow channel may be

done within the period June 1 through October 31. Emergency removal of dead wood and debris piles threatening a bridge or other structure may be done at any time during the year. As described in the application and as demonstrated in practice in previous permitting periods, the work requires greater than 30 days to complete. To accomplish this, the permit may be extended for additional 30-day periods if such permit period extensions are approved by the Board of Supervisors. The Director of PRMD shall confirm the need for each permit extension immediately prior to the expiration of the current permit period to ensure that the work is not yet completed and an additional 30-day period extension is necessary. Nine 30-day permit extensions may be required.

The 3836R permit and 30-day extensions require a 4/5 approval vote by the Board according to the requirements of the 1988 ballot measure creating the 3836R Ordinance.

Prior Board Actions:

Resolutions issuing permits and permit extensions for this work to Sonoma County Water Agency annually, including 2013.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

This permit allows maintenance of many channels the Water Agency is responsible for, to keep them functioning properly. Maintenance activities include the following: landscaping, fencing, mowing, structure maintenance, grading and reshaping channels, debris removal and spraying of herbicides to inhibit nuisance vegetation.

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)

Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
<ul style="list-style-type: none"> A) Draft Board of Supervisors Resolution B) Application C) Location map 			
Related Items "On File" with the Clerk of the Board:			
Agreement between SCWA and California Fish and Game Agency (now California Fish and Wildlife)			



County of Sonoma
State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Issuing
A Permit And Permit Extensions Pursuant To Section VIII Of Ordinance No. 3836R Of The
County Of Sonoma To Sonoma County Water Agency To Perform Routine Maintenance Work
In Various Channels.**

Whereas, Section VIII of Ordinance No. 3836R requires that an application for a permit be filed with the Board of Supervisors prior to the performance of certain prescribed work or operations in a river, stream, or channel which may decrease the clarity of a river or stream; and

Whereas, an application was filed by the Sonoma County Water Agency for an Ordinance No. 3836R permit for routine maintenance work in various rivers, streams, and channels at the Permit and Resource Management Department in the manner prescribed by Resolution No. 88-1220 as amended by Resolution No. 89-0746 of the Board of Supervisors; and

Whereas, the Board of Supervisors has reviewed said application; and

Whereas, the work requires greater than 30 days to complete, as described in the application and demonstrated in practice in past years; and

Whereas, the requirements of section VIII of the Sonoma County Code includes a restriction to perform permitted activities within a period of 30 days, except that additional 30-day permit periods may be granted by the Board of Supervisors, and a requirement that all approval votes be by a 4/5 majority of the Board of Supervisors.

Now, Therefore, Be It Resolved

1. That the Board of Supervisors finds and determines that the work and operations described on said application is necessary and that the work and operations will be performed in a manner which will not unreasonably decrease the clarity of the waters of the rivers or streams of the County of Sonoma;

Resolution #

Date: February 25, 2014

Page 2

2. That a permit is hereby granted to applicant to perform the work and operations described in the aforementioned application;
3. That the work shall be completed within 30 days from the date hereof and any additional 30-day extensions may be required to complete the work;
4. That permit extensions are hereby granted to the applicant to perform the work described herein for additional 30-day periods commencing on April 1, 2014 subject to the Director of PRMD confirming the need for the permit extension immediately prior to the expiration of the permit period;
5. That the work and operations shall be performed in the manner described in the application and in accordance with the terms and conditions of any applicable agreement required by Section 1601 et seq. of the California Fish and Wildlife Code (formerly Fish and Game), any applicable waste discharge permit issued pursuant to the Porter-Cologne Water Quality Control Act (commencing at Section 13000 of the California Water Code), and Chapter 26A of the Sonoma County Code and any plans adopted pursuant thereto.

Be It Further Resolved that the permit and permit extensions are hereby granted to the applicant pursuant to Section 25526.6 of the Government Code.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Rolling Permit Application

DRN-003

The Board of Supervisors approves all rolling permits under Section VIII of the Water Clarity Ordinance of the County of Sonoma, Ordinance No. 3836R (Chapter 23 of the Sonoma County Code).

A complete application must be submitted to the Permit and Resource Management Department a minimum of eight weeks before the start of project.

Applicant Owner Architect \ Engineer

Sonoma County Water Agency

Name

4004 AVIATION BLVD

Mailing Address

SANTA ROSA

CA 95403

City/Town

707-521-1865

Phone

MARCH 1, 2014

Work start date

Signature

Fax

Kevin Booker

Project Site Information

VARIOUS STREAMS

Address(es)

SONOMA COUNTY

City/Town

VARIOUS

Assessor's Parcel Number(s)

VARIOUS (SEE ATTACHED)

River or Stream Name

DECEMBER 2014

Estimated completion date

Date

1/13/14

Types of work (check one):

- To protect riparian property adjacent to a river or stream.
- To construct recreational dams.
- To perform construction work on riparian property, the nature of which may decrease the clarity of the waters of the river or stream.
- To construct temporary bridges, dikes, dams and settling ponds in connection with mining operations, or for agricultural uses.

Application Requirements:

- A. A detailed statement describing the work or operations to be done and the manner in which they will be carried out to avoid unreasonably decreasing the clarity of the river or stream, including any proposed monitoring or mitigation measures.
- B. A location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- C. A copy of the Fish and Game permit or waiver.
- D. A copy of the Army Corps of Engineers permit for this project, if required.
- E. A copy of the California Regional Water Quality Control Board water quality certification, if required.
- F. A copy of the last rolling permit, if any.
- G. A check payable to "PRMD" (see current fee schedule). This fee includes any requested extensions for the calendar year.
- H. A copy of the California Environmental Quality Act (CEQA) document.
- I. A copy of any approved County permit conditions (e.g. mining approval).

Sonoma County Permit and Resource Management Department

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

Rolling Permit Application

DRN-003

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A complete application must be submitted to the Permit and Resource Management Department a minimum of eight weeks before the start of project.

Applicant Owner Architect \ Engineer

Sonoma County Water Agency

Name

4004 AVIATION BLVD

Mailing Address

SANTA ROSA

CA 95403

City/Town

707-521-1865

Phone

MARCH 1, 2014

Work start date

Signature

Fax

Kevin Booker

Project Site Information

VARIOUS STREAMS

Address(es)

SONOMA COUNTY

City/Town

VARIOUS

Assessor's Parcel Number(s)

VARIOUS (SEE ATTACHED)

River or Stream Name

DECEMBER 2014

Estimated completion date

Date

1/13/14

Types of work (check one):

- To protect riparian property adjacent to a river or stream.
- To construct recreational dams.
- To perform construction work on riparian property, the nature of which may decrease the clarity of the waters of the river or stream.
- To construct temporary bridges, dikes, dams and settling ponds in connection with mining operations, or for agricultural uses.

Application Requirements:

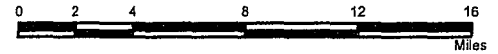
- A. A detailed statement describing the work or operations to be done and the manner in which they will be carried out to avoid unreasonably decreasing the clarity of the river or stream, including any proposed monitoring or mitigation measures.
- B. A location/vicinity map (8 ½ in. X 11 in.) showing where the project is located in relation to nearby lots, streets, highways and/or major natural features (e.g., locator maps & road maps).
- C. A copy of the Fish and Game permit or waiver.
- D. A copy of the Army Corps of Engineers permit for this project, if required.
- E. A copy of the California Regional Water Quality Control Board water quality certification, if required.
- F. A copy of the last rolling permit, if any.
- G. A check payable to "PRMD" (see current fee schedule). This fee includes any requested extensions for the calendar year.
- H. A copy of the California Environmental Quality Act (CEQA) document.
- I. A copy of any approved County permit conditions (e.g. mining approval).

Sonoma County Permit and Resource Management Department

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

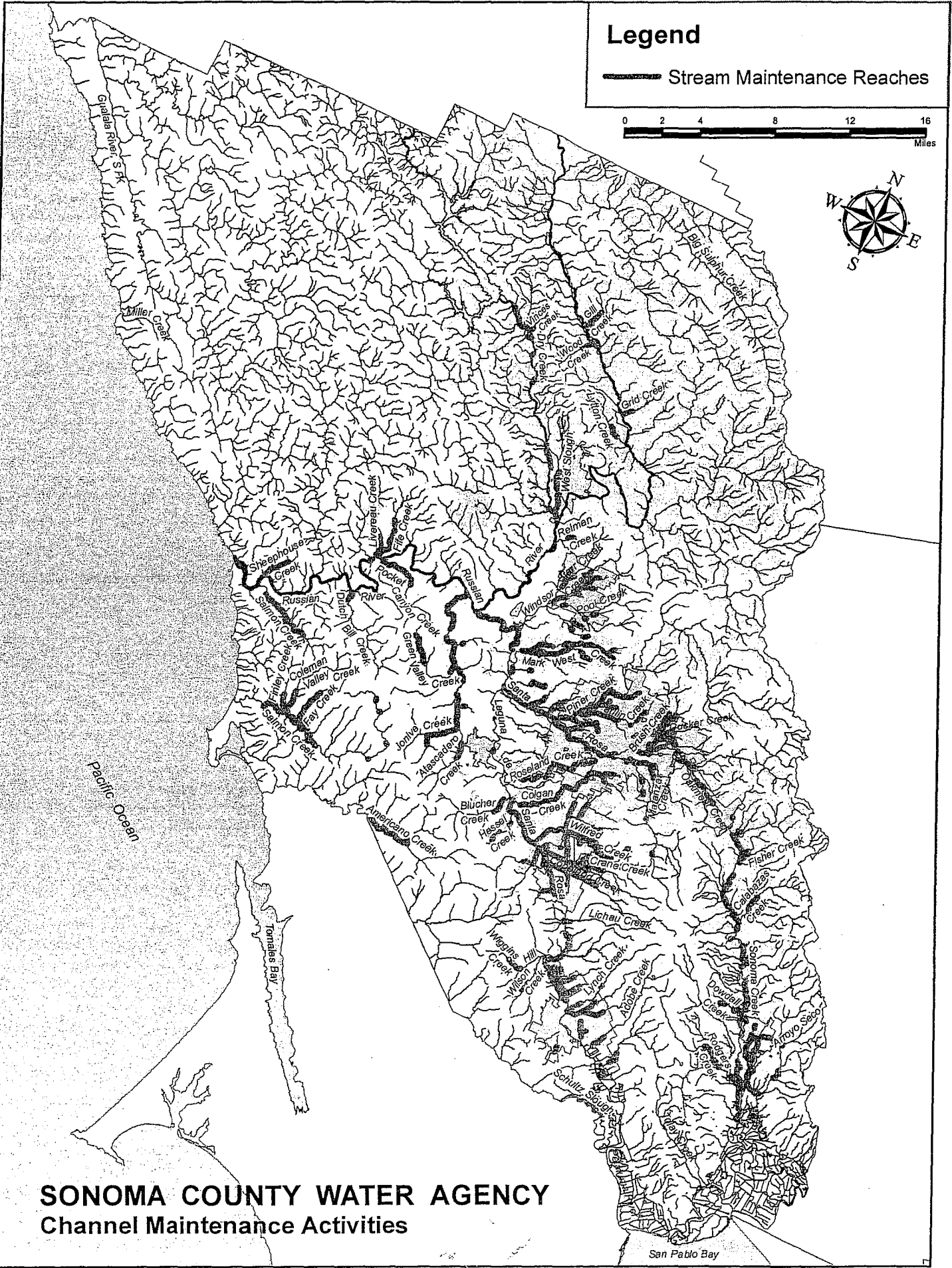
Legend

Stream Maintenance Reaches



SONOMA COUNTY WATER AGENCY Channel Maintenance Activities

\\SD-DATA\Proj\locat\control\Stream Maint\Channel_Maintenance_Program\2013\Activities.mxd February 19, 2013





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: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Traci Tesconi 565-1903

Supervisorial District(s):

Fourth

Title: Lot Line Adjustment between two parcels involving Williamson Act, Peter Michael Winery and Richard and Paula Freschet, Trust; LLA10-0018.

Recommended Actions:

Approve a Resolution and Conditions of Approval for a Lot Line Adjustment between two parcels involving Williamson Act, owned by Peter Michael Winery and Richard and Paula Freschet, Trust; located at 12400 Ida Clayton Road and 16585 Highway 128, Knights Valley (Calistoga); APNs 120-040-015 & -016 and 120-070-004.

Executive Summary:

Proposal:

This is a request for a Lot Line Adjustment between two parcels 499 acres (Lot A) and 13.70 acres (Lot B), consisting of an equal exchange of 1.4 acres resulting in no change to parcel sizes. Both parcels are zoned LEA (Land Extensive Agriculture) 100 acre density, with combining districts of BR (Biotic Resource), SR (Scenic Resource), and VOH (Valley Oak Habitat).

Lot A contains an existing winery facility and a large commercial vineyard (PRMD file: UPE09-0095). Lot B contains a single family residence with an attached carport. Redwood Creek flows between the two parcels. The purpose of the Lot Line Adjustment is to resolve a building encroachment of an existing carport over the property line for Lot B. The carport currently straddles the property line, encroaching onto Lot A. The carport is attached to the single family residence. Adjusting approximately 1.4 acres will resolve the building encroachment problem and provide the appropriate setback from the property line required by the Zoning Code. The new property line boundaries will be adjusted to the center line of Redwood Creek, which makes more sense for the parcels' descriptions and makes the parcels more manageable, therefore, the property owners agreed to do an equal exchange of land.

Lot A is 499.20 acres (APN 120-040-015 & -016) and comprised of two Assessor Parcel Numbers but is considered one legal parcel. Lot A is under an existing Non-Prime (Type II) Williamson Act contract (2-

400-71; 2534/454) recorded in 1971. The project site is consistent with the 40 acre minimum parcel size requirement for a Type II contract, and contains a combination of agricultural and open space. As a result of the Lot Line Adjustment, a condition requires the rescission and replacement of the existing, non-prime Williamson Act contract with a new, non-prime Williamson Act contract consistent with the combination of agricultural and open space uses on the site. Lot B is 13.70 acres (APN 120-070-004) with a single family residence and an attached carport. On July 19, 2013, the County recorded a Notice of Non-Renewal for the existing Type II Williamson Act contract (OR#2013-074103) on Lot B. Lot B being 13.73 acres in size did not meet the 40- acre minimum parcel size requirement for the existing Williamson Act contract. In 2013, the County initiated phase out of all substandard parcels that did not meet the minimum acreage requirements for their respective Williamson Act contracts. This action was required by the State Department of Conservation in their 2004 audit of the County's Williamson Act program. PRMD staff has been in discussions with the property owners of Lot B, who have chosen not to plant a permanent crop on their parcel in order to qualify for a new prime (Type I) contract. Therefore, a new Williamson Act contract will not be required on Lot B and the parcel will continue through the phase out period of the existing Type II contract. The Lot Line Adjustment is an equal exchange of 1.4 acres between the two parcels and results in an overall no net loss of land under contract meeting the intent of allowing Lot Line Adjustments between contracted and non-contracted lands.

Williamson Act:

To facilitate a Lot Line Adjustment, Gov. Code § 51257 permits the contracting parties to mutually agree to rescind the existing contract or contracts and to simultaneously enter into new contracts or contracts if the following findings can be made:

a. The new contract or contracts would enforceably restrict the adjusted boundaries of the parcel for an initial term for at least as long as the unexpired term of the rescinded contract or contracts, but for not less than 10 years.

Staff Comment: This finding can be made because the property owner of Lot A has agreed to the requirement of the Conditions of Approval for the Lot Line Adjustment to rescind and replace the existing contract with a new contract. The new contract will restrict the adjusted boundary of the parcel for not less than 10 years, renewing automatically every January 1st. On Lot B, in 2013 the County initiated non-renewal of its existing Williamson Act contract (OR#2013-074103) and the contract will remain under phase out.

b. There is no net decrease in the amount of the acreage restricted. In cases where two parcels involved in a Lot Line Adjustment are both subject to contracts rescinded pursuant to this section, this finding will be satisfied if the aggregate acreage of the land restricted by the new contracts is at least as great as the aggregate acreage restricted by the rescinded contracts.

Staff Comment: This finding can be made because the Lot Line Adjustment will not result in any decrease in the aggregate acreage of land under contract because the Lot Line Adjustment is an equal exchange of 1.4 acres with no change to existing parcel sizes and the original contract on Lot B has been non-renewed by the County and will continue with phase out of its contract. Therefore, the Lot Line

Adjustment does not result in a net decrease in the amount of land under contract.

c. At least 90 percent of the land under the former contract or contracts remains under the new contract or contracts.

Staff Comment: This finding can be made because the Lot Line Adjustment only exchanges 1.4 acres between Lot A and Lot B. Lot A will remain 499 acres in size as a result of Lot Line Adjustment and will be placed under a new contract with well over 90% of the former contract of Lot A to remain under the new contract. On Lot B, in 2013 the County initiated non-renewal of its existing Williamson Act contract (OR#2013-074103) and the contract will remain under phase out.

d. After the Lot Line Adjustment, the parcels of land subject to contract will be large enough to sustain their agricultural use, as defined in Section 51222.

Staff Comment: This finding can be made because the Lot Line Adjustment is an equal exchange of land with Lot A remaining 499 acres in size and the existing contract will be rescinded and replaced with a new contract to reflect the adjusted property line boundary. Lot A will continue to be large enough to meet the 40-acre minimum parcel size requirement for its new non-prime (Type II) contract. On Lot B, in 2013 the County initiated non-renewal of its existing Williamson Act contract (OR#2013-074103) and the contract will remain under phase out.

e. The Lot Line Adjustment would not compromise the long-term agricultural productivity of the parcel or other agricultural lands subject to a contract or contracts.

Staff Comment: This finding can be made because the Lot Line Adjustment would not compromise the long-term agricultural productivity of the parcel still subject to a contract (Lot A) as the area of land adjusted from Lot A to Lot B is not planted in any type of crop or used for agricultural cultivation purposes. In addition, the Lot Line Adjustment would not compromise the long-term agricultural productivity of other agricultural lands subject to a contract because it is a minor exchange of only 1.4 acres of land involving only the two subject parcels and being done to resolve a building encroachment problem on Lot B and provide the appropriate setback required by the Zoning Code.

f. The Lot Line Adjustment is not likely to result in the removal of adjacent land from agricultural use.

Staff Comment: The Lot Line Adjustment does not and is not likely to result in the removal of adjacent land from agricultural use because it is a minor exchange of 1.4 acres between the two parcels with no change to the parcel sizes and being done to resolve the encroachment of a building (carport) over the property line boundary. Lot A will remain 499 acres and continue to be used for commercial agricultural (vineyard) with areas of woodlands. Lot A will remain under a Williamson Act contract after the Lot Line Adjustment as required by the Conditions of Approval. The existing contract on Lot B has been non-renewed and will phase out of its original contract.

g. The Lot Line Adjustment does not result in a greater number of developable parcels than existed prior to the adjustment, or an adjusted lot that is inconsistent with the General Plan.

Staff Comment: The Lot Line Adjustment does not result in a greater number of developable parcels

because it results in an equal exchange of 1.4 acres between the two parcels with no change to the parcel sizes.

Staff recommendation:

Staff recommends the Board find that all Government Code § 51257 findings are satisfied in connection with the proposed Lot Line Adjustment, and approve the proposed Lot Line Adjustment subject to the attached Conditions of Approval. Lot A will continue to be devoted to a qualifying agricultural and open space use. Lot A contains a winery facility (UPE09-0095) that contains a winery, three barrel buildings, an office, and parking areas that combined occupy less than 5 acres of the overall parcel size, consistent with the Uniform Rules. Lot B will continue with the County initiated non-renewal of the existing contract.

Conditions of Approval require that prior to recording the Grant Deed for the Lot Line Adjustment, the property owners of Lot A shall submit the appropriate applications and filing fees to rescind and replace the existing, non-prime (Type II) Williamson Act contract with a new, non-prime (Type II) Williamson Act contract. Once the Lot Line Adjustment grant deed is recorded, then the County can proceed with preparation of the new contract and include the new legal description for the parcel.

Prior Board Actions:

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

The Board of Supervisors has endorsed the continuation of the County’s agricultural preserve program to preserve a maximum amount of the limited supply of agricultural, open space, scenic, and critical habitat lands within the county, to discourage premature and unnecessary conversion of such lands to urban land uses, to promote vitality in the agricultural economy, and to ensure an adequate, varied, and healthy supply of food and fiber for current and future generations. The rescission and replacement of Williamson Act contracts for the two subject parcels will help facilitate further agricultural investment and support agricultural viability and help preserve open space land in Sonoma County.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

The Lot Line Adjustment is an equal exchange of acreage adjusted between the two parcels, therefore, there is no net loss or net gain of land under contract. There should be no new fiscal impacts as a result of this action.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

- Draft Resolution
- Exhibit A: Draft Conditions of Approval
- Exhibit B: Proposal Statement
- Exhibit C: Vicinity Map
- Exhibit D: Lot Line Adjustment Map
- Exhibit E: Assessor’s Parcel Maps

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



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

LLA10-0018 Traci Tesconi

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Request By Peter Michael Winery And Richard and Paula Freschet, Trust; For A Lot Line Adjustment Between Two Parcels 499 Acres And 13.70 Acres, Consisting Of An Equal Exchange Of 1.4 Acres Resulting In No Change To Parcel Sizes And Involving Williamson Act , For Property Located At 12400 Ida Clayton Road and 16585 Highway 128, Knights Valley (Calistoga); APN APNs 120-040-015 & -016 and 120-070-004.

Whereas, the property owners Peter Michael Winery and Richard and Paula Freschet, filed an application with the Sonoma County Permit and Resource Management Department for a minor Lot Line Adjustment between two parcels 499 acres (Lot A) and 13.70 acres (Lot B), consisting of an equal exchange of 1.4 acres resulting in no change to parcel sizes and involving Williamson Act for property located at 12400 Ida Clayton Road and 16585 Highway 128, Knights Valley (Calistoga); Supervisorial District No. 4.

Whereas, the purpose of the Lot Line Adjustment is to resolve a building encroachment of an existing carport over the property line for Lot B. Whereas, 1.4 acres will be equally adjusted between the two parcels in order to provide the appropriate setback required by the Zoning Code for the carport to the property line. The new property line boundaries will be adjusted to the center line of Redwood Creek, which makes more sense for the parcels' descriptions and makes the parcels more manageable, therefore, the property owners agreed to do an equal exchange of land. Lot A is 499.20 acres (APN 120-040-015 & -016) and comprised of two Assessor Parcel Numbers but is considered one legal parcel. Lot A is under an existing Non-Prime (Type II) Williamson Act contract (2-400-71; 2534/454) recorded in 1971. Lot B is 13.70 acres (APN 120-070-004) and on July 19, 2013, the County recorded a Notice of Non-Renewal for the existing Type II Williamson Act contract (OR#2013-074103) because it did not meet the 40- acre minimum parcel size requirement for its existing Williamson Act contract. In 2013, the County initiated phase out of all substandard parcels that did not meet the minimum acreage requirements for their respective Williamson Act contracts. This action was required by the State Department of Conservation in their 2004 audit of the County's Williamson Act program. The property owners of Lot B have chosen to not plant a permanent crop on their parcel in order to qualify for a new prime (Type I) contract. Therefore, a new Williamson Act contract will not be required on Lot B and

Resolution #

Date:

Page 2

the parcel will continue through the phase out period of the existing Type II contract.

Whereas, Government Code Section 51257 requires that the Board of Supervisors make certain findings before an existing Williamson Act Contract may be rescinded and replaced to facilitate a Lot Line Adjustment.

Now, Therefore, Be It Resolved, that the Board of Supervisors makes the following findings consistent with Government Code Section 51257:

1. A replacement contract would enforce and restrict the adjusted boundaries of Lot A for an initial term for at least as long as the unexpired term of the rescinded contract but for not less than 10 years.
2. There is no net decrease in the amount of the acreage restricted by a contract because the Lot Line Adjustment is an equal exchange of 1.4 acres between the two parcels. Lot A will remain 499 acres in size and will be placed under a replacement contract as a condition of the Lot Line Adjustment. The existing contract on Lot B has been non-renewed and will continue in phase out.
3. Lot A will remain 499 acres in size as a result of Lot Line Adjustment and will be placed under a new contract with well over 90% of the former contract of Lot A to remain under the new contract. On Lot B, in 2013 the County initiated non-renewal of its existing Williamson Act contract (OR#2013-074103) and the contract will remain under phase out.
4. After the Lot Line Adjustment, resultant Lot A remains large enough (499 acres) to sustain its combined agricultural and open space use and exceeds the 40-acre minimum parcel size requirement for its new non-prime (Type II) contract. Resultant Lot A will exceed the minimum gross income requirement of \$1,000 per acre gross income for vineyard land. On Lot B, in 2013 the County initiated non-renewal of its existing Williamson Act contract (OR#2013-074103) and the contract will remain under phase out.
5. The Lot Line Adjustment would not compromise the long-term agricultural productivity of the parcel still subject to a contract (Lot A) as the area of land adjusted from Lot A to Lot B is not planted in any type of crop or used for agricultural cultivation. In addition, the Lot Line Adjustment would not compromise the long-term agricultural productivity of other agricultural lands subject to a contract because it is a minor exchange of only 1.4 acres of land involving only the two subject parcels and being done to resolve a building encroachment problem on and provide the appropriate setback required by the Zoning Code.

6. The Lot Line Adjustment does not and is not likely to result in the removal of adjacent land from agricultural use because it is a minor exchange of 1.4 acres between the two parcels with no change to the parcel sizes and being done to resolve the encroachment of a building (carport) over the property line boundary. Lot A will remain 499 acres and continue to be used for commercial agricultural (vineyard) with areas of woodlands. Lot A will remain under a Williamson Act contract after the Lot Line Adjustment as required by the Conditions of Approval. The existing contract on Lot B has been non-renewed and will phase out of its original contract.
7. The Lot Line Adjustment does not result in a greater number of developable parcels because it results in an equal exchange of 1.4 acres between the two parcels with no change to the parcel sizes.

Be It Further Resolved that the Board of Supervisors hereby finds that substantial evidence in the record before it supports the above findings, and further finds that the Lot Line Adjustment meets the requirements of the above findings.

Be It Further Resolved that the Board of Supervisors finds that the project described in this Resolution is exempt from the requirements of the California Environmental Quality Act by virtue of Section 15305 Class 5 of Title 14 of the California Code of Regulations (CEQA Guidelines) in that the project is a minor Lot Line Adjustment.

Be It Further Resolved that the Board of Supervisors hereby grants the requested Lot Line Adjustment subject to the Conditions of Approval in Exhibit "A", attached hereto which includes rescinding and replacing the existing non-prime (Type II) Williamson Act Contract on Lot A with a new non-prime (Type II) Williamson Act contract consistent with the combination of commercial agriculture (vineyard) and open space uses on the parcel. Whereas, the existing contract on Lot B has been non-renewed by the County and will be phased out of its original contract. Both parcels are under the LEA zoning designation with a 100- acre density designation, therefore the Lot Line Adjustment does not result in split zoning. The Lot Line Adjustment does not result in any increase in overall subdivision potential.

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

Resolution #

Date:

Page 4

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

**Board of Supervisors
Conditions of Approval**

Date: February 25, 2014
Staff: Traci Tesconi
Owner: Peter Michael Winery and Richard and Paula Freschet, Trust

File No.:- LLA10-0018
APN: 120-040-015 & -016,
and 120-070-004

Project Description: Request for a minor Lot Line Adjustment between two parcels 499 acres (Lot A) and 13.70 acres (Lot B), consisting of an equal exchange of 1.4 acres resulting in no change to parcel sizes and involving the Williamson Act.

NOTE: Amendments and changes to approved Lot Line Adjustment conditions may be considered by the Board of Supervisors at a later date if additional information justifies the changes and does not increase the intensity of use approved by the original approval. The Director of the Permit and Resource Management Department will determine if a public hearing is necessary and if additional fees are required.

NOTE: These conditions must be met and the application validated within 24 months (February 25, 2016) unless a request for an extension of time is received before the expiration date.

1. Submit verification to the Permit and Resource Management Department that taxes, which are a lien and termed as payable, are paid to the Treasurer/Tax Collector's Department on all parcels affected by the adjustment. The Treasurer/Tax Collector knows the amount of the tax due.
2. Submit a draft description of the parcel(s) being transferred to the County Surveyor for approval. The following note shall be placed on the deed or deeds: "The purpose of this deed is for a Lot Line Adjustment for the combination of a portion of the Lands of Peter Michael Winery as described by deed recorded under Document No. 2012-079390, Sonoma County Records, APN 120-040-015 and 120-040-016 , with the Lands of Richard L. and Paula M. Freschet, Trust as described by deed recorded under Document No.2008-10300, Sonoma County Records, APN 120-070-004. This deed is pursuant to an application for a Lot Line Adjustment (LLA10-0018) on file in the office of the Sonoma County Permit and Resource Management Department. It is the express intent of the signators hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels." It is the responsibility of the surveyor/engineer preparing the deeds to insure that the information contained within the combination note is correct. Note: The County Surveyor may modify the above described note.
3. Deed of Trust agreements, which encumber only portions of accepted legal lots, are violations of the Subdivision Map Act; therefore, prior to Permit and Resource Management Department approval of the deed for recordation, the applicant shall submit either recorded documents or documents to be recorded concurrently with the Lot Line Adjustment deeds, showing that any Deed of Trust agreements on the subject properties will conform with the adjusted lot boundaries.
4. After approval of the deed description by the County Surveyor, a grant deed or deeds shall be prepared and submitted to the Permit and Resource Management Department for approval prior to recording.
5. The property owner(s) shall execute a Right-to-Farm Declaration on a form provided by PRMD to be submitted before the Lot Line Adjustment is cleared by PRMD for recordation. The Right-to-Farm Declaration shall be recorded concurrently with the PRMD approved lot line adjustment grant deed(s) to reflect the newly configured parcels.

6. A site plan map of the Lot Line Adjustment shall be prepared by a licensed surveyor or civil engineer and attached to the deed(s) to be recorded. The site plan shall be subject to the review and approval of the County Surveyor. The following note shall be placed on said plan: "THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY. Any errors or omissions on this exhibit shall not affect the deed description."
 7. Prior to PRMD stamping the grant deed(s) for the Lot Line Adjustment, the property owner of Lot A shall submit a complete application and filing fees to rescind and replace the existing non-prime Type II Williamson Act contract with a new, non-prime Type II Williamson Act contract in order for the property line boundary to coincide with the legal description as a result of the Lot Line Adjustment. Once the Lot Line Adjustment grant deeds have been recorded, PRMD can proceed with the processing of the new contract.
-

HWB-PLS, INC.
Howard W. Brunner, PLS



Professional Licenses:
California P.L.S. No. 4206
Nevada P.L.S. No. 11422
Washington P.L.S. No. 31665

PROPOSAL STATEMENT

March 8, 2010

County of Sonoma
Permit and Resource Management
2550 Ventura Avenue
Santa Rosa, CA 95403

**RE: PROPOSED LOT LINE ADJUSTMENT
LANDS OF PETER MICHEL WINERY & FRESCHET
APN 120-040-015, 016 & 120-070-004**

TO WHOM IT MAY CONCERN,

The purpose of this letter is to provide information relative to the above referenced applications for Lot Line Adjustment (LLA). The parcels referenced above are proposed to be adjusted to the configuration shown on the "Proposed Lot Line Adjustment Site Plan" prepared by this office to conform to the existing road proposed to be between the reconfigured LLA parcels. The project notes provide most of the information required by PRMD.

In addition to the above information, we provide the following:

The parcels, 120-040-015 & 016 & 120-070-004, after adjustment, will both continue to have frontage on Highway 128 or Ida Clayton Road. The proposed LLA line will be the center of Redwood (Kellog) Creek as shown on the Proposed Lot Line Adjustment Site Plan.

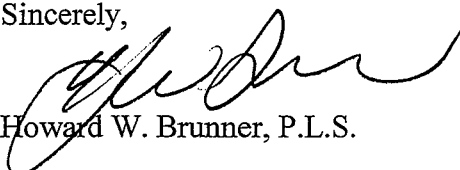
The parcels are both developable in their present and proposed configurations. The parcels both have wells on them. They each have onsite sewage disposal systems.

Parcels 120-040-015 & 016, ACC 98-0060 and ACC 98-0061 were a result of a previous Administrative Certificate of Compliance Application and are separate legal parcels. Therefore, ACC 98-0060 and ACC 98-0061 are not a part of this LLA.

Parcels 120-040-015 & 016 and ACC 98-0060 and ACC 98-0061 are three separate legal parcels pursuant to the previous Administrative Certificate of Compliance Application and will maintain their separate legal parcel status subsequent to final review and approval of the proposed LLA.

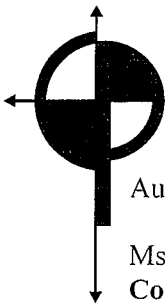
If you require any additional information, or wish to discuss the aspects of this statement, contact me at your convenience.

Sincerely,



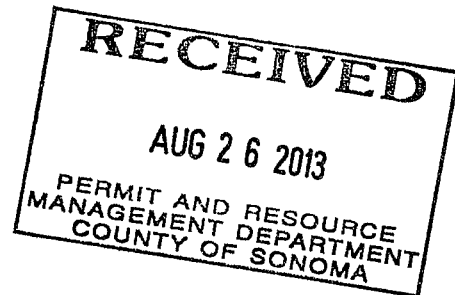
Howard W. Brunner, P.L.S.

HWB/ hwb



August 23, 2013

Ms. Traci Tesconi
County of Sonoma
Permit and Resource Management
2550 Ventura Avenue
Santa Rosa, CA 95403



Re: Proposed Lot Line Adjustment LLA10-0018
Lands of Peter Michael Winery & Freschet
APN 120-040-015, 016 & 120-070-004

Dear Ms. Tesconi:

The purpose of this letter is to provide information relative to the above referenced applications for Lot Line Adjustment LLA 10-0018. The parcels referenced above are proposed to be adjusted to the configuration shown on the "Proposed Lot Line Adjustment Site Plan" prepared by this office. The proposed lot line will conform to the existing Redwood Creek between the reconfigured LLA parcels. The project notes provide most of the information required by PRMD.

In addition to the above information, we have provided the following:

The parcels, 120-040-015 & 016 & 120-070-004, after adjustment, will both continue to have frontage on Highway 128 or Ida Clayton Road. The proposed LLA line will also be the center of Redwood (Kellogg) Creek as shown on the Proposed Lot Line Adjustment Site Plan and provide for equal areas of exchange between the properties. The purpose of the Lot Line Adjustment is to correct the setback and encroachment issues regarding the property line running through the car port on the Freschet property and address the land use issues that currently exist. See LLA Site Plan, Detail "A".

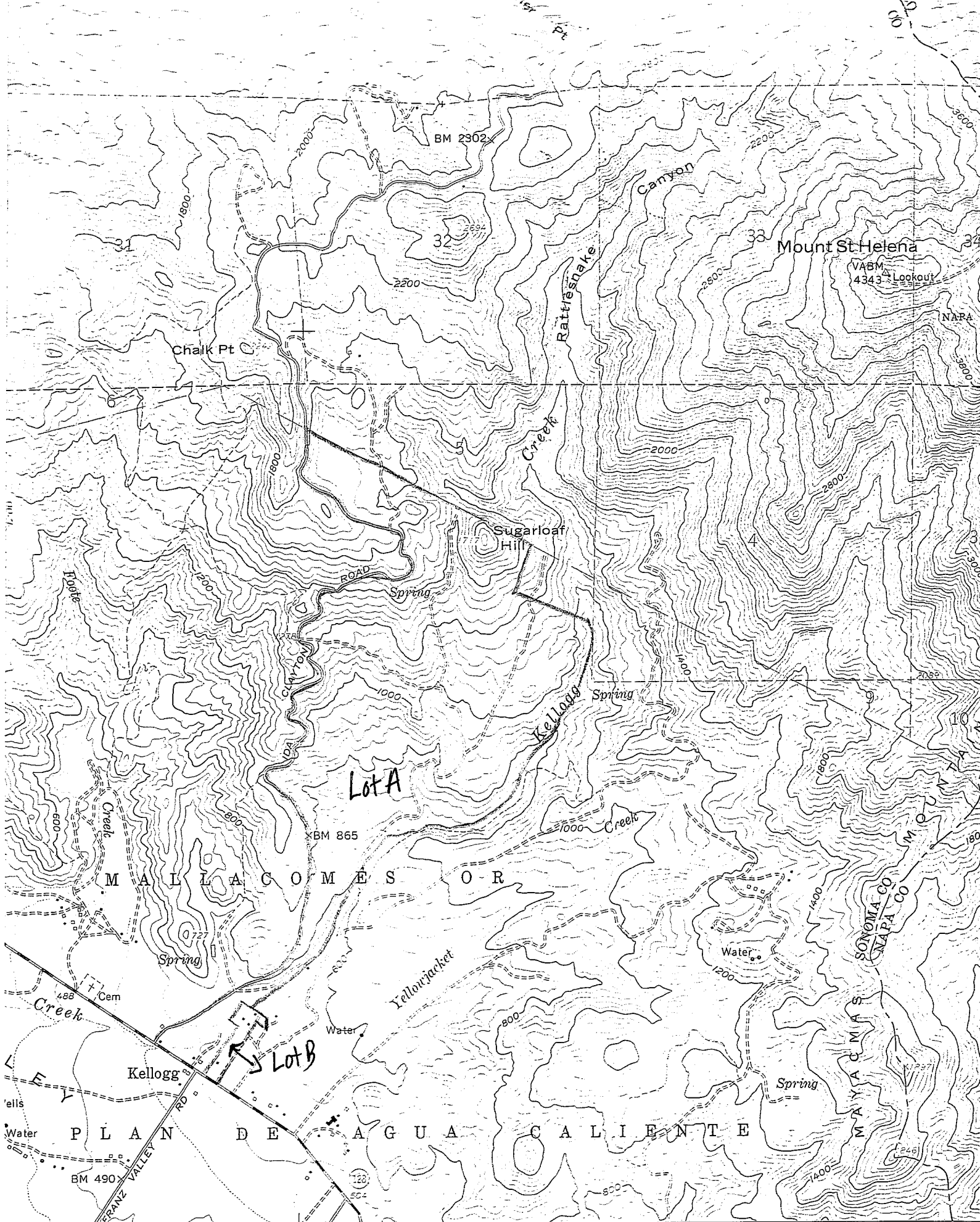
The parcels are both developable in their present and proposed configurations. The parcels both have wells and onsite sewage disposal systems on them. There are no changes proposed for the sewage or water systems on either parcel.

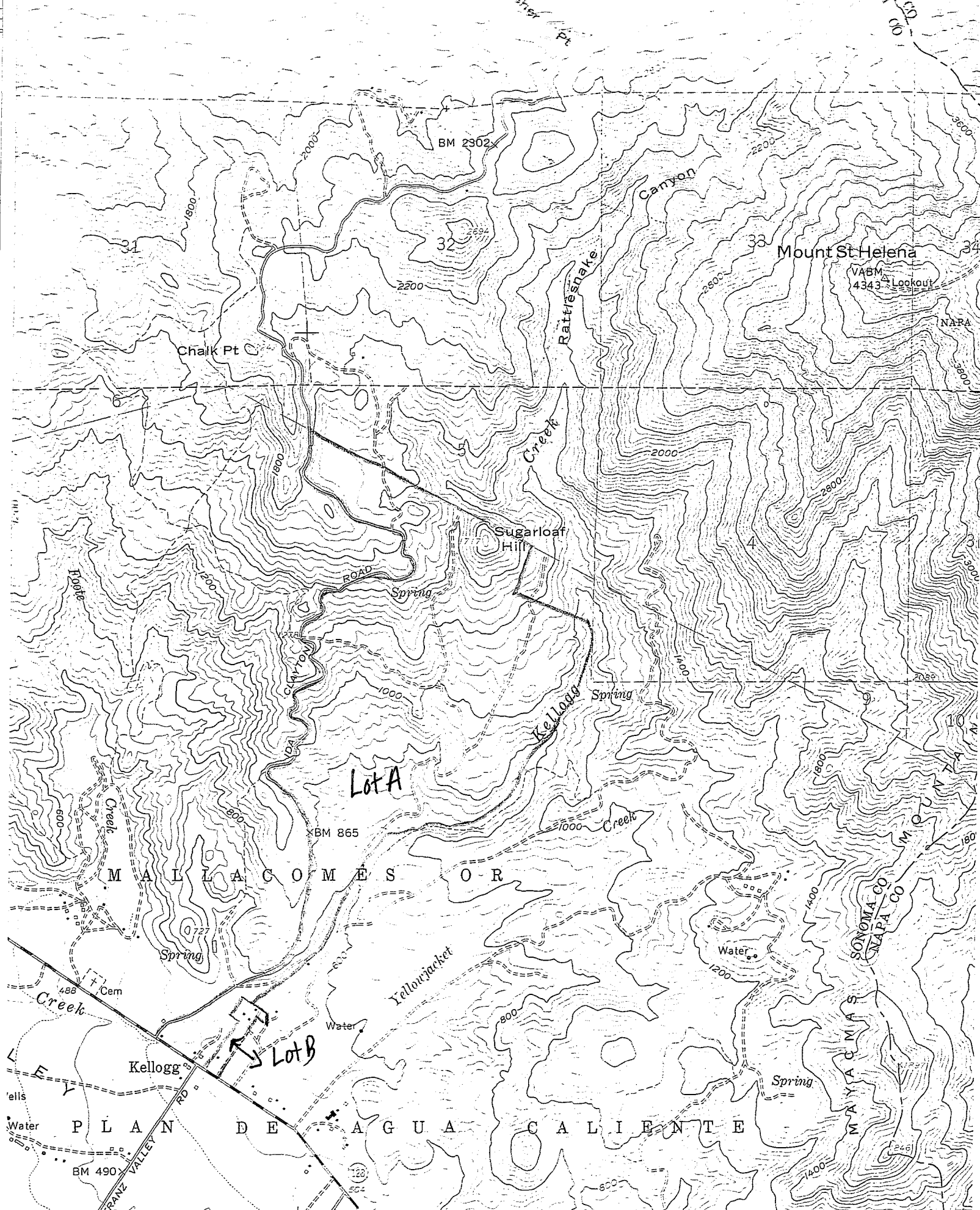
Parcels 120-040-015 & 016, ACC 98-0060 and ACC 98-0061 were a result of previous Administrative Certificate of Compliance Application and are separate legal parcels. Therefore, ACC 98-0060 and ACC 98-0061 are not a part of this LLA. Also, Parcels 120-040-015 & 016, ACC 98-0060 and ACC 98-0061 are three separate legal parcels pursuant to the previous Administrative Certificate of Compliance Application and will maintain their separate legal parcel status subsequent to final review and approval of the proposed LLA.

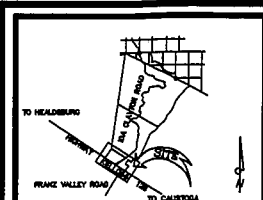
If you require any additional information please feel free to contact Howard Brunner at (707) 433-9760 or myself regarding this project.

Very truly yours,
CINQUINI & PASSARINO, INC.

Jim Dickey, PLS







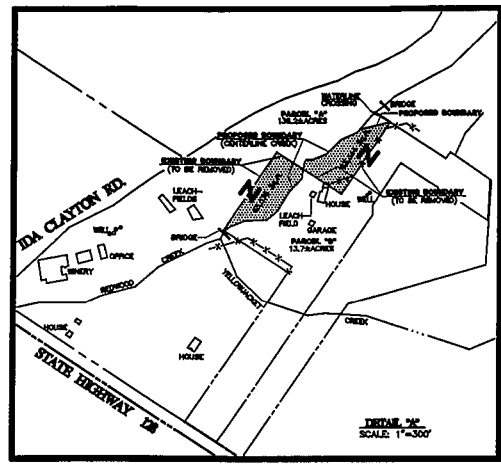
LOCUS MAP
NOT TO SCALE

LEGEND
N
CONTOUR SYMBOL

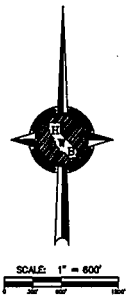
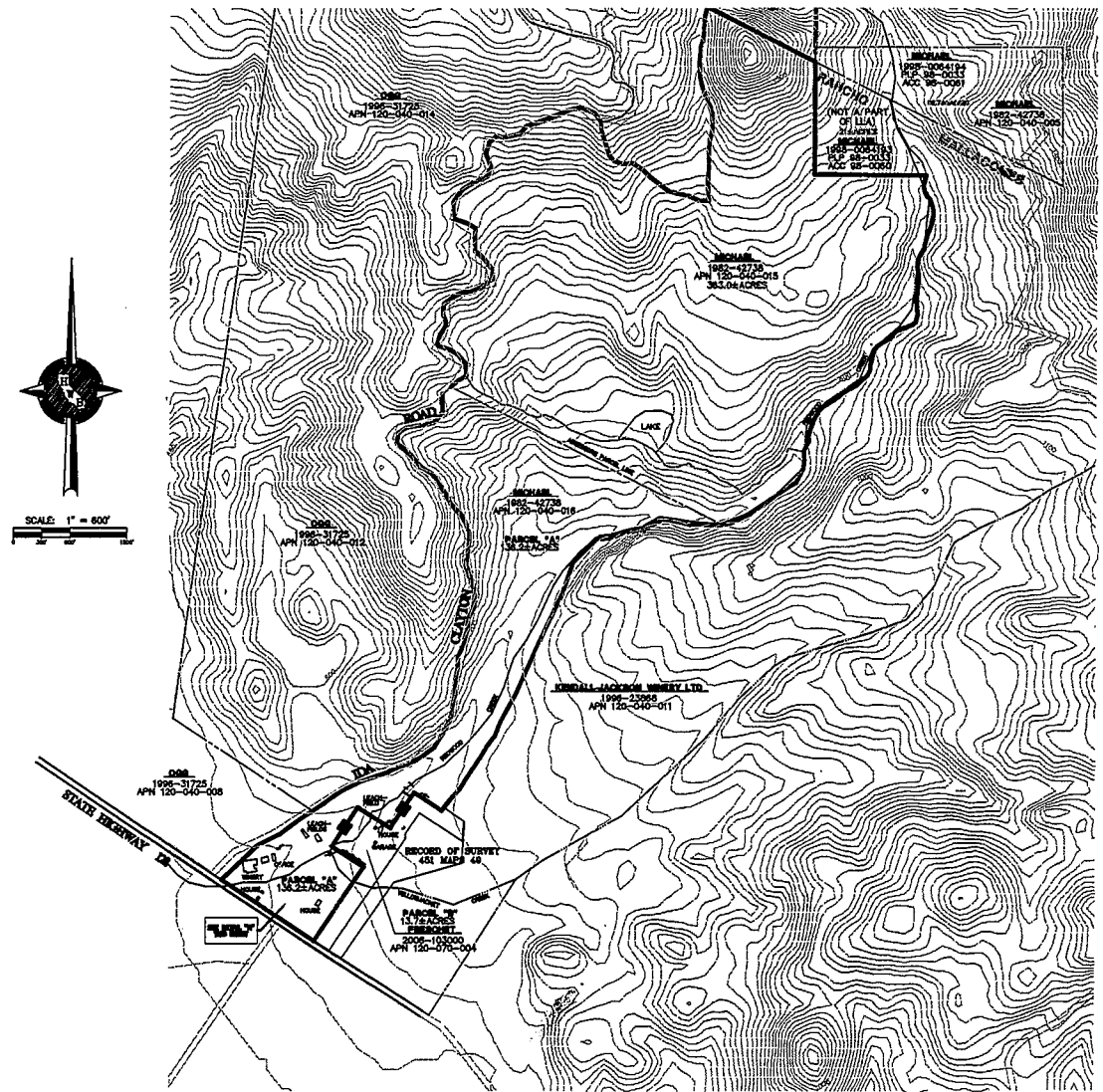
PROJECT NOTES
1. THE CONTOURS SHOWN HEREIN ARE FROM THE MOUNT SAINT HELENA USGS 7.5 MIN. QUAD MAP.
2. THE EXISTING PROPERTY LINES ARE BASED ON THAT RECORD OF SURVEY FILED IN BOOK 481 OF MAPS, PARAG. SONOMA COUNTY RECORDS.



RESURVEYOR'S STATEMENT
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT AT THE REQUEST OF YON KAHN IN JANUARY 2010.
DATE: _____ HOWARD K. BRANNER P.L.S. 4308



DETAIL, 1/4"
SCALE: 1"=300'



PROJECT INFORMATION

PROJECT ADDRESS:	16485 HIGHWAY 126 CALISTOGA, CA 94915	PRESENT USE:	RURAL HOMESTEAD
AMBIGUOUS PARCEL NO.:	120-040-016	PROPOSED USE:	RURAL HOMESTEAD
OWNER PARCEL 'A':	PETER & MARGARET MICHAEL 16485 HIGHWAY 126 CALISTOGA, CA 94915 (707) 942-3211	SURVEYOR:	H. W. B. P. L. S., INC. 117 WEST NORTH STREET HEADSBURG, CA 95448 (707) 433-9760
PARCEL 'A':	EXISTING SIZE: 136.2 ACRES APN 120-040-016 PROPOSED SIZE: 136.2 ACRES	WATER SUPPLY:	WELLS
PRESENT USE:	WINEYARD/WINERY/HOMESTEAD	SEWER SUPPLY:	SEPTIC SYSTEMS
PROPOSED USE:	WINEYARD/WINERY/HOMESTEAD	VERTICAL DATUM:	USGS QUAD MAP "MOUNT SAINT HELENA"
OWNER PARCEL 'B':	RICHARD & PAULA FRESCHET 1700 INDUSTRIAL ROAD, SUITE F SAN CARLOS, CA 94070 (850) 564-0978	PROPOSED IMPROVEMENTS:	NO PUBLIC IMPROVEMENTS ARE PROPOSED IN CONJUNCTION WITH THIS LOT LINE ADJUSTMENT
PARCEL 'B':	EXISTING SIZE: 13.7 ACRES 120-070-004 PROPOSED SIZE: 13.7 ACRES	EXISTING ZONING:	APN 120-040-016 LEA100 APN 120-070-004 LEA100
		PROPOSED ZONING:	NO CHANGE REQUESTED
		AGRICULTURAL PRESERVE CONTRACTS:	APN 120-040-016 (2534 OR 454) AG. PRE. 2-400-71 APN 120-070-004 (2816 OR 936) AG. PRE. 2-400-71

**PROPOSED
LOT LINE ADJUSTMENT**

BEGINNING THE LANDS OF RICHARD L. & PAULA M. FRESCHET AS DESCRIBED IN THAT GRANT DEED RECORDED AS DOCUMENT NO. 2008-105000 OF OFFICIAL RECORDS, SONOMA COUNTY RECORDS,
AND
BEGING THE LANDS OF PETER C. & MARGARET A. E. MICHAEL, AS DESCRIBED IN THAT GRANT DEED RECORDED AS DOCUMENT NO. 2001-062983 OF OFFICIAL RECORDS, SONOMA COUNTY RECORDS,
"LYING WITHIN THE MALLACONER BARCO"

COUNTY OF SONOMA, STATE OF CALIFORNIA

H W B **H. W. B. P. L. S., INC.**
PROFESSIONAL LAND SURVEYORS
www.howardbranner.com

117 WEST NORTH STREET (707) 433-9760
HEADSBURG, CALIFORNIA 95448 FAX (707) 433-9761

APN 120-040-016, 04 JANUARY 2010 JOB No. 2008-047 SHEET 1 OF 1

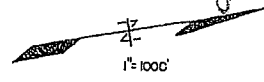
TOM EAKIN
942-2211

COUNTY ASSESSOR'S PARCEL MAP

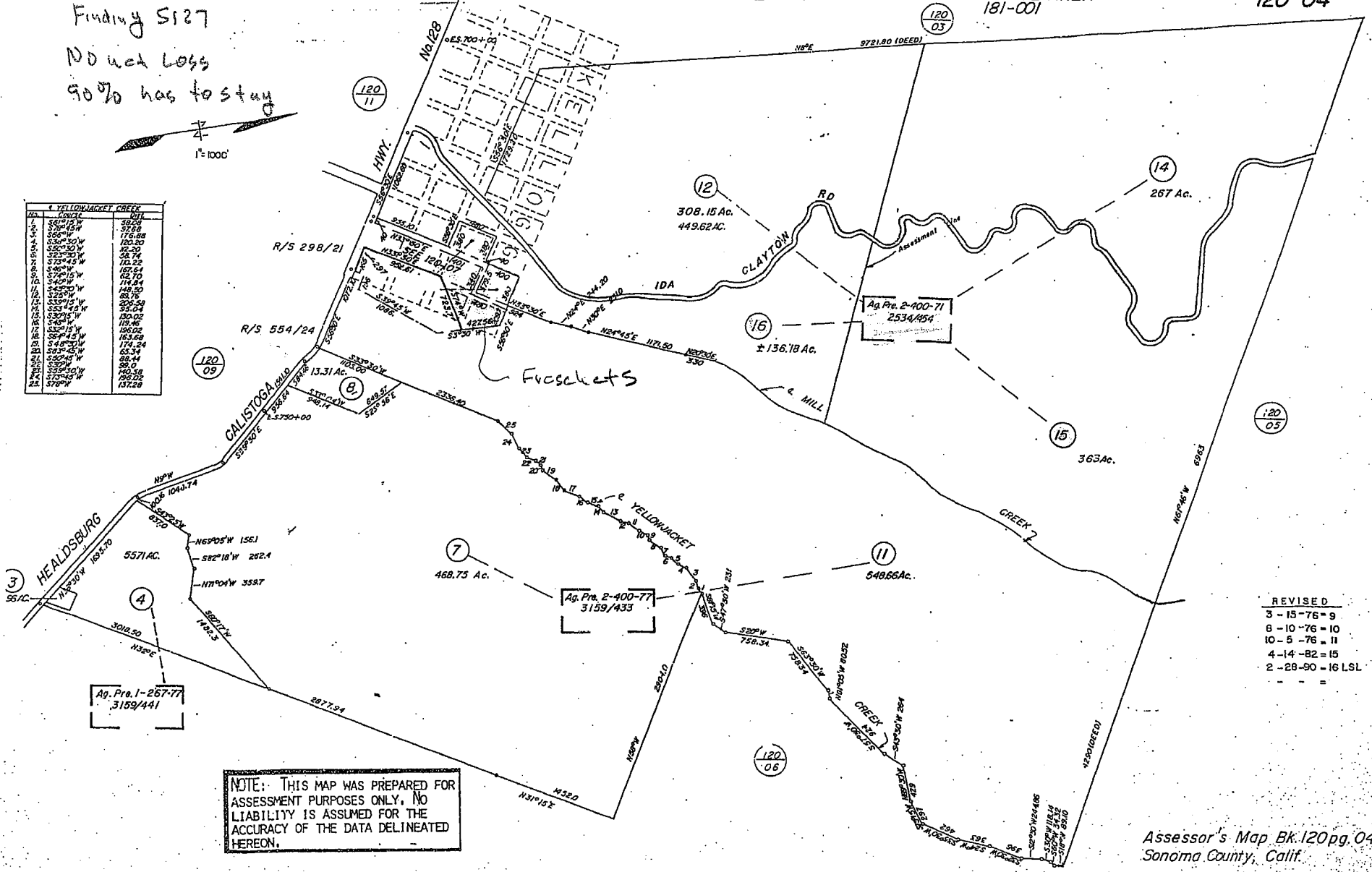
TAX RATE AREA
181-001

120-04

BOS
Finding S127
NO net LOSS
90% has to stay



YELLOWJACKET CREEK	
NO.	AREA
1	10.00
2	10.00
3	10.00
4	10.00
5	10.00
6	10.00
7	10.00
8	10.00
9	10.00
10	10.00
11	10.00
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97	10.00
98	10.00
99	10.00
100	10.00



REVISED

3-15-76-9
6-10-76-10
10-5-76-11
4-14-82-15
2-28-90-16 LSL

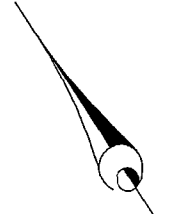
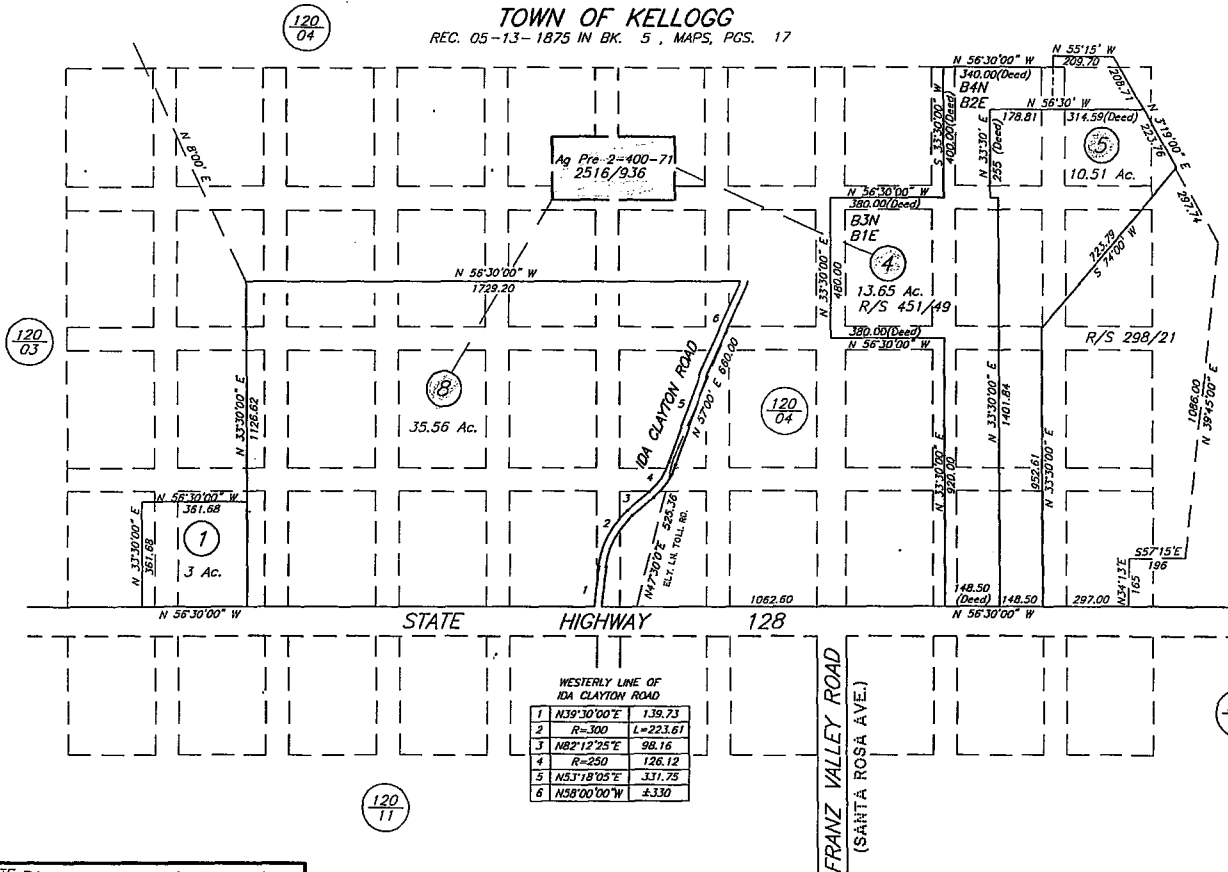
NOTE: THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREON.

COUNTY ASSESSOR'S PARCEL MAP

TAX RATE AREA
181-001

120-07

TOWN OF KELLOGG
REC. 05-13-1875 IN BK. 5, MAPS, PGS. 17



SCALE: 1"=400'

REVISED
04-14-82=B-KT

NOTE: This map was prepared for Assessment purposes only and does not indicate either parcel legality or a valid building site. No liability is assumed for the accuracy of the data delineated. The acreages are based on the information supplied to the Assessor (i.e. recorded survey maps, recorded deeds, prior assessment maps, etc.)

NOTE: Assessor's parcels do not necessarily constitute legal lots. To verify legal parcel status, check with the appropriate city or county community development or planning division.

Assessor's Map Bk. 120, Pg. 07
Sonoma County, Calif. (ACAD)

KEY 6/20/08 RWV



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: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Permit Resource and Management Department/Transportation and Public Works

Staff Name and Phone Number:

Amy Lyle, 565-7389
Susan Klassen, 565-2231

Supervisory District(s):

1st and 4th

Title: Resolution of Local Support to obtain grant funds to be used for the Sonoma Springs and Airport Industrial Park planning efforts.

Recommended Actions:

Authorize and approve a Resolution of Local Support authorizing the Director of Transportation and Public Works to obtain the approved \$800,000 from the Metropolitan Transportation Commission for Priority Development Area Grant funds for the preparation of plans for the Sonoma Springs and Airport Industrial areas.

Executive Summary:

On November 12, 2013 your Board adopted a Resolution authorizing PRMD to apply for Priority Development Area planning grant funds through the Sonoma County Transportation Authority (SCTA). The funds were targeted for planning efforts within the Sonoma Springs area, Airport Industrial area, and Roseland (in cooperation with the City of Santa Rosa). The applications were approved by SCTA on January 13, 2014. Federal funding procedures require that the County follow procedures used for Transportation Improvement Plan funds. This newly requested Resolution is required in order to authorize the Department of Transportation and Public Works to assist PRMD in submitting for reimbursement from the Metropolitan Transportation Commission (MTC) and the California Department of Transportation (Caltrans).

The grants include funding for project management, administration, planning consultants, public outreach and environmental review. In total PRMD was awarded \$800,000, with the addition of a required \$100,000 of in kind matching funds. PRMD staff will be the main project manager for the grants and will manage any associated consultant contracts. Transportation and Public Works will be acting as the fiscal agent on behalf of PRMD due to existing agreements with the Caltrans. The full amount of the grant funds will be allocated to PRMD, with a portion of the work to be completed by consultants.

Depending on staff capacity at PRMD this may include a planning consultant for the creation of the Area/Specific Plans and an environmental consultant to write the associated Environmental Impact Reports.

Background

MTC has allocated \$1,447,000 in Federal Surface Transportation Program (STP) funds for use within Sonoma County as part of the One Bay Area Grant (OBAG), adopted by MTC in May, 2012. OBAG is a new funding approach that better integrates the region's federal transportation program with California's climate law (SB 375) and the Sustainable Communities Strategy, adopted by the Association of Bay Area Governments (ABAG). As part of the Sustainable Community Strategy ABAG has designated Priority Development Areas (PDA), Rural Investment Areas, and Employment Investment Areas. The available grant funds are to be used within these areas for the planning of jobs and housing; intensified land use; promoting alternative modes of travel to the single occupancy vehicle; and parking management. The overall purpose of the grant funds is to support investment in the transportation system; therefore, a nexus to transportation is required. It is anticipated that adopted plans that include a transit oriented focus will make these areas more competitive for additional funding of identified transportation improvements. The grant guidance provides the following criteria for eligible planning activities:

1. Planning for mixed income near transit: increasing affordability with location efficiency
2. Station Area/PDA Planning (i.e. Specific or Precise Plan with EIR)
3. Transit and employment
4. Transit corridors and Transit Oriented Development
5. Families and Transit Oriented Development: Complete Communities
6. Expanding housing opportunities near transit
7. Parking management and pricing connected to new land uses
8. Bicycle and pedestrian planning connected to new land uses

The Sonoma Valley Springs Area, which includes the unincorporated communities of Boyes Hot Springs, Fetters Hot Springs, El Verano, and Aqua Caliente was designated as a "Rural Investment Area" by the ABAG. This ethnically diverse community was formerly designated as a Redevelopment Area and is known to be underserved. The community is in need of increased affordable housing opportunities, bicycle and pedestrian facilities, and access to transit. PRMD staff received approval of \$450,000 for development of a Springs Area Plan and associated environmental document.

The Airport Industrial Area has great potential to become a multi-modal transportation hub with access to the Sonoma County Airport, Highway 101, planned bicycle and pedestrian facilities, and the Sonoma-Marin Area Rail Transit (SMART) corridor with a potential rail station. This area was designated as an "Employment Investment Area" by ABAG. The potential SMART station is the central component to this grant application. PRMD staff received approval of \$350,000 to develop a Station Area Plan and to amend the existing Airport Industrial Specific Plan to evaluate an integrated transportation system and other infill land use opportunities.

The City of Santa Rosa submitted a separate application for the Roseland area in which they were awarded \$647,000 by SCTA. PRMD staff will be partnering in these planning efforts.

Prior Board Actions:			
In May, 2012 the Board previously approved the applications for designating the eight Priority Development Areas.			
On November 12, 2013 the Board approved a Resolution authorizing PRMD to apply for PDA grant funds from the Sonoma County Transportation Authority.			
Strategic Plan Alignment		Goal 3: Invest in the Future	
Grant applications will create planning opportunities that support affordable housing and greater access to transit corridors and bicycle and pedestrian facilities consistent with local and regional planning needs.			
Fiscal Summary - FY 13-14			
Expenditures		Funding Source(s)	
Budgeted Amount	\$ 100,000	County General Fund	\$ 100,000
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 100,000	Total Sources	\$ 100,000
Narrative Explanation of Fiscal Impacts (If Required):			
Grant applications require a local match of no less than 11.47% of the total project budget. The applications identified a local match of "in kind" funds from the County General Fund as currently budgeted. The matching fund effort consists of PRMD staff time funded by existing Comprehensive Planning budget, if granted these projects would be integrated into the Comprehensive Planning Work Plans in FYs 14-16. Estimated project time frames are approximately two years once funds are awarded.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
NA			
Narrative Explanation of Staffing Impacts (If Required):			
NA			
Attachments:			
Board of Supervisors Resolution			

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



County of Sonoma

State of California

Date: February 25, 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 Filing Of An Application For Funding Assigned To Metropolitan
Transportation Commission (M.T.C.) And Committing Any Necessary Matching Funds and
Stating the Assurance to Complete the Project.**

Whereas, the County of Sonoma (herein referred to as APPLICANT) has submitted two applications to the Metropolitan Transportation Commission (M.T.C.) for \$800,000 in funding assigned to M.T.C. for programming discretion, including but not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (S.T.P.) funding, Congestion Mitigation and Air Quality Improvement (C.M.A.Q.) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Sonoma Springs Area Plan and the Airport Industrial/Sonoma-Marin Area Rail Transit Station Plan, herein referred to as the PROJECTS) for the S.T.P. Program (herein referred to as PROGRAM); and

Whereas, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (S.T.P.) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (C.M.A.C.M.A.Q.) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

Whereas, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (M.P.O.) and the Regional Transportation Planning Agency (R.T.P.A.); and

Whereas, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate M.P.O. for review and inclusion in the M.P.O.'s Transportation Improvement Program (T.I.P.); and

Whereas, M.T.C. is the M.P.O. and R.T.P.A. for the nine counties of the San Francisco Bay region; and

Whereas, M.T.C. has adopted a Regional Project Funding Delivery Policy (M.T.C. Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and

Resolution #

Date: February 25, 2014

Page 2

Whereas, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING;
and

Whereas, as part of the application for REGIONAL DISCRETIONARY FUNDING, M.T.C. requires a resolution adopted by the responsible implementing agency stating the following:

1. the commitment of any required matching funds; and
2. that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. that the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (M.T.C. Resolution No. 3606, revised); and
4. the assurance of the sponsor to complete the projects as described in the application, subject to environmental clearance, and if approved, as included in M.T.C.'s federal Transportation Improvement Program (T.I.P.); and
5. that the projects will comply with all project-specific requirements as set forth in the PROGRAM; and
6. that the projects (transit only) will comply with M.T.C. Resolution No. 3866, revised, which sets forth the requirements of M.T.C.'s Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region.

Now, Therefore, Be It Resolved that the APPLICANT is authorized to execute and file an application for funding for the PROJECTS for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding; and

Be It Further Resolved that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT will provide any required matching funds; and
2. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the projects is fixed at the M.T.C. approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (M.T.C. Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (C.M.A.), M.T.C., Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by APPLICANT; and

Resolution #

Date: February 25, 2014

Page 3

4. PROJECTS will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by M.T.C. and programmed in the federal T.I.P.; and
5. APPLICANT and the PROJECTS will comply with the requirements as set forth in M.T.C. programming guidelines and project selection procedures for the PROGRAM; and
6. APPLICANT (for a transit project only) agrees to comply with the requirements of M.T.C.'s Transit Coordination Implementation Plan as set forth in M.T.C. Resolution 3866, revised; and therefore

Be It Further Resolved that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and

Be It Further Resolved that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECTS; and

Be It Further Resolved that there is no legal impediment to APPLICANT making applications for the funds; and

Be It Further Resolved that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECTS, or the ability of APPLICANT to deliver such PROJECTS; and

Be It Further Resolved that APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with M.T.C. for REGIONAL DISCRETIONARY FUNDING for the PROJECTS as referenced in this resolution; and

Be It Further Resolved that a copy of this resolution will be transmitted to the M.T.C. in conjunction with the filing of the application; and

Be It Further Resolved that the M.T.C. is requested to support the application for the PROJECT described in the resolution and to include the PROJECTS, if approved, in M.T.C.'s federal T.I.P.

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

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: 4/5

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

Staff Name and Phone Number:

Rob Giordano, Field Services Captain, 565-3920

Supervisorial District(s):

All

Title: Anti-Camping Ordinance Second Reading

Recommended Actions:

Pass and adopt proposed ordinance revising and amending Sections 18-1, 19-7, and 19-15 of the Sonoma County Code, with respect to prohibitions on unauthorized camping and loitering.

Executive Summary:

The Sheriff's Office and County Counsel introduced to your Board proposed revisions to three separate Sonoma County ordinances for a first reading on January 28, 2014. As presented at that time, these departments had reviewed existing ordinances prohibiting unauthorized camping on public and private property, as well as ordinances designed to prevent pedestrians from blocking sidewalks, access to buildings open to the public, and loitering. A review of these ordinances and their enforcement revealed that they were not being utilized or were ineffective based on one or more factors, including the fact that some portions of the ordinances were not necessary to protect public health or safety, or to ensure County property was being utilized for the purpose for which it was intended.

Pursuant to this ordinance review, the Sheriff's Office determined that three ordinances should be revised to delimit their scope and to better identify the type of activities regulated – including Sonoma County Code Sections 18-1, 19-7, and 19-15. The proposed revisions to these three ordinances are thus intended to clearly define and limit the scope of unlawful camping activities as well as law enforcement's authority to arrest for activities such as blocking the sidewalks or preventing access to public buildings and other places of business. The specific revisions that are proposed to be made to each of the three ordinances are set out below.

A. Revisions to the Regulations Regarding Traffic on County-Owned and Controlled Property (Code Section 18-1)

The Sonoma County Code, Chapter 18 (Motor Vehicles and Traffic), Article I (In General), Section 18-1 (Regulation of traffic on county-owned and controlled property) contains regulations regarding parking and camping on County property. This Board Item proposes that Section 18-1 be revised in the following manner:

1. Repeal subsection (a)(5) (definition of "Camper") of Section 18-1 in its entirety.

2. Amend subsection (a)(6) (definition of “Camping”) of Section 18-1 to provide as follows:

(6) “Camping” means residing in the outdoors for living accommodation purposes, including sleeping or making preparations to sleep (such as laying down bedding for the purpose of sleeping), storing personal belongings (including but not limited to clothing, sleeping bags, bedrolls, blankets, luggage, backpacks, kitchen utensils, cookware, and similar items), cooking or consuming meals, pitching a tent or other temporary shelter; includes the verb, to “camp”.

3. Revise subsection (d) of Section 18-1 to remove reference to the term “human habitation,” and to provide as follows:

(d) No person shall occupy or permit the use of occupancy of any vehicle or camper for camping purposes upon the sidewalks, driveways, paths, parking facilities, or grounds of county property without a permit or in designated areas.

The remainder of Section 18-1 shall remain in full force and effect.

B. Revisions to Ordinance Regulating the Obstruction of Pedestrian Thoroughfares and Access to Buildings Open to the Public (Code Section 19-7)

The Sonoma County Code, Chapter 19 (Offenses – Miscellaneous), Article I (General provisions), Section 19-7 (Obstructing, etc., passage along, or use of sidewalks, tunnels, entrances to buildings, etc.) contains regulations relating to pedestrian obstruction of sidewalks and buildings, as well as anti-loitering provisions. The Sheriff’s Office proposes to remove the anti-loitering provisions of the ordinance to focus it on prohibiting conduct that blocks the flow of pedestrian traffic or access to buildings open to the public. This Board item thus proposes to change the title of Section 19-7 to “Obstructing free passage along pedestrian thoroughfares, exits and entrances to buildings open to the public,” and to make the following revisions:

1. Amend subsection (a) of Section 19-7 to provide as follows:

(a) No person shall stand, sit, or lay upon any sidewalk or pedestrian thoroughfare so as to obstruct the free pedestrian traffic thereon after being requested by a peace officer to move on.

2. Repeal subsections (b) and (c) of Section 19-7 in their entirety.

3. Amend subsection (d) of Section 19-7 to provide as follows:

(b) No person shall sit or stand at the entrance or exit of any public building, church, hall, theater, school or other place of public assemblage in any manner so as to obstruct such entrance or exit after being requested by a peace officer to move on.

The remainder of Section 19-7 shall remain in full force and effect.

C. Revisions to Ordinance Prohibiting Unauthorized Camping (Code Section 19-15)

The Sonoma County Code, Chapter 19 (Offenses – Miscellaneous), Article I (General provisions), Section 19-15 (Camping and vehicle habitation, prohibited on public streets, etc.) contains regulations relating to camping on public and private property, and also regulates the use of vehicles for “human habitation.” That term is defined in the ordinance as “spending three (3) or more consecutive hours in a single or nearby location for the purposes of cooking, eating, cleaning, resting, recreating and/or sleeping.”

The Sheriff's Office proposes to change the title of Section 19-15 to "Camping Prohibited on Public Property, etc." The substantive recommended changes include repealing the definition of the term "human habitation," and adopting the definition of "camping" that is the same as the one proposed for Section 18-1(a)(6) (see above). Such substantive revisions to Section 19-15 include the following:

1. Amend subsection (a) (Definitions) of Section 19-15 to provide as follows:

(a) Definition of "Camping". For the purposes of this section, the term "camping" means residing in the outdoors for living accommodation purposes, including sleeping or making preparations to sleep (such as laying down bedding for the purpose of sleeping), storing personal belongings (including but not limited to clothing, sleeping bags, bedrolls, blankets, luggage, backpacks, kitchen utensils, cookware, and similar items), cooking or consuming meals, pitching a tent or other temporary shelter; includes the verb, to "camp".

2. Repeal subsection (b) (Use of Vehicles for Human Habitation Prohibited) of Section 19-15 in its entirety.

3. Amend subsection (d) (Exceptions) of Section 19-15 to provide as follows:

(d) Exceptions. Notwithstanding the prohibition against camping on public or private property, it is not the intent of this section to prohibit persons, when necessary for their safety or the safety of others, to pull off the public road and sleep or rest, whether inside or outside their vehicles.

The remainder of Section 19-15 shall remain in full force and effect.

The Sheriff's Office has been engaged in a process of educating its deputies on the changes to be made by this ordinance, and will conduct public outreach as part of its normal course of operations to educate persons affected by the changes. The ordinance changes will become effective and will be enforced 30 days after adoption of the ordinance.

Prior Board Actions:

Ordinances adopting Sonoma County Code Sections 18-1, 19-7, and 19-15
 1/28/14: Board adopted a resolution introducing and waiving the reading of an ordinance revising and amending Sections 18-1, 19-7, and 19-15 of the Sonoma County Code, with respect to prohibitions on unauthorized camping and loitering.

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

The proposed revisions and amendments will ensure that appropriate ordinances are in place to protect public health or safety and that County property is being utilized for the purpose intended.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

No fiscal impacts are 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):

Attachments:

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

Ordinance to Amend Camping and Loitering Regulations

ORDINANCE TO AMEND CAMPING AND LOITERING REGULATIONS

ORDINANCE NO. _____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING SECTIONS 18-1, 19-7, AND 19-15 OF THE SONOMA COUNTY CODE, WITH RESPECT TO PROHIBITIONS ON CAMPING AND LOITERING

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

SECTION I. Amendments to Regulations of Traffic on County Owned and Controlled Property

Amend Chapter 18 (Motor Vehicles and Traffic), Article I (In General), Section 18-1 (Regulation of traffic on county-owned and controlled property) as set forth in Exhibit “A”.

SECTION II. Amendments to Regulations Prohibiting the Obstruction of Pedestrian Passages, etc.

Amend Sonoma County Code Chapter 19 (Offenses – Miscellaneous), Article I (General provisions), Section 19-7 (Obstructing, etc., passage along, or use of sidewalks, tunnels, entrances to buildings, etc.), as set forth in Exhibit “B”.

SECTION III. Amendments to Ordinance Prohibiting Camping on Public Property, etc.

Amend Sonoma County Code Chapter 19 (Offenses – Miscellaneous), Article I (General provisions), Section 19-15 (Camping and vehicle habitation, prohibited on public streets, etc.), as set forth in Exhibit “C”.

SECTION IV. Unaltered Provisions Remain in Effect

Except as revised, amended, deleted or repealed herein, the remaining provisions of Sonoma County Code Sections 18-1, 19-7, and 19-15 as previously adopted shall remain in full force and effect.

SECTION V. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portion of this Ordinance or any part thereof. The Board of Supervisors of the County of Sonoma hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or

more of the sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared invalid.

SECTION VI. Effective Date

This Ordinance shall be and the same is hereby declared to be in full force and effect thirty (30) days from the date of its passage and shall be published as follows: either (1) once in its entirety before the expiration of fifteen (15) days after said passage, or (2) a summary shall be published once at least five (5) days before proposed date of passage and a summary published once within fifteen (15) days after the date of passage. All publications shall include the names of the Board of Supervisors voting for or against the same, and shall be in a newspaper of general circulation, published in the County of Sonoma, State of California, and the Clerk of the Board shall post in the office of the Clerk, a certified copy of the full text of this Ordinance along with the names of those Supervisors voting for or against the Ordinance.

In regular session of the Sonoma County Board of Supervisors, introduced on _____, 2013, passed and adopted this _____ day of _____, 2014, on regular roll call of the members of said Board by the following vote:

SUPERVISORS:

Gorin ___ Zane ___ McGuire ___ Carillo ___ Rabbitt ___

Ayes ___ Noes ___ Abstain ___ Absent ___

WHEREUPON, the Chair declared the above and foregoing Ordinance duly adopted and **SO ORDERED**.

Chair
Board of Supervisors
County of Sonoma

ATTEST:

Michelle Arellano, Chief Deputy Clerk
of the Board of Supervisors

EXHIBIT A

**Sonoma County Code
Chapter 18 (Motor Vehicles and Traffic)
Article I (In General)**

Sec. 18-1. Regulation of traffic on county-owned and controlled property.

(a) Definitions. For the purposes of this Section 18-1 ("section"), the following words and phrases shall have the meanings respectively ascribed to them by this section unless the provision or context requires otherwise:

(1)

"Bicycle" means a device upon which any person may ride, propelled exclusively by human power through a belt, chain or gears, and having one (1) or more wheels.

(2)

"Bicycle rack" means any device installed for the purpose of securing bicycles only.

(3)

"Block" means a section of roadway, including the area immediately adjacent to the curb, between two (2) intersections.

(4)

"Boot" describes a device that is attached to the wheel of a vehicle to restrict movement, allowing fines to be cleared before removal. Device must be manually removed from authorizing personnel.

~~(5)~~

~~"Camper" means a structure designed to be mounted upon a motor vehicle (as defined by Section 670 of the California Vehicle Code) and to provide facilities for human habitation or camping purposes.~~

~~(6)~~

~~"Camping" means sleeping, cooking, setting up housekeeping, pitching a tent or other temporary shelter, and/or using camp paraphernalia, includes the verb, to "camp."~~

~~"Camping" means residing in the outdoors for living accommodation purposes, including sleeping or making preparations to sleep (such as laying down bedding for the purpose of sleeping), storing personal belongings (including but not limited to clothing, sleeping bags, bedrolls, blankets, luggage, backpacks, kitchen utensils, cookware, and similar items), cooking or consuming meals, pitching a tent or other temporary shelter; includes the verb, to "camp".~~

~~(7)~~

"County administration center" means all that real property owned or controlled by the county commonly known as the Sonoma County Administration Center and being the lands describe in the documents recorded in the Official Records in Book 2083, Page 514, Book 2272, Page 56, Book 2379, Page 535, Book 2535, Page 546, Book 2927, Page 924, and recorded as document numbers 81038465 and 85078119 of Official Records, Sonoma County Records, and more particularly described as follows:

Beginning at the intersection of the westerly line of Mendocino Avenue with the centerline of Paulin Creek, said point being the southeast corner of the lands of the County of Sonoma; thence westerly along the centerline of Paulin Creek to the northeasterly right-of-way line of the U.S. 101 Freeway; thence northwesterly along the northeasterly right-of-way line of said U.S. 101

Freeway to the northwest corner of the land of the County of Sonoma; thence easterly along the northerly line of said lands of the County of Sonoma to the southwesterly line of Mendocino Avenue; thence southeasterly along the southwesterly line of Mendocino to the point of beginning.

| ~~(87)~~

"County affiliated employee" means a county employee, an employee of a special district or agency in which the majority of directors is composed of members of the Sonoma County Board of Supervisors, or a state of California employee receiving monetary compensation for such employment through the State of California Superior Court System.

| ~~(98)~~

"County employee" means any individual who is currently employed by the County of Sonoma and who is receiving monetary compensation for such employment through the auditor/controller payroll division of the County of Sonoma. A contractor who receives compensation through contract is not considered a "county employee."

| ~~(109)~~

"County property" means any and all real property, including but not limited to roads, owned or directly controlled by the county pursuant to a property interest or other legal mechanism, and includes but may not be limited to the county administration center, the Sonoma County Airport, and all parks owned or operated by the county ("county park" or "park").

| ~~(110)~~

"County parking plan" or "parking plan" means that certain plan in diagram form entitled "Sonoma County Parking Plan" prepared and from time to time revised by the director of general services pursuant to this section.

| ~~(121)~~

"Director of general services" means the director of general services of the county, or his designee.

| ~~(132)~~

"Employee recognition parking program" means the special recognition parking program for County affiliated employees established by the management advisory council and administered by the director of general services.

| ~~(143)~~

"Freight" means any object weighing ten (10) or more pounds.

| ~~(154)~~

"Management advisory council" means the Sonoma County Management Advisory Council selected by the department heads of the county from among their membership.

| ~~(165)~~

"Overnight" means a period of over thirty (30) minutes between the hours of 12:00 a.m. to 5:00 a.m.

| ~~(176)~~

"Parking enforcement officer" means the director of general services or a county employee or duly authorized representative designated by the director of general services.

| ~~(187)~~

"Parking meter zone" means a portion or portions of streets or lots described and established as zones within which the parking of vehicles shall be controlled, regulated and inspected with the aid of timing devices or meters, here in referred to as "parking meters" or "meters."

| ~~(198)~~

"Reserved parking permit" means a written permit issued by the director of general services to park in an assigned, unassigned or special parking zone or zones.

| ~~(2019)~~

"Ridesharing program" means the ridesharing program for county affiliated employees established by the management advisory council and administered by the director of general services.

| ~~(210)~~

"Routine and frequent" means a minimum of multiple times per day, and/or multiple days per regular workweek. Personal time (i.e. lunch, break, etc.) is excluded from this definition.

| ~~(221)~~

"Satellite offices" means a facility or group of facilities that are operated by the county located off the grounds of the county administration center.

| ~~(232)~~

"Sheriff's office" means the Sonoma County Sheriff's Office."

| ~~(243)~~

"Temporary parking permit" means a permit limited in time to park in a timed parking zone during the time limit without citation.

| ~~(254)~~

"Traffic" includes pedestrians, ridden animals, vehicles, street cars, and other conveyances (including bicycles and skateboards), either singly or together, while using any highway.

| ~~(265)~~

"Vehicle" means a device by which any person or property may be propelled, moved or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. "Vehicle" includes but is not limited to an automobile, motorcycle, trailer, or boat or other property on a trailer.

| ~~(276)~~

"Vehicle code" means the California Vehicle Code.

| ~~(287)~~

"Visitor" means any individual who is not a county affiliated employee or other person performing work duties for the county during the relevant time period. County affiliated employees or other persons who are conducting personal business during the relevant time period fall within the definition of "visitor."

(b) Applicability of Vehicle Code. All the provisions of the vehicle code relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, parking facilities, and grounds of county property. Such provisions are additive to the provisions of this section and may be enforced as a violation of this section.

(c) Parking Regulations. No person shall stop, park, or leave standing any Vehicle, whether attended or unattended, upon the driveways, paths, parking facilities, or grounds of county property, except upon and subject to the following regulations and special conditions. Violation of the following parking regulations is subject to enforcement, including but not limited to, issuance of a traffic citation and payment of a penalty, and/or towing of the vehicle at the owner's expense, in accordance with requirements specified in or authorized by this section.

(1)

The director of general services shall have the authority to erect signs, place parking meters and cause the curbs and parking facilities on county property to be marked in accordance with these parking regulations, the county parking plan and vehicle code sections 21400, 21458, 22511.7, and 22511.8. When authorized signs, parking meters or curb markings have been determined by the director of general services to be necessary and are in place giving notice thereof, no operator of any vehicle shall stop, stand or park such vehicle in the area designated by such sign, parking meter or curb marking in violation thereof. The parking plan shall be prepared and may from time to time be revised by the director of general services consistent with this section and the policies, procedures, and programs of the county pertaining to traffic regulation and enforcement on county property. The parking plan in its present or hereafter current form is hereby adopted and incorporated by reference as fully as if set out at full length herein. The director of general services shall designate the areas on county property subject to the following parking regulations. Such designated areas shall be specified on the parking plan. Parking signs may address but are not limited to the following parking situations:

(i)

No Parking. In those areas so designated, parking shall be prohibited at all times. When such curb markings or signs are in place, no operator of any vehicle shall stop, stand or park such vehicle adjacent to any such curb markings or sign.

(ii)

Freight Loading. In those areas so designated, parking shall be restricted to vehicles engaged in loading or unloading freight, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes. Freight loading zones shall have yellow curb markings. No person shall stop, stand, or park a vehicle in any freight loading zone for any purpose other than loading or unloading freight. Vehicles loading or unloading freight must also have a permit or valid commercial licensed plates.

(iii)

Passenger Loading. In those areas so designated, parking shall be restricted to vehicles engaged in loading or unloading passengers, and then only for the time actually necessary for the same, but not to exceed a maximum period of thirty (30) consecutive minutes, unless another time is specified. Passenger loading zones shall have white curb markings. No person shall stop, stand, or park a vehicle in any passenger loading zone for any purpose other than loading or unloading passengers. The driver of the vehicle must stay with the vehicle while parked in the passenger loading area.

(iv)

Visitor Parking. In those areas so designated, only visitors are allowed to park, subject to any times designated.

(v)

Timed Parking Zones. Parking shall be limited to the times designated in the following time limited parking zones. Green curb markings shall indicate that a timed parking zone is applicable, and signs shall specify the time limit. Such limitations shall apply between the hours of 7:00 a.m. and 6:00 p.m., except Saturdays, Sundays, and County-observed holidays, unless further designated as applying for a longer period up to twenty-four (24) hours or further designated as applying during weekend days or holidays. In all parking time zones, a vehicle must leave the block and timed parking zone after parking once the posted time has expired and may not return to this block/zone for a minimum of two (2) hours.

a.

Fifteen (15) minutes.

b.

Thirty (30) minutes.

c.

One (1) hour.

d.

Ninety (90) minutes.

e.

Two (2) hours.

f.

Three (3) hours.

g.

Four (4) hours.

(vi)

Handicapped or Disabled. In those areas so designated, parking shall be limited exclusively to the vehicles of physically handicapped or disabled persons as described in vehicle code section 22511.5.

(vii)

Reserved Permit Required. In those areas so designated, parking shall be limited exclusively to vehicles issued reserved parking permits pursuant to this section. A reserved parking permit is only valid in reserved lot(s) and/or space(s) assigned to the permit. "Reserved Permit -Assigned" describes a permit to park in a specific parking space or may be used to designate a specific parking space. "Reserved Permit -Unassigned" describes a permit to park anywhere in a specific parking area, or may be used to designate a parking area.

(viii)

Authorized Emergency Vehicles Only. In those areas so designated, parking shall be limited exclusively to authorized emergency vehicles of the sheriff's office and other authorized law enforcement agencies.

(2)

Vehicles on county property must comply with the following additional parking requirements.

(i)

No Overnight Parking. Overnight parking means stopping, standing or parking a vehicle for a period of over thirty (30) minutes between the hours of 12:00 p.m. and 5:00 a.m. No overnight parking is permitted on county property, except in those areas designated as reserved for county affiliated employees with the proper permit that work evening or night shift, or in those areas designated for county owned vehicles, or for those persons with a valid county overnight parking permit which is displayed on the vehicle.

(ii)

Illegal Parking. No operator of any vehicle shall stop, stand, park or leave standing such vehicle in any of the following places, except when necessary to avoid a conflict with other traffic or in compliance with the direction of a peace officer or other authorized officer or traffic sign or signal:

a.

Within any divisional island unless authorized and clearly indicated with appropriate signs or markings;

b.

On either side of any street between the projected property lines of any public walk, public steps, street or thoroughfare terminating at such street, when such area is indicated by appropriate signs or red paint upon the curb surface;

c.

In an area where the director of general services or designee determine that the parking or stopping of a vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface;

d.

In any area designated by the director of general services or designee as a no parking area, when such area is indicated by appropriate signs or by red paint upon the surface;

e.

Upon, along or across any railway track in such manner as to hinder, delay or obstruct the movement of any vehicle traveling upon such track;

f.

In any area where the parking, standing or stopping of any vehicle would constitute a traffic hazard or would endanger life or property;

g.

On any street or highway where the use of such street or highway or a portion thereof is necessary for the cleaning, repair or construction of the street or highway or the installation of underground utilities or where the use of the street or highway or any portion thereof is authorized for a purpose other than the normal flow of traffic or where the use of the street or highway or any portion thereof is necessary for the movement of equipment, articles or structures of unusual size, and the parking of such vehicle would prohibit or interfere with such use or movement; provided, that the signs giving notice of such no parking are erected or placed at least twenty-four (24) hours prior to the effective time of such no parking;

h.

At any place within twenty (20) feet of a point on the curb immediately opposite the middle block end of a safety zone, when such place is indicated by appropriate signs or by red paint upon the curb surface;

i.

At any place within twenty (20) feet of a crosswalk at an intersection except that a bus may stop at a designated bus stop;

j.

Within twenty (20) feet of the approach to any traffic signal, stop sign or official electric flashing device.

(iii)

Parallel Parking.

a.

Where otherwise permitted, parking must be parallel to the roadway unless diagonal parking is designated.

b.

Every vehicle stopped or parked upon a roadway where there are adjacent curbs shall be stopped or parked within eighteen (18) inches of the right-hand curb, except that motorcycles shall be parked with at least one (1) wheel or fender touching the right-hand curb.

c.

For slopes above fifteen (15) percent, the front wheels must be turned at an angle of thirty (30) percent toward the right side of the roadway/curb for downhill slopes and away from the right side of the roadway/curb for uphill slopes.

d.

No parking opposite the flow of traffic on the roadway is permitted.

(iv)

Diagonal Parking. No diagonal parking along roadways is permitted unless diagonal parking is specifically designated. On any street or lot when signs or pavement markings are in place indicating diagonal parking, parking of vehicles must be in accordance with the following requirements.

a.

The vehicle must be parked at the angle to the curb indicated by signs or pavement markings allotting space to park vehicles and entirely within the limits of said allotted space.

b.

The vehicle must be parked with the front wheel nearest the curb within six (6) inches of said curb.

c.

The vehicle must be parked in the same direction as traffic flow.

(v)

Unattended Vehicle - Engine Running and Emergency Brake Not Engaged. No person driving, or in control of, or in charge of, a motor vehicle shall permit it to stand on any street or lot unattended without first effectively setting the brakes thereon and stopping the motor thereof.

(vi)

Parking within Fifteen (15) Feet of a Fire Hydrant. No person shall stop, park, or leave standing any vehicle within fifteen (15) feet of a fire hydrant except if the vehicle is owned or operated by a fire department and is clearly marked as a fire department vehicle.

(vii)

Not Within a Designated Space. Vehicles parked on county property must be parked in such a way that all wheels are within the delineators that are painted on the road surface designating the parking space. It is unlawful to park any vehicle across any such line or marking, or to park a vehicle in such a position that it will not be entirely within the space designated by such lines or markings regardless if a space is adjacent to another parking space or not. This includes no parking off pavement, on vegetation or on dirt areas.

(viii)

Use of Streets for Repairing Vehicles. No person shall construct or cause to be constructed, repair or cause to be repaired, grease or cause to be greased, dismantle or cause to be dismantled any vehicle or any part thereof upon county property, which includes but is not limited to any street, driveway or roadway falling within the definition of county property. Temporary emergency repairs may be made.

(ix)

Parking in/on Crosswalk. No person shall stop, park or leave standing any vehicle whether attended or unattended within twenty (20) feet of a crosswalk.

(x)

Parking on Sidewalk. No person shall stop, park or leave standing any vehicle whether attended or unattended on any portion of a sidewalk or with the body of the vehicle extended over any portion of a sidewalk.

(xi)

Obstructing Traffic. No person shall stop, park or leave standing any vehicle whether attended or unattended alongside or opposite any street, when stopping, standing or parking would obstruct traffic.

(xii)

Double Parking. No person shall stop, park or leave standing any vehicle whether attended or unattended on the roadway side of any vehicle stopped, parked or standing at the curb edge of a street/roadway except for a school bus when stopped to load or unload pupils.

(xiii)

Parking in a Red Zone. Red curb or red painting shall mean no stopping, standing or parking at any time except that a bus may stop in a red zone marked or signed as a bus zone.

(xiv)

Parking in a Fire Lane. No person shall stop, park or leave standing any vehicle whether attended or unattended at any curb, or in any location in a publicly or privately owned and operated off-street parking facility designated as a fire lane. The designation shall be indicated by a sign posted or by outlining or painting the place in red and in contrasting color marking the place with the words "fire lane."

(xv)

Removing a Chalk Mark or Other Designation. It is unlawful for any person to remove, obstruct or obscure a chalk mark or other mark or designation with the intent to restart the time in a posted time zone or on any street where the officer needs to ensure a vehicle has not been parked over seventy-two (72) hours. Removing a chalk mark can be, but is not limited to; physically wiping the chalk mark off, moving vehicle in or out of a space enough to block the chalk mark from view, moving the vehicle into another space in the same block or zone.

(xvi)

Blocking an Intersection. A driver shall not enter an intersection or marked crosswalk unless there is sufficient space on the other side of the intersection or marked crosswalk to accommodate the vehicle driven without obstructing the through passage of vehicles from either side.

(xvii)

Parking within Seven and One-Half Feet of Train Track. No person shall stop, stand or park a Vehicle upon any railroad track or within seven and one-half (7½) feet of the nearest rail.

(xviii)

Parking within Fifteen Feet of Fire Driveway. No person shall stop, park or leave standing any vehicle attended or unattended within fifteen (15) feet of a fire station or emergency services driveway.

(xix)

Obstruct Sight Distance Over Six Feet Or More Within 100 Feet Of Intersection. No person shall stop, stand, or park any vehicle any part of which, including any load thereon, exceeds six (6) feet in height at any time during the day or night at any location on county property within one hundred (100) feet of any intersecting street or alley.

(xx)

Parking in a Closed County Park. No person shall stop, stand, or park a vehicle after posted county park closing times, unless the person has a valid overnight parking permit which must be displayed on the vehicle.

(xxi)

Parking Off Pavement. No person shall stop, stand or park a vehicle off pavement, on vegetation, on beach areas or on dirt areas in a county park or other county property, unless such parking is specifically designated.

(xxii)

Non-Payment of Overnight Fees in a County Park. No person shall stop, stand or park any vehicle overnight without paying overnight fees prior to overnight stay in a county park.

(xxiii)

Non-Payment of Day Use Fees in a County Park. No person shall stop, stand or park any vehicle in a county park without paying the day use fee upon entrance or visibly displaying a valid parking permit issued by the county. If a county employee or authorized representative is not available at the entrance, the day use fee must be paid by using the self-pay iron ranger or automated pay station prior to using the park facilities.

(xxiv)

Non-Payment of Airport Fees. No person shall stop, stand, or park any vehicle at the Sonoma County Airport without paying lot usage fees (on lots posted) upon exiting.

(xxv)

Commercial Vehicle upon Residential Street. No person shall stop, stand, park or otherwise leave unattended any truck or trailer type vehicle upon any residential street except during the loading or unloading thereof. This restriction shall apply to those trucks or trailers that are larger in size or carrying capacity than the standard pick-up truck type vehicle which is defined as ten thousand (10,000) pounds in the California Vehicle Code.

(xxvi)

Parked in Excess of Seventy-Two Hours. No person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street, roadway or parking lot for more than a consecutive period of seventy-two (72) hours.

(xxvii)

No Parking in a Bus Zone. No person shall stop, park or leave standing any vehicle whether attended or unattended alongside curb space authorized for the loading and unloading of passengers of a bus engaged as a common carrier in local transportation when indicated by a sign or red paint on the curb.

(xxviii)

Parked within Three Feet of Sidewalk/Crosswalk Ramp. No person shall stop, stand or park a vehicle within three (3) feet of that portion of a curb that has been cut down, lowered or constructed to provide wheelchair accessibility to the sidewalk.

(xxix)

Use of Bike Racks. Only bicycles may be parked in bike racks. Motorized vehicles are prohibited.

(xxx)

Parking Meter Zone Marking and Use of Spaces. Parking spaces shall have lines or markings painted upon the curb, street or lot adjacent to each parking meter, designating the parking space for which said meter is to be used and each vehicle parked adjacent to any parking meter shall park within said lines or marking. It is unlawful to park any vehicle across any such line or marking, or to park a vehicle in such a position that it will not be entirely within the space designated by such lines or markings.

(xxxi)

Parking Meter Zone Overtime Parking Prohibited. No person shall stop, park or leave standing any vehicle whether attended or unattended upon any street or parking lot within a parking meter zone, next to which a parking meter is established, for more than the time indicated by proper signs placed on said meters or in such parking meter zone indicating the maximum parking time allowed in such parking space, or at any time as is necessary to operate the meter to show legal parking; parking is prohibited for more than the time so indicated.

(xxxii)

Meter Slugs Prohibited. It is unlawful to deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a coin of the United States; provided, however, that the use of tokens, lawfully issued by the county, in any parking meter where their use is so designated shall not be deemed to be a violation of the provisions of this section.

(xxxiii)

Tampering with Meters. It is unlawful for any unauthorized person to open, or for any person to deface, injure, tamper with or willfully break, destroy or impair the usefulness of any parking meter installed pursuant to this chapter or to hitch and animals thereto.

(xxxiv)

Parking Vehicles Advertised "For Sale" Prohibited. It is unlawful for any person to park a vehicle on any street for the purpose of displaying the same for sale unless the vehicle is parked within four hundred (400) feet of the residence of the registered owner of the vehicle.

(3)

The director of general services is authorized to cause any vehicle parked illegally in any area on county property to be towed to a garage designated or maintained by the director of general services and there impounded subject to a lien on the vehicle for the compensation of towage and storage costs incurred by the county as provided in vehicle code sections 22850 through 22851.12. The director of general services shall establish a schedule of maximum towing and storage costs that may be assessed against the registered owner. The registered owner shall be notified within forty-eight (48) hours that the vehicle has been impounded and provided an opportunity for post-towing hearing as provided in vehicle code sections 22852 through 22853.

(4)

The director of general services may from time to time issue reserved parking permits for parking in those parking spaces marked "RESERVED PERMIT REQUIRED" and designated as such on the county parking plan. "Reserved permit required" parking shall include reserved permit only—assigned, and reserved permit only—unassigned parking. Application for a reserved parking permit shall be made in writing to the director of general services by the requesting individual. Such application shall be on a form approved by the director of general services, signed by the individual's department director or designee, or in the case of a non-county affiliated employee, the county department director or designee requesting the permit for the individual, and shall be accompanied by a reserved parking permit fee, the amount of which shall be established pursuant to subsection (h). All reserved parking permits shall be for up to two (2) years, expiring on the thirty-first day of December of their expiration year, unless specified otherwise below. The procedure for renewal of a reserved parking permit shall be the same as for obtaining an original permit. Reserved parking permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the year of issue, the parking space for which the permit is valid, the words "County of Sonoma Reserved Parking Permit", and such other information as the director of general services may require. Reserved parking permits may incorporate necessary conditions, including the dates, times, and purposes for which

the permit is valid. Reserved parking permits shall be issued on the basis of the availability of reserved permit required parking spaces and the determination of the director of general services that the requesting individual falls into one (1) of the following categories, subject to additional conditions as specified below. Reserved parking permits issued pursuant to this section may be rescinded by the director of general services at any time if the director determines that the requirements of this section have been violated or that such action is necessary to meet a parking regulation objective.

(i)

Elected county officials, county department heads, superior court judges, superior court commissioners, and county grand jury members. Such persons are eligible to receive one (1) reserved permit required parking permit unless they are a member of the board of supervisors, in which case they shall be eligible for two (2) reserved parking permits, one (1) for the board member and one (1) for his or her supervisory aide.

(ii)

County affiliated employees with assigned county vehicles who have significant field responsibility which requires close access to a specific building on county property and/or frequent trips to and from county property during normal business hours.

(iii)

County affiliated employees who use their personal vehicles for county business on a routine and frequent basis (minimum of three (3) days a week).

(iv)

County affiliated employees who work late shifts and whose safety might be compromised by parking in a remote location. Such persons may be eligible for an unassigned-reserved permit during such times that safety might be compromised.

(v)

County affiliated employees participating in the ridesharing program. Such individuals are eligible for an reserved permit required permit which may be used only when the vehicle transports two (2) or more people to and from the county administration center a minimum of three (3) days a week.

(vi)

County affiliated employees who have a temporary physical disability which requires close access to a specific building on county property and whose treating physician provides written verification of need to the director of general services. Such permit may be issued for a time period of up to three (3) months and may be renewed.

(vii)

Commercial vendors and private contractors providing goods and services to the county whose functions require close and continuous access to a specific building on county property. A reserved parking permit may be issued to such persons for a limited time. Applications will be considered for approval on a case-by-case basis, pending provision of sufficient evidence that the requested permit will only be used for county business and in compliance with the requirements of this section. Any reserved parking permit issued pursuant to this section will be void if used for any purpose unrelated to county business.

(viii)

Duly accredited representatives of the press or other news media who attend and report on meetings of the board of supervisors as part of their job assignment. A reserved parking permit may be issued to such persons for a limited time or for a period of time during the day.

Applications will be considered for approval on a case-by-case basis, and the total overall number may be limited. Any reserved parking permit issued pursuant to this section will be void if used for any purpose unrelated to attending and reporting on meetings of the board of supervisors as part of press representative's job assignment.

(ix)

County affiliated employees who work at satellite offices and need to come to the county administration center to conduct county business.

(x)

Such other categories of county affiliated employees or other persons designated by the board of supervisors pursuant to subsection of this section.

(5)

The director of general services may from time to time issue temporary parking permits for parking in timed parking zones without citation. Application for a temporary parking permit shall be made in writing to the director of general services by the requesting individual. Such application shall be on a form approved by the director of general services and shall be accompanied by a temporary parking permit fee, the amount of which shall be established pursuant to subsection (h) of this section. All temporary parking permits shall be temporary, valid only for the dates shown on the permit. The procedure for renewal of a temporary parking permit shall be the same as for obtaining an original permit. Temporary parking permits shall consist of a receipt and a serially numbered permit stamped with an identifying number, the dates for which the permit is valid, the words "County of Sonoma Temporary Parking Permit," and such other information as the director of general services may require. Temporary parking permits may incorporate necessary conditions, including the locations and purposes for which the permit is valid. Temporary parking permits shall be issued on the basis of the availability of timed parking zone spaces and the determination of the director of general services that the requesting individual falls into one (1) of the following categories:

(i)

Members of county boards and commissions, administrative hearing officers, jurors, and persons participating in legal or administrative proceedings at the request of the county;

(ii)

County affiliated employees who are being recognized as part of the employee recognition parking program;

(iii)

County affiliated employees who have a temporary physical disability which requires close access to a specific building on county property and whose treating physician provides written verification of need to the director of general services;

(iv)

Commercial vendors and private contractors providing goods and services to the county whose functions require close and continuous access to a specific building on county property;

(v)

Any other person who can demonstrate to, the satisfaction of the director of general services that he or she has a temporary need for close and continuous access to a specific building on county property;

(6)

The director of general services may from time to time grant permission to the sheriff's office and other bona fide law enforcement agencies to park in those areas marked with a sign or other

marking indicating sheriff's vehicles only and/or emergency vehicles only and/or transporting officers only and designated as such on the county parking plan.

(7)

The director of general services shall cause copies of this section and the county parking plan to be maintained and available for public inspection at the office of the director of general services.

(8)

The director of general services shall report to the management advisory council on a regular basis concerning the status of parking regulation and enforcement on county property. The management advisory council shall provide advice and assistance to the director of general services in developing and recommending parking regulation and enforcement policies, procedures and programs to the board of supervisors, and in resolving parking regulation and enforcement disputes involving county affiliated employees.

(d) No person shall occupy or permit the use of occupancy of any vehicle or camper for ~~camping purposes, human habitation, including, but not limited to, sleeping, eating, or resting, either singly or in groups,~~ upon the sidewalks, driveways, paths, parking facilities, or grounds of county property, without a permit or in designated areas.

(e) No person shall engage in roller skating or ride or propel any skateboard upon the sidewalks, driveways, paths, parking facilities, or grounds of county property without the prior written consent of the director of general services.

(f) The director of general services shall cause signs giving notice of the regulations and special conditions imposed under this section to be erected and maintained in appropriate locations on county property.

(g) The board of supervisors shall establish, by resolution, fines for parking violations on county property.

(h) The board of supervisors may from time to time by resolution establish a schedule of fees and charges for parking permits issued under this section and for public parking on county property.

(i) The board of supervisors may from time to time by ordinance, resolution, or other legislative enactments, whichever may be appropriate, adopt additional parking regulation and enforcement standards and criteria for county property.

(j) The parking enforcement officer shall be responsible for enforcing this section and for issuing citations for violations of its provisions.

(k) Any person who violates or fails to comply with any provision of this section is guilty of an infraction as provided in vehicle code section 40000.1.

(l) Any person with more than five (5) unpaid parking citations will be subject to their vehicle being "booted." all fees must be cleared before boot is removed.

(*Ord. No. 4717, § 1, 1993; Ord. No. 6023, § 1, 3-19-2013; Ord. No. _____, § 1, 2014.*)

EXHIBIT B

**Sonoma County Code
Chapter 19 (Offenses – Miscellaneous)
Article I (General provisions)**

Sec. 19-7. — Obstructing free passage along pedestrian thoroughfares, exits and entrances to buildings open to the public, etc., passage along, etc., or use of streets, sidewalks, tunnels, entrances to buildings, etc.

~~(a) No person shall stand in or upon any street, sidewalk or other public way open for pedestrian travel, or otherwise occupy any portion thereof in such a manner as to annoy or molest any pedestrian thereon, or so as to obstruct or unreasonably interfere with the free passage of pedestrians.~~

No person shall stand, sit, or lay upon any sidewalk or pedestrian thoroughfare so as to obstruct the free pedestrian traffic thereon after being requested by a peace officer to move on.

~~(b) No person shall loiter in any tunnel, pedestrian subway, or on any bridge or overpass, or at or near the entrance thereto or exit therefrom, or at or near any abutment or retaining wall adjacent to such entrance or exit, or any retaining wall or abutment adjacent to any freeway, street or highway open and used for vehicular traffic, or adjacent to that portion thereof used for vehicular traffic, or on any public property in the proximity of such bridge, overpass or retaining wall or abutment.~~

~~(c) No person shall sit, lie or sleep in or upon any street, sidewalk or other public way. The provisions of this subsection shall not apply to persons sitting on the curb portion of any sidewalk or street while attending or viewing any lawfully conducted parade; nor shall the provisions of this subsection apply to persons sitting upon benches or other seating facilities lawfully provided for such purpose.~~

~~(db) No person shall sit or stand ~~on or~~ at the entrance to or exit of any public building, church, hall, theater, school or other place of public assemblage in any manner so as to obstruct such entrance. entrance or exit after being requested by a peace officer to move on.~~

~~(ec) No person shall block, impede or obstruct any public place or any entrance, exit or approach to any place of business in or upon any public place in a manner calculated or with the intent to prevent, delay, hinder or interfere with the free passage therealong or there through of any other person who is entering, occupying or leaving any place of business, or who is performing any services or labor, or who is seeking or obtaining employment, or who is purchasing, selling, using, delivering, transporting or receiving any goods, wares, merchandise, services, entertainment, accommodations or articles, or who is attempting or seeking to do any of the foregoing; provided, that nothing contained herein shall apply to lawful picketing.~~

~~(fd) The provisions of this section shall not apply to encroachments permitted by the director of public works pursuant to Article III of Chapter 15.~~

~~(Ord. No. 1152 §§ 1—6; Ord No. _____, § 2, 2014.)~~

EXHIBIT C

Sonoma County Code
Chapter 19 (Offenses – Miscellaneous)
Article I (General provisions)

Sec. 19-15. - Camping ~~and vehicle habitation, p~~rohibited on ~~p~~ublic ~~Property~~streets, etc.

(a) ~~Definitions. For the purposes of this section, the following definitions shall apply:~~

~~(1) —"Camper" means a structure designed to be mounted upon a vehicle (as defined by Section 670 of the California Vehicle Code) and which provides facilities for human habitation or camping purposes;~~

~~(2) —"Camping" means sleeping, cooking, setting up housekeeping, pitching a tent or other temporary shelter, and/or using camp paraphernalia; includes the verb, to "camp";~~

~~(3) —"House car" means a vehicle (as defined by Section 670 of the California Vehicle Code) originally designed, or permanently altered, and equipped for human habitation, or to which a camper has been permanently attached;~~

~~(4) —"Human habitation" means spending three (3) or more consecutive hours in a single or nearby location for the purpose of cooking, eating, cleaning, resting, recreating and/or sleeping.~~

~~Definition of "Camping". For the purposes of this section, the term "camping" means residing in the outdoors for living accommodation purposes, including sleeping or making preparations to sleep (such as laying down bedding for the purpose of sleeping), storing personal belongings (including but not limited to clothing, sleeping bags, bedrolls, blankets, luggage, backpacks, kitchen utensils, cookware, and similar items), cooking or consuming meals, pitching a tent or other temporary shelter; includes the verb, to "camp".~~

~~(b) — Use of Vehicles for Human Habitation Prohibited. It shall be unlawful for any person or persons to use a vehicle, camper, house car, boat, or trailer for human habitation on or in any public street, alley way or parking area, or any privately owned off-street parking area which is held open for the common public use of retail customers.~~

~~(e**b**)~~ Camping on Public Property Prohibited. It shall be unlawful for any person or persons to camp in any public park, on any public street or on any other public property, except in a designated public campground or by authority of a written permit issued by the county.

~~(e**c**)~~ Camping on Private Property Prohibited Absent Owner Permission. It shall be unlawful for any person or persons to camp on any private property without first obtaining the written permission of the owner or other person(s) in lawful possession of the property.

~~(e**d**)~~ Exceptions. Notwithstanding the prohibition against ~~human habitation in vehicles and~~ camping on public or private property, it is not the intent of this section to prohibit persons, when necessary for their safety or the safety of others, to pull off the public road and sleep, whether inside or outside their vehicles.

~~(e**f**)~~ Penalty for Violation. Any person who violates this section is guilty of a misdemeanor. Except where other penalties are specified, each offense may be punished by a fine of not less

than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00), or by the imprisonment in the county jail not to exceed sixty (60) days, or by both such fine and imprisonment.

| (*Ord. No. 5508 § 1, 2004; Ord No. _____, § 3, 2014.*)



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Monique Chapman – 565-2872

Supervisorial District(s):

1st District

Title: Agreement for Lead Cleaning Services

Recommended Actions:

Authorize the Sheriff to execute the Agreement with Asbestos Management Group of California, Inc., for lead cleaning services at the Los Guilicos indoor firing range for the period of February 25, 2014 through February 24, 2016, in an amount not to exceed \$73,550.

Executive Summary:

The purpose of this item is to request that the Board authorize the Sheriff to execute an agreement with Asbestos Management Group of California, Inc. (AMG) for lead cleaning services at the Los Guilicos indoor firing range.

Background

The Los Guilicos firing range is a County owned indoor facility, which the Sheriff's Office uses to train and certify sworn field services personnel in the use of firearms. Firearms training is an essential component of law enforcement field services work. Maintaining a local indoor firing range provides a regional site where the Sheriff's Office and District Attorney personnel can conduct in-house training.

The Commission on Peace Officer Standards and Training (POST) was established by the Legislature in 1959 to set minimum selection and training standards for California law enforcement personnel. POST requires deputy sheriffs to complete a minimum of four hours of tactical firearms training every two years. Department policy additionally requires all deputy sheriffs to complete quarterly defensive tactics trainings which includes use of force firearms training conducted at the range. The Sheriff's Office Firearms Training Program lieutenant approves all firearms and ammunition used at the range.

In 2010, at the request of County Risk Management and in cooperation with the Sheriff's Office, California Industrial Hygiene Services, Inc. (CIHS) performed a lead exposure study at the range. The purpose of the study was to ensure lead exposure levels did not exceed Occupational Safety and Health Administration (OSHA) standards and to provide guidelines for prevention of future lead buildup.

Samples from the range were collected and tested, and were determined to be within OSHA limits, though could increase over time if not properly cleaned. A thorough cleaning was conducted at the range to eliminate buildup that had occurred over time with lead-based ammunition. CIHS subsequently provided a report identifying recommendations for training ammunition to be used at the range that contained very low lead content, in order to minimize the amount of future lead buildup during training exercises. The report also included cleaning recommendations for three levels of cleaning that, if followed, would significantly reduce lead buildup and exposure over time. The three recommendations were as follows:

1. Routine Cleaning – Sheriff’s Office personnel performs basic cleaning protocols following each training exercise.
2. Interim Cleaning – To be performed every six months by qualified staff; the Interim Cleaning entails a thorough cleaning of range floors and surfaces and requires the use of personal protective equipment.
3. Deep Cleaning – To be performed annually or as needed by qualified staff; the Deep Cleaning entails a thorough cleaning of range floors, surfaces and fixed equipment.

Upon further evaluation the Sheriff’s Office and County Facility Operations determined janitorial staff did not possess the qualifications nor the necessary equipment to complete the task and that obtaining these services from a contract provider are more cost-efficient.

In collaboration with County Facility Operations, the Sheriff’s Office solicited quotes from providers of lead abatement and removal services. Four proposals were received and Asbestos Management Group of California, Inc. (AMG) was selected to proceed with a service agreement based on cost: \$8,950 for each Interim Cleaning performed, and \$18,550 for each Deep Cleaning. The Sheriff’s Office is requesting authorization to enter into a two-year Agreement for Lead Cleaning Services with AMG, in an amount not to exceed \$73,550. This will be sufficient for two bi-annual Interim Cleanings and three annual Deep Cleanings. The proposed Agreement will provide for lead cleaning services at the range, for the purpose of minimizing lead exposure levels within OSHA standards.

Prior Board Actions:	
None.	
Strategic Plan Alignment	Goal 1: Safe, Healthy, and Caring Community
Enlisting the services of a qualified lead abatement company to perform cleanings at the indoor firing range ensures employee safety, and helps to provide a local firearms training facility for law enforcement field services personnel.	

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 18,550	County General Fund	\$ 18,550
Add Appropriations Req'd.	\$	State/Federal	\$
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 18,550	Total Sources	\$ 18,550

Narrative Explanation of Fiscal Impacts (If Required):

The FY 13-14 adopted budget includes range cleaning services costs, which were anticipated at the time of budget submission.

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

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

Agreement for Lead Cleaning Services



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: Successor Agency for the Sonoma County Community Redevelopment Agency

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Community Development Commission

Staff Name and Phone Number:

John D. Haig, Jr. – 565-7508

Supervisorial District(s):

1st & 5th

Title: Redevelopment Dissolution - Recognized Obligation Payment Schedule.

Recommended Actions:

Adopt resolution of the governing Board of the Successor Agency for the Sonoma County Community Redevelopment Agency, approving the Recognized Obligation Payment Schedule for the period July 1, 2014 to December 31, 2014.

Executive Summary:

On January 10, 2012, pursuant to the enactment of ABx1 26 (Dissolution Act), which dissolved redevelopment agencies effective February 1, 2012, the Sonoma County Board of Supervisors (County Board) adopted a resolution accepting for the County the role of Successor Agency to the former Sonoma County Community Redevelopment Agency, utilizing Sonoma County Community Development Commission (CDC) staff to perform the work of the Successor Agency. Also pursuant to the Dissolution Act, a seven-member Oversight Board primarily comprised of representatives of local taxing entities was established to oversee the unwinding of the former Redevelopment Agency's assets and obligations.

The Dissolution Act requires that the Successor Agency prepare, and the Oversight Board approve, a Recognized Obligation Payment Schedule (ROPS) for each six-month period beginning on January 2, 2012 until all obligations of the former Redevelopment Agency are fully satisfied. The ROPS is a list of all of the outstanding expenses that must be paid by the Successor Agency to complete the former Redevelopment Agency's work that was in progress at the time of dissolution. These expenses are paid from remaining Redevelopment Agency bond proceeds and other cash balances held by the Successor Agency, and biennial property tax receipts available through the Redevelopment Property Tax Trust Fund (RPTTF) until all obligations are paid. Each ROPS must be submitted to, and approved by, the State Department of Finance (DOF) prior to becoming effective. The first five ROPS, for the periods ending June 30, 2012, December 31, 2012, June 30, 2013, December 31, 2013, and June 30, 2014 were

approved by your Board and adopted by the Oversight Board. The ROPS were also approved by DOF, with the exception of certain disqualified items, the most significant of which are the Highway 12 and Roseland Village projects. The Successor Agency sued DOF to challenge the disqualification of these items, and the Sacramento County Superior Court issued a ruling in favor of the Successor Agency on August 22, 2013, affirming that the Highway 12 and Roseland Village projects are enforceable obligations and should be included on each ROPS to be funded with available bond proceeds, other cash balances, and new RPTTF distributions. This decision has been appealed by the State of California, and DOF is expected to continue denying use of funding for these projects until the legal dispute is fully resolved. The Board of Supervisors has approved the use of County Reinvestment and Revitalization funding to enable the two projects to proceed in the interim, which will be repaid upon successful completion of the litigation.

The ROPS for the period from July through December 2014 must be approved and submitted to the State no later than March 3, 2014. Staff has prepared the draft ROPS (on file with the Clerk of the Board) listing estimates of all anticipated resources and expenses for the Successor Agency for the period of July 1, 2014 to December 31, 2014. The major redevelopment projects remaining to be completed and listed on ROPS 14-15A are: 1) Roseland Village shopping center environmental clean-up and public improvements; 2) Highway 12 improvements; 3) Monte Rio Recreation and Park District's Creekside Park; and 4) Riverkeeper Stewardship Park in Guerneville. Expenses are also listed for on-going management and maintenance of the East Thompson parking lot in the Springs Project Area and the Guerneville public restrooms, which are being held by the Successor Agency prior to completion of the disposition process that must be approved by DOF, as well as operating costs for the Successor Agency. The ROPS form also includes a reconciliation of estimated to actual costs for the ROPS period ending December 31, 2013. DOF and Auditor-Controller will use the reconciliation to actual costs to make adjustments in the distribution of RPTTF dollars for the upcoming ROPS period.

After consideration and approval by your Board, the ROPS will be submitted to the Oversight Board for approval, and to the State for review.

Prior Board Actions:

- 09/17/13 - Approved Recognized Obligation Payment Schedule for January 1 – June 30, 2014
- 02/05/13 - Approved Recognized Obligation Payment Schedule for July 1 – December 31, 2013.
- 08/14/12 – Approved Recognized Obligation Payment Schedule for January 1 – June 30, 2013.
- 04/24/12 – Approved Recognized Obligation Payment Schedule for July 1 – December 31, 2012.
- 02/28/12 - Approved Recognized Obligation Payment Schedule for January 1 - June 30, 2012.

Strategic Plan Alignment Not Applicable

The Successor Agency exists solely to wind up the affairs of the former Redevelopment Agency.

Fiscal Summary - FY 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):

This action is administrative in nature with no budget impacts. The Redevelopment Dissolution Act requires Successor Agencies to prepare a Recognized Obligation Payment Schedule for each six-month period beginning January 1, 2012 until all enforceable obligations of the former Redevelopment Agency are fully satisfied. After approval by the State Department of Finance, the Schedule allows the Successor Agency to expend funds for the listed obligations. Obligations will be paid using cash on hand or revenues from the Redevelopment Property Tax Trust Fund; no general funds will be used to prepare the ROPS or to pay obligations listed on the ROPS.

Staffing Impacts

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:

Recognized Obligation Payment Schedule for July 1, 2014 to December 31, 2014.



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Governing Board Of The Successor Agency For The Sonoma County Community Redevelopment Agency ("Successor Agency"), Approving The Recognized Obligation Payment Schedule For July 1, 2014 To December 31, 2014.

Whereas, on December 29, 2011, the California Supreme Court delivered its decision in *California Redevelopment Association v. Matosantos*, finding ABx1 26 largely constitutional, and AB 1484 was subsequently enacted by the State Legislature to revise and expand upon the terms of ABx1 26 (collectively referred to herein as the "Dissolution Act"); and

Whereas, under the Dissolution Act all California redevelopment agencies, including the Sonoma County Community Redevelopment Agency (the "Redevelopment Agency"), were dissolved on February 1, 2012; and

Whereas, on January 10, 2012, the Sonoma County Board of Supervisors ("County Board") adopted a resolution accepting for the County the role of Successor Agency to the Redevelopment Agency ("Successor Agency"); and

Whereas, under the Dissolution Act, the Successor Agency must prepare a "Recognized Obligation Payment Schedule" ("ROPS") that enumerates the enforceable obligations and expenses of the Successor Agency for successive six-month periods beginning on January 1, 2012, which must be (a) approved by the Oversight Board for the Successor Agency, (b) submitted to the County Auditor-Controller, County Administrator, State Controller's Office, and State Department of Finance, and (c) posted on the Successor Agency's website; and

Whereas, the Successor Agency and the Oversight Board have previously approved and adopted the ROPS for the periods ending June 2012, December 2012, June 2013, December 2013, and June 2014; and

Whereas, the State Department of Finance has approved the ROPS for the periods ending June 2012, December 2012, June 2013, December 2013, and June 2014 with the exception of certain disqualified items; and

Whereas, the State of California Superior Court has issued a ruling that invalidates the Department of Finance's determinations regarding certain disqualified items, and this ruling has been appealed by the State of California; and

Resolution #

Date:

Page 2

Whereas, the Successor Agency must prepare, and the Oversight Board must adopt and submit, a sixth ROPS covering the six-month period ending June 30, 2014, no later than March 1, 2014.

Now, Therefore, Be It Resolved, that the governing Board of the Successor Agency for the Sonoma County Community Redevelopment Agency, hereby finds, determines, and resolves as follows:

1. The foregoing recitals are true and correct.
2. The Board hereby approves the Recognized Obligation Payment Schedule for the Successor Agency covering the period from July 1, 2014 through December 31, 2014, as presented to this Board, and authorizes and directs the Executive Director of the Sonoma County Community Development Commission, on behalf the Successor Agency, to take all necessary actions under the Dissolution Act with respect to submitting the Recognized Obligation Payment Schedule in the mandated format to the Oversight Board, County Auditor-Controller, County Administrator, State Controller, and the State Department of Finance.

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

To: Board of Supervisors

Board Agenda Date: February 25, 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):

Second

Title: Assignment of Central Disposal Site Cell Tower Lease to Crown Castle International Corporation.

Recommended Actions:

Approve the assignment of the Lease Agreement from New Cingular Wireless PCS, LLC, to Crown Castle International Corporation, and authorize the Director of Transportation and Public Works to execute the Letter of Assignment.

Executive Summary:

Staff is recommending the approval of the assignment of the lease agreement between New Cingular Wireless PCS, LLC ("Cingular") and the County to Crown Castle International Corporation ("Crown Castle") as allowed under Section 18 of the lease agreement.

AT&T, Inc. has notified staff that its cell tower portfolio, including the Cingular agreement, was transferred to the AT&T Subsidiary, which will sublease rights in the cell tower, including the right to manage and operate the cell tower, to Crown Castle. The sublease of rights in the cell tower requires the approval of the County under the terms of the current lease agreement. This assignment will not have an effect on current operations at the Central Disposal Site. Crown Castle will continue to maintain the cell tower, and TPW will continue to receive lease payments, as set forth under the current terms and conditions of the lease agreement.

This request has been reviewed and is approved as to form by County Counsel.

Prior Board Actions:

02/18/06: Board approved a Lease Agreement with New Cingular Wireless PCS, LLC, for equipment at 403 Mecham Road, Petaluma.

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

Continue maintaining a communication facility that provides reliable communication services to the 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	\$ 0	Total Sources	\$ 0

Narrative Explanation of Fiscal Impacts (If Required):

No impact from this action; the FY 13-14 lease payment under the terms of this agreement was \$17,710. Lease payments are adjusted by CPI each fiscal year.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

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

Lease Agreement between the County and New Cingular Wireless PCS, LLC, dated February 7, 2006.



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: February 25, 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):

Fourth

Title: Vehicle Length Restrictions on Laughlin Road

Recommended Actions:

Adopt a resolution prohibiting vehicles with trailers or semi-trailers with kingpin to rear axle lengths exceeding thirty-eight feet (38') on Laughlin Road between River Road and Slusser Road and authorize the Director of Transportation and Public Works to install associated signage.

Executive Summary:

Over the past several decades, TPW staff has been working to limit damage to the Laughlin Road Bridge caused by the inability of long vehicles to negotiate the southern approach. Over the past three months, two tractor-trailer vehicles became disabled on the bridge resulting in the extended closure of Laughlin Road. The road has several sharp curves south of the bridge with the most severe occurring at the southern bridge approach and abutment. These unfortunate occurrences have resulted in the closing of the roadway for several hours while the vehicles are up-righted and/or escorted off the roadway.

There are currently multiple signs on both ends of Laughlin Road documenting various attempts to limit long vehicles. It is apparent that the advisory signs are ineffective. In addition, without regulatory prohibitions, the enforcement agencies cannot issue citations or fines to the drivers, other than the specific costs associated with extricating the vehicle.

Section 35401(e) of the California Vehicle Code allows local officials, in consideration of public safety, to limit the length of vehicles with trailers or semi-trailers that are allowed to use a given roadway. Staff has conducted an engineering and traffic survey of Laughlin Road and is recommending that length restrictions be established limiting vehicles with trailer or semi-trailers to a maximum length of thirty-eight feet (38') kingpin to the rearmost axle.

The existing advisory signs at River Road and Slusser Road intersections with Laughlin Road will be replaced with regulatory signage notifying drivers of the length restriction. The establishment of the vehicle length restriction will allow for enforcement agencies to assess citations and fines in addition to

the cost of extrication.

Prior Board Actions:

None.

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

By formalizing the restriction on the length of vehicles using Laughlin Road, it is anticipated that the problems with large vehicles getting stuck on Laughlin Bridge and blocking the road will be eliminated or at least significantly reduced. This is a public safety measure.

Fiscal Summary - FY 13-14

Expenditures		Funding Source(s)	
Budgeted Amount	\$ 2,000		\$
Add Appropriations Req'd.	\$	State/Federal	\$ 2,000
	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
	\$		\$
Total Expenditure	\$ 2,000	Total Sources	\$ 2,000

Narrative Explanation of Fiscal Impacts (If Required):

The estimated cost for installation of the two signs is \$2,000. Appropriations are available within the FY 13-14 Road Maintenance budget.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

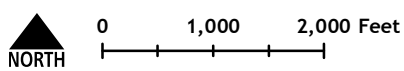
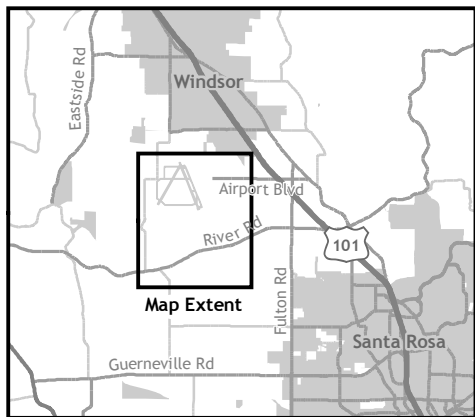
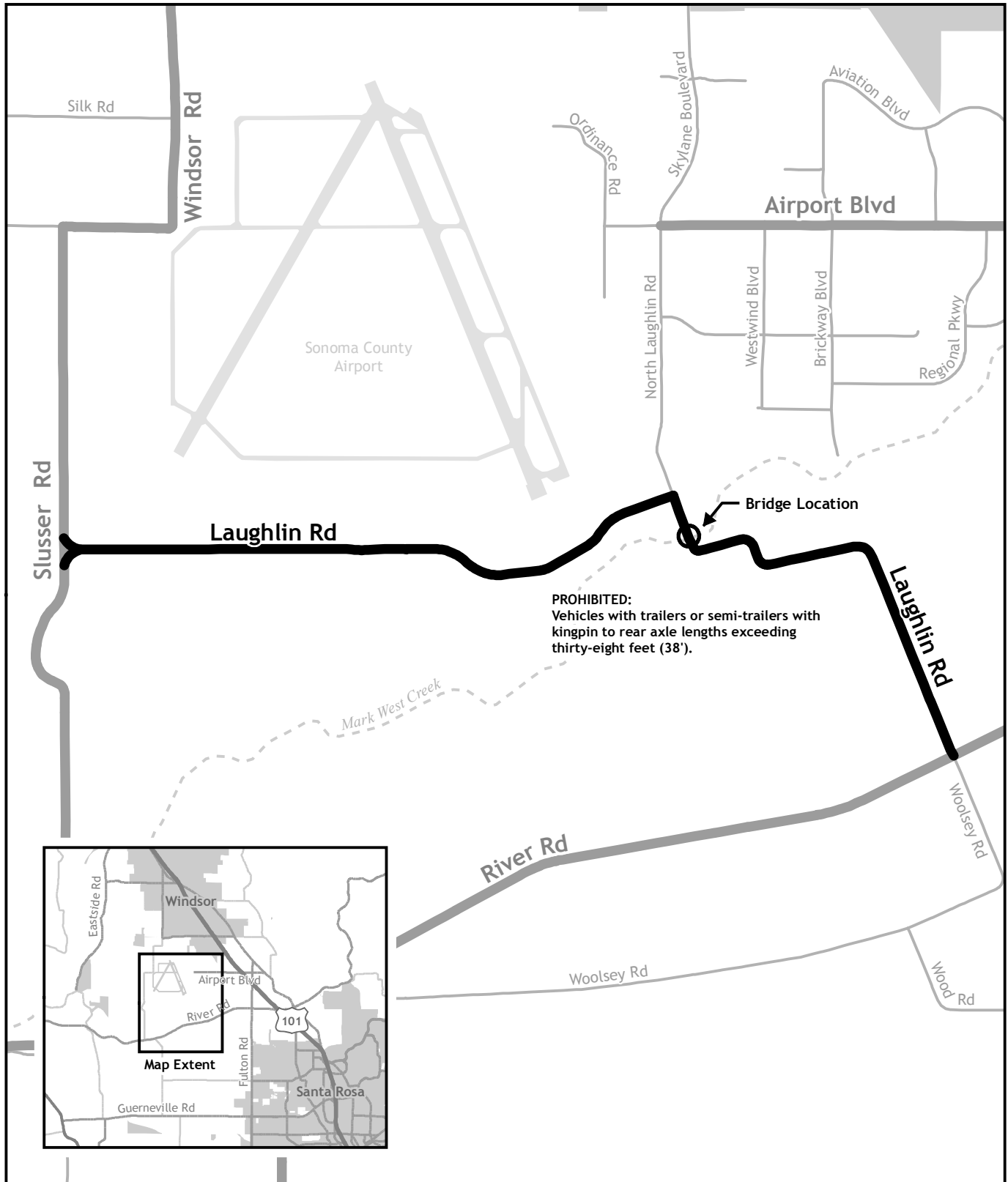
1. Location Map
2. Resolution
3. Disabled Truck Photos
4. Existing Warning Signage Photos

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

None.

Location Map

Large Trucks Prohibited due to Narrow Bridge





County of Sonoma
State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Prohibiting Vehicles With Trailers or Semi-Trailers with Kingpin to Rear Axle Lengths
Exceeding Thirty-Eight Feet(8) on Laughlin Road between River Road and Slusser Road and
Authorize the Director of Transportation and Public Works to Install Associated Signage.**

Whereas, Section 35401(e) in Division 15 of the California Vehicle Code authorizes a local authority to prohibit by ordinance the use of any street, road or highway by any vehicle with a trailer or semi-trailer exceeding a maximum length of thirty-eight feet (38') from the kingpin to the rearmost axle, if by accepted engineering standards, they cannot safely negotiate the street, road or highway; and

Whereas, Section 32 of the California Vehicle Code states that, whenever local authorities are given the power to take action by ordinance pursuant to Division 11 or Division 15 of the California Vehicle Code, they shall also have the power to take such action by resolution; and

Whereas, Sonoma County seeks to ensure a safe and efficient road network; and

Whereas, Laughlin Road between River Road and Slusser Road is narrow with several tight angle curves, the most severe of which exists at the immediate southern approach to Laughlin Bridge, resulting in long vehicles needing to utilize the full road width to negotiate the tight radius curves, and

Whereas, Laughlin Bridge is a narrow one-lane concrete arch bridge spanning Mark West Creek; and

Whereas, there have been numerous and frequent instances of long vehicles that have been unable to negotiate the tight radius curve at the southern approach to Laughlin Bridge resulting in safety concerns, damage to Laughlin Bridge and blocked traffic; and

Whereas, staff has determined through an engineering and traffic study, that long vehicles with a trailers or semi-trailer exceeding a kingpin to rear axle length of 38 feet cannot safely negotiate Laughlin Road and that limiting the length of vehicles to the maximum extend allowed under Section 35401(e) of the California Vehicle Code is in the

Resolution #

Date:

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best interest of public safety; and

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

1. Prohibits vehicles with trailers or semi-trailers with kingpin to rear axle lengths exceeding thirty-eight feet (38') on Laughlin Road between River Road and Slusser Road.
2. Authorizes the Director of Transportation and Public Works to erect appropriate signage as required by the California Vehicle Code and California Manual of Uniform Traffic Control Devices.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Attachment 3 Disabled Truck Photos

December 6, 2013 - Northbound Truck



Attachment 3 Disabled Truck Photos

December 13, 2013 – Southbound Truck



Attachment 4
Laughlin Bridge and Advanced Warning Signage Photos

Laughlin Bridge Approaches



Laughlin Bridge
Southerly Approach



Laughlin Bridge
Southerly Approach



Laughlin Bridge
Southerly Abutment



Laughlin Bridge
Northerly Approach

Attachment 4
Laughlin Bridge and Advanced Warning Signage Photos

Advanced Warning Signage



Advanced Warning Signage
River Road @ Laughlin Road



Advanced Warning Signage
River Road @ Laughlin Road

**“WARNING
TRUCK
TRAILERS
90° TURN AT
NARROW BRIDGE
1 MILE”**



Advanced Warning Signage
River Road

**“TRUCK ↑
TRAILERS
USE SLUSSER
NOT LAUGHLIN”**

**“NO DELIVERIES TO
MESA BEVERAGE”**



Advanced Warning Signage
Laughlin Road @ Slusser

**“TRUCK
TRAILERS
NOT ADVISED
NARROW BRIDGE”**

**“USE SLUSSER RD
TO RIVER RD →”**



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: February 25, 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 January 21, 2014, January 28, 2014, January 29, 2014 and February 4, 2014

Recommended Actions:

Approval.

Executive Summary:

Approval of Minutes:

- (A) Minutes of the Special Meeting of January 21, 2014 of the Board of Supervisors; and
- (B) Minutes of the Meeting of January 28, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Occidental County Sanitation District, Russian River County Sanitation District, Sonoma County Public Finance Authority, Sonoma County Water Agency, South Park County Sanitation District and Board of Supervisors; and
- (C) Minutes of the Meeting of January 28, 2014 of the Sonoma Valley County Sanitation District; and
- (D) Minutes of the Special Meeting of January 29, 2014 of the Board of Supervisors; and
- (E) Minutes of the Meeting of February 4, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Water Agency and Board of Supervisors.

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

**COUNTY OF SONOMA
BOARD OF SUPERVISORS
SPECIAL STUDY SESSION
TUESDAY, JANUARY 21, 2014**
Cotati Veterans Building
8505 Park Avenue
Cotati, CA 94931

The Board of Supervisors of the County of Sonoma met this date in adjourned session with the following members present: Susan Gorin, David Rabbitt, Shirlee Zane, Mike McGuire, Efren Carrillo

Chairman David Rabbitt presiding

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

- I. Call to Order
8:45 A.M. Chairman Rabbitt called the meeting to order.
- II. Pledge of Allegiance
- III. Public comment on matters not listed on the agenda
8:46 A.M. Public Comment opened
8:46 A.M. Public comment closed
- IV. Board Study Session

Chairman Rabbitt made opening remarks. County Administrator Ferguson provided an overview of the agenda for the day.

Report on 2013 Board Priorities and Departmental Goals for 2014

County Administrator Ferguson presented a general review of the Board's 2013 priorities and accomplishments.

2013 Goals Completed

- Affordable Health Care Act Study Session
- Integration of Health and Human Services to Implement Affordable Health Care Act
- Strengthen Safety Net
- Immigrant Related Issues and Services
- Secured Communities Impacts

2013 Goals in Progress

- Roads Funding Plan
- County Facilities Plan
- Enterprise Financial System
- Southwest Santa Rosa Annexation
- Fire Services Delivery Analysis
- Animal Care and Control

2013 Goals in Progress/On Going

- Energy and Water Sustainability
- Climate Adaptation
- Agricultural Stewardship
- Supporting small farmers and producers
- Build General Fund Reserves
- Continue Pension Reform Implementation
- Library Joint Powers Agreement Review

Board members made note that the Strengthen Safety Net goal should not be considered complete until Sonoma County residents have been enrolled in affordable health care and the need for continued conversations regarding supporting small farmers and producers.

Chris Thomas, Assistant County Administrator, made a presentation on the Departmental and Agency goals for 2014. The Board was provided with an opportunity to ask questions and comment.

The Board asked questions and commented on various Departmental goals as follows:

- Request to have the County Administrator's office provide the Board with a memo synthesizing Departmental goals on a regular basis
- Explore the costs and feasibility for online bill pay for County Departments that interface with the public
- Budget and increased staffing levels
- District Attorney's Case Management system
- Upstream Investments progress report
- Permit and Resource Management online permitting
- Fire and Emergency Services Municipal Service Review
- Fire and emergency response plan for the Airport expansion
- Phase II of the Airport expansion project

Counsel Goldstein provided an overview of County Counsel goals for 2014.

County Administrator Ferguson provided an overview of the County Administrator's Office goals for 2014.

The Board engaged in a dialog regarding ensuring proper protocols for the County's Internal Audit Program, and contract compliance issues and consistencies within Departments.

Grant Davis, Sonoma County Water Agency General Manager, presented the Sonoma County Water Agency goals for 2014. The Board engaged in a dialog regarding water conservation and associated costs, and investments in research and development.

10:01 A.M. The Board recessed

10:14 A.M. The Board reconvened

Community Engagement and Survey

Peter Rumble, Deputy County Administrator, made introductory remarks about the Sonoma County 2013 Community Opinion Survey and Focus group results.

Shakari Byerly, Consultant, Fairbank, Maslin, Maullin, Metz & Associates – FM3 reviewed the Sonoma County survey and focus group research findings.

10:53 A.M. Supervisor Zane left the meeting

Peter Rumble, Deputy County Administrator, led the Board in a dialog regarding Community Engagement. The Board discussed proactive community engagement messaging approaches and outreach strategies to all supervisorial districts. They spoke about leveraging Board appointed Board/Commission members to serve as ambassadors and reaching out to the average resident and voter.

There was one speaker from the audience:

Maria Potter

The Board requested that staff return in a month with community engagement strategies and next steps.

11:19 A.M. The Board recessed

11:42 A.M. The Board reconvened

Supervisor Absent: Shirlee Zane

Establishment of Board Priorities for 2014

Chairman Rabbitt announced that the establishment of 2014 Board priorities would be discussed at a future date.

Board Meeting Management

Chairman Rabbitt provided an overview of the following 2013 Board meeting streamlining successes:

- Limiting Gold Resolution presentations to 3 per meeting and encouraging off site presentations whenever possible.
- Mailing retirement certificates to retirees and providing them with the opportunity to be publically recognized at a regularly scheduled meeting.
- Moving adjournments to the last order of business in the afternoon.
- Establishing a “consent” version of Closed Session matters and providing the Board an opportunity to comment.

As a recommendation for 2014, the Board asked staff to explore incorporating recognition of County retirees at the annual County Employee Service Awards event and for adjournments, reading into the record a couple of sentences about the person in whose memory the meeting is being adjourned.

Counsel Goldstein clarified that AB 1234 reporting requires Board members to provide brief reports on Board/Commission/Committee meetings attended for which the Board member receives a stipend or reimbursement for expenses.

Michelle Arellano, Chief Deputy Clerk of the Board, reported on the time that the Board spent on the different components of Board meetings in 2013 and time study results of regular agenda item presentations from September 17 through December 10, 2013.

The Board engaged in a dialog on the management of consent calendar items. The Board discussed the possibility that each member be responsible for notifying the Chair in advance of consent calendar items that require lengthy discussions and also make the County Administrator or Clerk aware to incorporate into the Chair’s meeting notes.

Chairman requested that the Board keep to the following format for Regular item presentations:

1. Staff presentation
2. Board questions for staff
3. Public comment
4. Board deliberation and vote

Management of Public Comment

County Administrator Ferguson initiated a discussion regarding management of public comment.

Speaker from the audience:

Roger Larsen

12:30 P.M. The Board recessed

1:07 P.M. The Board reconvened

Supervisor Absent: Shirlee Zane

Management of Public Comment (Continued)

Jennifer Murray, Deputy County Administrator, made a presentation on tips by Mr. Marquez Equalibria, Conciliation Specialist, on managing emotionally charged public comment.

The Board discussed strategies on how to manage public comment on matters not listed on the agenda and provided the following recommendations:

- Have the Board recess and/or adjourn public comment if the public becomes disruptive.
- Invite non-profit community and faith based leaders to the meeting to help diffuse unruly situations.
- Establish expectations at the beginning of public comment of how the Board will handle a disruptive audience.
- Meet with protest organizers in advance to help manage hostility.
- Add language to the Board agenda, speaker cards, Board Rules of Procedure, and a slide to project during public comment on items not on the agenda that states “Under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.”

Counsel Goldstein stated that recommended revisions to the Board Rules of Procedure would be need to be presented to the Board for consideration.

V. Adjournment

2:26 P.M. The Board adjourned the meeting to January 28, 2014 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

JANUARY 28, 2014

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. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

8:32 A.M. CALL TO ORDER

8:32 A.M. Vice Chair Gorin called the meeting to order.

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

Supervisor Absent: David Rabbitt

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

Vice Chair Gorin presiding.

PLEDGE OF ALLEGIANCE

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

Vice Chair Gorin announced the following changes to the agenda:

The Agenda Addendum notes Closed Session Item #38A - Anticipated Litigation.

Correction to the title for Regular Item #28 Report on the Dry Creek Habitat Enhancement Project - the agreement with Environmental Science Associates for Phase III is for \$979,422, not \$999,422.

Correction to the title for Regular Item #29 Issuance of Association of Bay Area Government Revenue Obligations - the title should reflect the amount not to exceed of \$5.2 Million for the benefit of United Cerebral Palsy of the North Bay, Inc., not \$5.1 Million.

Closed Session Item #38 in the matter of California River Watch v. County of Sonoma was withdrawn from the agenda.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor McGuire announced that he and Supervisor Carrillo will be attending a water management meeting to discuss potential draught conditions in the northern Russian River area on February 3, 2014, and he attended the Airline Attraction Committee meeting.

Supervisor Zane announced that she had attended the Sonoma County Waste Management Board of Directors meeting; spoke at the End Human Trafficking rally; attended the Public Policy Facilitating Committee meeting and the Bay Area Air Quality Management District Budget meeting. She asked the Board to adjourn the meeting in memory Mark Doolittle.

Supervisor Carrillo reported that he will be attending a water management meeting to discuss potential draught conditions in the northern Russian River area on February 3, 2014, and the upcoming Water Advisory Committee and Technical Advisory Committee meetings. He also announced that he had attended the Public Policy Facilitating Committee meeting and the Sonoma County Youth Ecology Core meeting, and provided an update regarding the Bodega Bay Grudging Project.

BOARD MEMBER ANNOUNCEMENTS (Continued)

Vice Chair Gorin announced that she will be organizing a public meeting to discuss ground and surface water and the need for water conservation in Sonoma Valley in March, and that she had attended the North Bay Watershed Reuse Authority and the First 5 Commission meetings. She thanked the Economic Development Board, Peter Rumble from the County Administrator's office, Supervisor McGuire and Supervisor Rabbitt for their efforts on the State of the County event. She shared a few words on the late Mark Doolittle and Saralee Kunde.

III. CONSENT CALENDAR (Items 1 through 25)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 3)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution commemorating the 50th Anniversary of the landmark Federal Wilderness Act. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0029

2. Adopt a Gold Resolution celebrating Ken Rossi as a determined man as well as a gifted and talented artist who has inspired Sonoma County and its residents. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0030

PRESENTATIONS AT DIFFERENT DATE

3. Adopt a Gold Resolution recognizing the contributions of Dr. William Hearn to the Russian River Watershed and its Salmonid populations. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0031

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

4. Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to execute an amendment to the existing website maintenance agreement with Moore, Iacofano, Goltsman, Inc. (M.I.G.) for \$49,295, which will extend the term of the

CONSENT CALENDAR (Continued)

Item #4 Continued

agreement to December 31, 2015 and add \$20,000 for continuation of support, for a contract total of \$69,295.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

SONOMA COUNTY WATER AGENCY

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

5. Authorize the Chair to execute the first amended agreement for technical consultation services for development of Santa Rosa Plain Groundwater Management Plan with Parker Groundwater Technology, Innovation, Management, Inc. increasing the amount by \$74,800, expanding the scope of work to include additional meetings and initial implementation services, and extending the agreement term by six months for a new not-to-exceed agreement total of \$279,800 and end date of June 30, 2015.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

6. Authorize the General Manager of the Water Agency to execute an agreement with U.S. Geological Survey, U.S. Department of the Interior to provide training to the Water Agency on the Santa Rosa Plain Hydrologic Model for the amount of \$54,735; agreement terminates on October 31, 2015; and Authorize the General Manager of the Water Agency to terminate the agreement, if appropriate.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

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, Rouse)

7. Authorize the Chair to execute an agreement with Eaton Corporation Electrical Services and Systems to provide as-needed maintenance services for low and medium voltage switchgears, transformers, and appurtenances for the amount of \$300,000; agreement terminates on September 30, 2016.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

CONSENT CALENDAR (Continued)

Item #7 Continued

Sonoma Valley County Sanitation District Vote

Board Action: Approved as Recommended

AYES: Tom Rouse, Susan Gorin

ABSENT: David Rabbitt

BOARD OF SUPERVISORS

8. Disbursement of Fiscal Year 2013-14 Third 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: Silver Tsunami Productions Inc., \$750, and the Kut Ups of Rohnert Park, \$500.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

9. Adopt a Policy and template agreement for the use of Project Labor Agreements on future significant County construction projects.

Speaker:

Chris Williams, Administrative Analyst, County Administrator's Office

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

CLERK-RECORDER-ASSESSOR

10. Adopt the Resolution authorizing consolidation of all districts that have submitted requests for consolidation, as provided by Elections Code §10402, and have measures or other matters to be placed before the voters on April 8, 2014. (Fifth District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt. Approved by Resolution No. 14-0032

ECONOMIC DEVELOPMENT BOARD

11. Approve and authorize the Chair to execute a professional services agreement with the Cultural Planning Group to develop a cultural arts action plan to promote the arts and strengthen the Sonoma County cultural arts economy in an amount not to exceed \$76,000, through June 30, 2014.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

CONSENT CALENDAR (Continued)

FIRE AND EMERGENCY SERVICES

12. Authorize the purchase of one used 2009 fire engine from the Jackson Fire Department to serve County Fire-CSA#40 in the San Antonio Fire Service Area (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

GENERAL SERVICES

13. Authorize the General Services Director to execute a Lease with Redwood Empire Dispatch and Communications Authority (REDCOM) for a 13 -year, 6-month term with one (1) option to extend for 10 years, for use of office space at 2796 Ventura Avenue, Santa Rosa, to provide emergency medical dispatch and ambulance dispatch services; and Make findings as required by Government Code Section 26227. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

HEALTH SERVICES

14. Authorize the Director of Health Services to execute an agreement with Decade Software Company, LLC for environmental health inspection tracking and accounting software system licensing, maintenance, setup, customization, and training for the period January 1, 2014 through December 31, 2016, in an amount not to exceed \$122,556.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

INFORMATION SYSTEMS

15. Authorize the Information Systems Department Director to execute a Memorandum of Understanding with Superior Court of California to provide a data interface connection with Department of Motor Vehicles in the amount equal to the Superior Court's costs.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

16. Authorize the Chair to execute a three year agreement for Records Management Division of Information Systems Department to provide mail services to City of Santa Rosa; and Authorize the Information Systems Department Director to execute future revenue agreements or term extensions for Records Management to provide services to intergovernmental agencies and to amend the scope of work of existing agreements.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

CONSENT CALENDAR (Continued)

PROBATION

17. Authorize the Chief Probation Officer to execute an agreement with Evaluation, Management, and Training, Inc. (EMT) for program evaluation services for the period of January 29, 2014 through September 30, 2015, for a total not to exceed the amount of \$150,602.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

SHERIFF'S OFFICE

18. Authorize the Chair to execute the first amendment to an agreement with the County of Santa Clara for acute inpatient mental health services to expand the scope of work, and authorize the Chair to sign any future amendments and modifications to the agreement that do not substantially change the content thereof, upon approval of County Counsel.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

19. Approve a form agreement for bomb squad services for the following: (A) Establishing an annual per capita fee rate for agreements executed with cities, counties, and other public agencies; (B) Establishing an annual flat fee for agreements executed with educational institutions; (C) Based rates established in the annual fee ordinance for explosive ordnance removal (EOD) services provided on an as-needed basis for cities, counties, and other public agencies; (D) Authorize the Sheriff to execute such agreements with educational institutions, cities, counties, and other public agencies.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

TRANSPORTATION AND PUBLIC WORKS

20. Adopt a Resolution authorizing the transfer of a section of the San Antonio Road (#47001) right-of-way to the State of California for use in the Marin/Sonoma Narrows State Highway Project and directing the Chair to execute a Quitclaim Deed and associated Right-of-Way Contract conveying said right-of-way. (4/5 vote required) (Second District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0033

MISCELLANEOUS

21. Approval of Minutes - (A) Minutes of the meeting of January 7, 2014 for the following: Agricultural Preservation and Open Space District, Community Development Commission, In-Home Supportive Services (IHSS) Public Authority, Industrial Development Authority,

CONSENT CALENDAR (Continued)

Item #21 Continued

Northern Sonoma County Air Pollution Control District, Occidental County Sanitation District, Rio Nido Geologic Hazard Abatement District, Russian River County Sanitation District, Sonoma County Public Financing Authority, Sonoma County Water and Wastewater Financing Authority, Sonoma County Water Agency, South Park County Sanitation District and Board of Supervisors; and (B) Minutes of the meeting of January 7, 2014 of the Sonoma Valley County Sanitation District.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

APPOINTMENTS/REAPPOINTMENTS

(Items 22 through 25)

22. Appoint Jeff Crouch to the Bicycle and Pedestrian Advisory Committee for a two year term beginning on January 28, 2014 and ending on January 28, 2016. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

23. Reappoint Jan McFarland to the Sonoma County Agricultural Preservation and Open Space Advisory Committee effective February 21, 2014 and expiring on February 21, 2016. (First District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

24. Reappoint Shanti Edwards to the Agricultural Preservation and Open Space District Advisory Committee for a term of two years beginning January 28, 2014 and ending January 28, 2016. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

25. Reappoint Rabon Saip to the Advisory Council to Area Agency on Aging for a term of two years beginning January 28, 2014 and ending January 28, 2016. (Third District)

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

IV. REGULAR CALENDAR (Items 26 through 32)

TRANSPORTATION AND PUBLIC WORKS
AND
SONOMA COUNTY PUBLIC FINANCE AUTHORITY

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

26. Approve and direct the Chair to execute an amendment to the to the installment agreement between the County of Sonoma and the Sonoma County Public Finance Authority for Series 2013A Bonds in the amount of \$792,000 and for Series 2013B Bonds in the amount of \$191,000; and Adopt a Resolution of the County of Sonoma approving the amendment to the installment agreement; and Adopt a Resolution of the Sonoma County Public Finance Authority amending and supplementing Resolution No. 13-0301, as amended by Resolution No. 13-0327. (Fifth District)

9:21 A.M.

Present: Jason Nutt, Deputy Director, Transportation and Public Works and Donna Caldwell, Department Analyst, Transportation and Public Works

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution Nos. 14-0034, 14-0035

PERMIT AND RESOURCE MANAGEMENT
AND

SONOMA COUNTY WATER AGENCY

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

27. Adopt a Concurrent Resolution of the Board of Supervisors and Directors of the Sonoma County Water Agency supporting the City of Santa Rosa's Citywide Creek Master Plan. (First, Third and Fifth Districts)

9:25 A.M.

Present: Grant Davis, General Manager - Sonoma County Water Agency, Erin Morris, City of Santa Rosa City Planner, and Amy Lyle, Permit and Resource Management Department

The Board made a recommendation to convene a strategy session to address cleanup efforts of debris and encampments along creeks.

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0036

9:42 A.M. The Board recessed

9:57 A.M. The Board reconvened

REGULAR CALENDAR (Continued)

SONOMA COUNTY WATER AGENCY
(Directors: Gorin, Rabbitt, Zane, McGuire, Carrillo)

28. Receive a report on the Dry Creek Habitat Enhancement Project and authorize the Chair to execute agreements for engineering and design services for the Project with Inter-Fluve for Phase II (\$929,395 through December 31, 2017) and with Environmental Science Associates for Phase III (\$979,422 through December 31, 2017); and Authorize the Water Agency's General Manager to amend the agreements to include additional as-needed services, provided that such amendments do not cumulatively increase the total cost to the Water Agency by more than 10% of each agreement's cost. (Fourth District)

9:57 A.M.

Present: Grant Davis, General Manager - Sonoma County Water Agency; Dave Manning, Water Agency Environmental Resources Coordinator; Kent Gylfe, Water Agency Principle Engineer; and Greg Guensch, Water Agency Engineer

Speaker:

Vic Aiuto

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

ECONOMIC DEVELOPMENT BOARD

29. Conduct a public hearing on approval of issuance of revenue obligations by the Association of Bay Area Governments (ABAG) Finance Authority for Nonprofit Corporations; and adopt a Resolution approving the issuance of revenue obligations by the ABAG Finance Authority for Nonprofit Corporations in an amount not to exceed \$5,200,000 for the benefit of United Cerebral Palsy of the North Bay, Inc., a California nonprofit public benefit corporation. (Second District)

10:27 A.M.

Present: Al Lerma, Program Manager - Economic Development Board

Speakers:

Laura Briggin, Cypress School Director

10:32 A.M. Public Hearing opened

David Hoffman

10:34 A.M. Public hearing closed

REGULAR CALENDAR (Continued)

Item #29 Continued

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0037

SHERIFF’S OFFICE / COUNTY COUNSEL

- 30. Adopt a Resolution introducing, reading the title of, and waiving further reading of a proposed ordinance revising and amending Sections 18-1, 19-7, and 19-15 of the Sonoma County Code, with respect to prohibitions on unauthorized camping and loitering, and consider the proposed ordinance revisions. (4/5 vote required) (First Reading)

10:34 A.M.

Present: Captain Rob Giordano, Sheriff's Office, and Anne Keck, Deputy County Counsel

Speakers:

David Hoffman

Larry Hall

Carolyn Epple

Linda R (Ant Buddy) Picton

Ellen Zebrowski

Dana Bellwether

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0038

COMMUNITY DEVELOPMENT COMMISSION

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

AND

COUNTY ADMINISTRATOR / FAIRGROUNDS / GENERAL SERVICES /

HEALTH SERVICES / PERMIT AND RESOURCE MANAGEMENT /

REGIONAL PARKS / SHERIFF’S OFFICE

AND

SONOMA COUNTY WATER AGENCY

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

- 31. Safe Vehicle Parking and Motel Vouchers for Unsheltered Homeless Persons - Concurrent action by the Board of Supervisors and the Sonoma County Community Development Commission to:

- (A) Authorize the Executive Director of the Community Development Commission to execute a funding agreement with Catholic Charities of the Diocese of Santa Rosa for

REGULAR CALENDAR (Continued)

Item #31 Continued

an amount up to \$62,015 to establish and operate a "safe parking" program for up to fifty vehicles at the Sonoma County Fairgrounds property from February 1, 2014 through April 30, 2014.

(B) Authorize the Executive Director of the Community Development Commission to execute a funding agreement with the Sonoma County Fair & Exposition, Incorporated for an amount up to \$28,938 to reimburse for costs incurred in supporting a "safe parking" program at the Fairgrounds property from February 1, 2014 through April 30, 2014.

(C) Authorize the Executive Director of the Community Development Commission to execute amendments to existing funding agreements with Sonoma County homeless services providers in an aggregate amount up to \$50,000 to finance the cost of motel vouchers to be issued by said providers to targeted homeless households during severe winter weather in the period January 1 through April 30, 2014.

11:08 A.M.

Present: Mark Krug, Community Development Manager; Tawny Tesconi, Fair Manager; and Ed Buonaccorsi, Deputy Director, General Services Department

Mark Krug clarified that the total amount requested to mitigate the effects of cold winter weather on unsheltered homeless persons in Sonoma County is \$140,953.

Speakers:

Jenny Lind, Catholic Charities

Cheryl Parkinson

11:40 A.M. Supervisor Zane left the meeting

Larry Hall

David Hoffman

11:43 A.M. Supervisor Zane rejoined the meeting

Carolyn Epple

Peter Tscherneff

Linda R. Picton

Georgia Berland

Vic Aiuto

Celeste Austin

Board Action: Approve Actions A, B, and C as recommended by staff for the next three months and direct staff to:

1. Coordinate outreach and mitigation efforts for neighbors in the Sonoma County Fairgrounds area.

REGULAR CALENDAR (Continued)

Item #31 Continued

2. Convene a town hall meeting in the next couple of weeks in the Fairgrounds/Kawana Springs area.
3. Evaluate General Fund dollars to extend the program, explore other sites and request additional funding by April 14, 2014.
4. Collaborate with the Living Room for distribution of motel vouchers.

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, Efren Carrillo

ABSENT: David Rabbitt

Vice Chair Gorin announced that the Board would take the Gold Resolution presentation for Consent Item #2.

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

AND

REGIONAL PARKS

32. Adopt a Resolution of the Board of Directors approving the fee acquisition of the 21.5-acre Cresta II property and associated temporary road easement for \$320,000; determining that the acquisition is consistent with the County's 2020 General Plan and District's Expenditure Plan; delegating authority to the General Manager to execute a grant deed and other related documents; authorizing the execution of a Certificate of Acceptance; and making certain determinations pursuant to the California Environmental Quality Act. (4/5 vote required) (First District)

12:28 P.M.

Present: Stuart Martin, Open Space District Land Acquisition Specialist, and Misti Arias, Open Space District Program Manager

12:28 P.M. Supervisor Carrillo left the meeting

12:32 P.M. Supervisor Carrillo rejoined the meeting

Speaker:

Bill Cresta

Board Action: Approved as Recommended

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0039

Vice Chair Gorin announced that the Board would reconvene from Closed Session at 2:10 P.M.

12:43 P.M. The Board recessed to closed session.

V. CLOSED SESSION CALENDAR (Item 33 through 38)

2:22 P.M. Counsel Goldstein reported on Closed Session Items #33-38A.

33. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: County of Sonoma v. Christopher K. Coogan and Stacey L. Coogan, Co-Trustees of the Christopher K. Coogan and Stacey L. Coogan Revocable Trust County Superior Court, SCV 253252 (Govt. Code Section 54956.9(d)(1)).

Board Action: Approve the settlement of the civil code enforcement case in SCV-253252 is approved in the compromised amount per the Stipulated Judgment which included payment of \$42,155.19 to the County which included penalties and attorney fees and agreement to abate all the code violations.

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

34. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Pending Litigation - Name of Case: Kirby Reed v. County of Sonoma, Workers' Compensation Appeals Board No. ADJ8012018; Kirby Reed v. KONE Elevator, Civil Case No. SCV 252441 (Govt. Code Section 54956.9(d)(1)).

Board Action: Approve the settlement of the civil subrogation case in SCV-252441 in the compromised amount of \$20,000, with negotiated credit rights in the underlying workers' compensation case. \$20,000 was paid by KONE Elevator to the County with direction given to the Risk Manager to effectuate the settlement and sign all necessary documents.

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

35. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Possible Initiation of Litigation re: 195 Millbrae Ave., Rohnert Park, CA (Govt. Code Section 54956.9(d)(4)).

Board Action: Approved the initiation of litigation regarding a code enforcement action on this site with the Owner.

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

36. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Anticipated Litigation or Significant Exposure to Litigation (Govt. Code Section 54956.9(d)(2)).

Direction was given to staff and Counsel.

37. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Potential initiation of litigation - Name of Case: Unfunded Landfill Liabilities (Govt. Code Section 54956.9(d)(4)).

Direction was given to staff and Counsel.

CONSENT CALENDAR (Continued)

38. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Pending Litigation - Name of Case: California River Watch v. County of Sonoma. Sonoma County Superior Court (Govt. Code Section 54956.9(d)(1)).

Withdrawn.

38A. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Anticipated Litigation or Significant Exposure to Litigation. (Govt. Code Section 54956.9(d)(2)).

Direction was given to Counsel and staff.

VI. REGULAR AFTERNOON CALENDAR (Items 39 through 43)

2:21 P.M. - RECONVENE FROM CLOSED SESSION

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

Supervisors Absent: David Rabbitt

Staff Present: Veronica Ferguson, County Administrator and Bruce Goldstein, County Counsel

39. Report on Closed Session.

2:22 P.M. Counsel Goldstein reported on Closed Session Items #33-38A. See Section V.

40. 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. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

2:24 P.M. Public Comment Opened

Mary Morrison
Michelle Miller
Richard Hannan
John Jenkel
Colleen Fernald
Peter Tscherneff

2:44 P.M. Public Comment Closed

41. Permit and Resource Management Department: Review and possible action on the following:

- a) Acts and Determinations of Planning Commission/Board of Zoning Adjustments
- b) Acts and Determinations of Project Review and Advisory Committee
- c) Acts and Determinations of Design Review Committee
- d) Acts and Determinations of Landmarks Commission
- e) Administrative Determinations of the Director of Permit and Resource Management

2:44 P.M. No Acts or Determinations were acted on or reviewed.

2:44 P.M. David Hurst, Deputy County Counsel joined the Board replacing Counsel Goldstein.

REGULAR AFTERNOON CALENDAR (Continued)

PERMIT AND RESOURCE MANAGEMENT

42. 2:10 P.M. - UPE13-0065 - (SECOND DISTRICT)

- a) APPLICANT: Republic Service of Sonoma County
- b) LOCATION: 500 Meacham Road, Cotati
- c) ASSESSOR'S PARCEL NO.: 024-080-019 & 030
- d) ENVIRONMENTAL DOCUMENT: Mitigated Negative Declaration
- e) REQUEST: Conduct a public hearing on the request for a Use Permit for a materials recovery and processing equipment operation (i.e. recycling) for dry waste material inside an existing building, and adding doors to two open bays of the existing building, and an approximate 6,500 square foot roofed storage area addition to the same building (over an existing outdoor asphalt work area), at the County's Central Transfer/Processing Facility (i.e. landfill) on a portion of parcels totaling approximately 395 acres. At the conclusion of the hearing, it is recommended the Board: (1) Take a straw vote on the Subsequent Mitigated Negative Declaration and Use Permit, and (2) Continue the item to February 4, 2014 for consideration of a final resolution.

2:44 P.M.

Present: Ken Ellison, Project Planner, Permit and Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department

Speakers:

Rick Downey
Stu Clark

3:30 P.M. Public Hearing Opened

Brian Ling
Arthur Deicke
Irene Rosario
Christina Caro
Roger Larsen

3:44 P.M. Public Hearing Continued to March 25, 2014 at 2:10 P.M.

Board Action: Adopt a Resolution continuing the public hearing and final decision for a Use Permit for a materials recovery and processing equipment operation at the County's Central Transfer/Processing Facility on a portion of parcels totaling approximately 395 acres located at 500 Meacham Road, Cotati, Assessors Parcels 024-080-019 & 030, Supervisorial District 030 (File No. UPE13-0065) to March 25, 2014 at 2:10 P.M.

AYES: Susan Gorin, Shirlee Zane, Mike McGuire, and Efren Carrillo.

ABSENT: David Rabbitt.

Approved by Resolution No. 14-0040

REGULAR AFTERNOON CALENDAR (Continued)

43. ADJOURNMENTS

4:00 P.M. The Board adjourned the meeting in memory of Bob Nobles, Brian McEvoy, Thomas Reyes, Dr. Louallen "Lou" Miller, Joseph Sheeks, Mark Doolittle, and Saralee McClelland Kunde. The meeting was adjourned to February 4, 2014 at 8:30 A.M.

Respectfully submitted,

Michelle Arellano
Chief Deputy Clerk of the Board

Action Summary

**SPECIAL MEETING OF THE
COUNTY OF SONOMA
BOARD OF SUPERVISORS
WEDNESDAY, JANUARY 29, 2014**

**COMMUNITY AND GOVERNMENT AFFAIRS CONFERENCE ROOM
575 ADMINISTRATION DRIVE, ROOM 113A
SANTA ROSA, CA 95403**

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

Staff Present: Veronica A. Ferguson, County Administrator and Sheryl Bratton, Assistant
County Counsel

I. CALL TO ORDER

8:57 A.M. Chair Rabbitt called the meeting to order.

II. PLEDGE OF ALLEGIANCE

III. REGULAR CALENDAR

COUNTY ADMINISTRATOR

1. Receive presentations on proposed services from federal advocacy firms.

9:02 A.M. Presentation from Van Scoyoc Associates

Thane Young and Steve Palmer from Van Scoyoc Associates made a presentation.

9:59 A.M. Presentation from Madison Government Affairs

Paul Hirsch and Jack Hession from Madison Government Affairs and Barnaby Harkins from PBH Strategies made a presentation.

10:51 A.M. Presentation from Carmen Group

Mia O'Connell and Stewart (Stu) Harris from Carmen Group made a presentation.

11:42 A.M. Presentation from BlueWater Strategies

Jonathan Birdsong from BlueWater Strategies made a presentation.

12:33 P.M. Presentation from Alcalde & Fay

Paul Schlesinger from Alcalde & Fay made a presentation.

IV. PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA

(Comments are restricted to matters within the Board jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Please be brief and limit your comments to three minutes. Any additional public comments will be heard at the conclusion of the meeting.)

1:24 P.M. Public Comment Opened

1:24 P.M. Public Comment Closed

1:28 P.M. Board Discussion on Presentations

The Board discussed the pros and cons of the presentations received. No action was taken.

V. ADJOURN

The meeting adjourned at 2:23 P.M. The meeting was adjourned to February 4, 2014 at 8:30 A.M.

Respectfully submitted,

Amanda Graves
Deputy Clerk of the Board

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

TUESDAY

FEBRUARY 4, 2014

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:

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Santa Rosa CityBus: Rt. 14

Golden Gate Transit: Rt. 80

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

APPROVAL OF THE CONSENT CALENDAR

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

PUBLIC COMMENT

Any member of the audience desiring to address the Board on a matter on the agenda: Please walk to the podium and after receiving recognition from the Chair, please state your name and make your comments. 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. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

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

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 Closed Session items #20 and #21 had been withdrawn from the agenda.

II. BOARD MEMBER ANNOUNCEMENTS

Supervisor Carrillo announced that had attended a meeting with Fire Chief Al Terrell, Assistant Fire Chief Wes Kitchel, and CSA 40 Volunteer Fire Companies. He also attended the Water Advisory Committee and Technical Advisory Committee meetings. He provided a report on the Governor's declaration and local response for 20% water conservation reduction measures.

Supervisor Gorin announced that she had delivered the State of the Valley message and reported that she will be convening a meeting in Sonoma Valley with contractors, commercial users, and the hospitality and beverage industries to discuss water conservation efforts.

Supervisor Zane reported that she had spoken at a South Park Youth Center Youth Connections class; spoke at the Sonoma Business Consortium; asked members of the public to conserve water; will attend a Town Hall meeting at the Sonoma County Fairgrounds to answer questions and concerns for neighbors regarding the shelter for the homeless program. She and Supervisor McGuire requested that the Board adjourn the meeting in memory of Mary Dominica Scardaci.

Supervisor McGuire announced that he had met with representatives from Water Districts in Mendocino County to discuss water conservation; and thanked Jason Nutt from Transportation and Public Works Department for Fulton cross walk efforts. He made a request, with Board approval, to direct staff to update the no smoking on County property ordinance to include e-cigarettes and bring forth an agenda item on the Consent Calendar at a future date.

Chairman Rabbitt announced that he had attended several Association of Bay Area Governments Board meetings; the Sonoma County Employee Retirement Association Investment Committee meeting; the Golden Gate Bridge Highway and Transportation

BOARD MEMBER ANNOUNCEMENTS (Continued)

meeting; the North Bay Water Reuse Authority meeting; and the quarterly community meeting for the Central Landfill Neighbors; and held a District Agricultural Producers meeting on the effects of the drought. He asked the Board to adjourn in memory of Gloria Ravitch.

III. CONSENT CALENDAR (Items 1 through 10)

PRESENTATIONS/GOLD RESOLUTIONS

(Items 1 through 3)

PRESENTATIONS AT BOARD MEETING

1. Adopt a Gold Resolution declaring Friday, February 7, 2014, as National Wear Red Day in Sonoma County in recognition of the importance of the ongoing fight against heart disease and stroke. (Second District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No.14-0041

PRESENTATIONS AT DIFFERENT DATE

2. Adopt a Gold Resolution proclaiming February 2014 as Children's Dental Health Month in Sonoma County. (Health Services)

Board Direction: Authorize the Chair to send a letter to all City Mayors requesting that they refrain from taking a position on the fluoridation matter until research is completed and an agenda item is presented to the Board for consideration.

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No.14-0042

3. Adopt a Gold Resolution honoring Sonoma State University's Center for the Study of Holocaust and Genocide and the Alliance for the Study of the Holocaust and Genocide. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

Approved by Resolution No.14-0043

AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

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

4. Approve plans and specifications for construction of fencing as part of the North Sonoma Mountain Ridge Trail Project; and Authorize the General Manager of the Sonoma County Agricultural Preservation and Open Space District to solicit bids to construct fencing along the North Sonoma Mountain Ridge Trail Corridor. (First District)

Board Action: Approved as Recommended
UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

COUNTY COUNSEL

5. Adopt a Resolution revising the conflict of interest code for the County of Sonoma to update the list of designated positions for the Department of Transportation and Public Works.

Board Action: Approved as Recommended

UNANIMOUS VOTE

Approved by Resolution No.14-0044

REGIONAL PARKS

6. Authorize the Director of Regional Parks to execute an revocable license agreement granting the City of Healdsburg rights-of-way in Healdsburg Veterans Memorial Beach Park to renovate and seismically retrofit the bridge on Healdsburg Avenue over the Russian River in Healdsburg for the period of January 8, 2014 to December 30, 2015 with an option to extend the agreement up to two years. Regional Parks will receive \$1,000 in compensation for the right-of-way. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

TRANSPORTATION AND PUBLIC WORKS

7. Authorize and approve Chair to sign an amendment to the agreement with HDR, Inc for engineering services for the State Route 116 Intersection at Mirabel Road Improvements Project (C04000) in the amount of \$153,646 for a total agreement not to exceed amount of \$850,676 with a term ending December 31, 2014. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

8. Authorize the Chair to execute Amendment No. 1 to the agreement with Brelje and Race Consulting Engineers for engineering services necessary for the water system improvements for the CSA #41 - Salmon Creek Water District, increasing the not-to-exceed amount from \$226,800 to \$254,200 to cover unanticipated construction phase services and engineering services. (Fifth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

9. Approve and authorize the Chair to sign the 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 \$627,838 with a term ending December 31, 2016. (Fourth District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

CONSENT CALENDAR (Continued)

APPOINTMENTS/REAPPOINTMENTS

(Item 10)

10. Appoint Janet Orchard to the Agricultural Preservation and Open Space District Advisory Committee for a term of two years expiring February 4, 2016. (Second District)

Board Action: Approved as Recommended

UNANIMOUS VOTE

IV. REGULAR CALENDAR (Items 11 through 16)

SHERIFF'S OFFICE

11. Sheriff's Office Hiring Update - (A) Accept the update to the Board on the Sheriff's Office hiring effort, which was initiated October 1, 2012; and (B) Authorize the Sheriff to sign inmate housing agreements with various neighboring and Bay Area counties to reduce the inmate population at the Sonoma County Adult Detention Facilities.

9:11 A.M.

Present: Sheriff Steve Freitas, Assistant Sheriff Randall Walker, and Heidi Keith, Sheriff's Office Administrative Service Officer

Board Action: Approved as Recommended
UNANIMOUS VOTE

HEALTH SERVICES

12. Authorize the Director of Health Services to execute the second amendment to an agreement with VIVA Strategy + Communications, LLC, to enhance services for children by adding a bilingual presenter and expert content provider to the Read, Talk, Play social marketing campaign, increasing the agreement by \$19,981 and resulting in a new total not to exceed amount of \$624,981 with a term ending June 30, 2015.

9:34 A.M.

Present: Alfredo Perez, Department of Health Services First 5 Section Manager, and Ellen Bauer, Public Health Division Director - Department of Health Services

Board Action: Approved as Recommended
UNANIMOUS VOTE

10:02 A.M. Board recessed

10:18 A.M. Board reconvened

COMMUNITY DEVELOPMENT COMMISSION

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

13. Conduct a public hearing and approve the agreement for \$350,000 by and between the Sonoma County Community Development Commission, as seller, and Manoochehr Javaherian, as buyer, for the former Sheriff Substation property located at 16717 Sonoma Highway, Agua Caliente, and authorize and direct the Executive Director of the Commission to carry out all tasks necessary to comply with the terms of the agreement and close escrow. (First District)

10:18 A.M.

REGULAR CALENDAR (Continued)

Item #13 Continued

Present: John Haig, Community Development Commission Redevelopment Manager

10:22 A.M. Public hearing opened

10:22 A.M. Public hearing closed

Board Action: Approved as Recommended

UNANIMOUS VOTE

TRANSPORTATION AND PUBLIC WORKS

14. Conduct a public hearing and approve Addendum #1 to the Certified Environmental Impact Report (EIR) for the Charles M. Schulz Sonoma County Airport Master Plan Update Implementation Plan. (Fourth District)

10:22 A.M.

Present: Jon Stout, Airport Manager and Crystal Acker, Environmental Specialist from Permit and Resource Management Department

10:24 A.M. Public hearing opened

10:24 A.M. Public hearing closed

Board Action: Approved as Recommended

UNANIMOUS VOTE

BOARD OF SUPERVISORS

AND

SONOMA COUNTY WATER AGENCY

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

15. Establish assignments for members of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency for the year 2014.

10:24 A.M.

Board Action: Approved as Recommended

UNANIMOUS VOTE

BOARD OF SUPERVISORS

16. Approve a Fee Waiver in the amount of \$700 by Lieutenant Rhea of the California Highway Patrol for a public safety/emergency services demonstration at the Santa Rosa Veterans Memorial Hall on Feb. 6, 2014 from 12:00-4:00 p.m. (Third District)

REGULAR CALENDAR (Continued)

Item #16 Continued

10:25 A.M. Chairman Rabbitt noted a correction to the title on the agenda, the amount should reflect \$700, not \$375.

Board Action: Approved as Recommended

UNANIMOUS VOTE

10:27 A.M. The Board recessed to closed session.

V. CLOSED SESSION CALENDAR (Item 17 through 24)

2:09 P.M. Counsel Goldstein reported on Closed Session Items #17-24.

17. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Threatened Litigation Re: EV Charging Stations (Govt. Code Section 54956.9(d)(2)).

Direction was given to Counsel and staff.

18. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Pending Litigation - Name of Case: California River Watch v. County of Sonoma. Sonoma County Superior Court (Govt. Code Section 54956.9(d)(1)).

Board Action: Engage the law firm Farella, Braun and Martell as Co-Counsel on the case and direction was given to staff and Counsel.

UNANIMOUS VOTE

19. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Anticipated Litigation or Significant Exposure to Litigation (Govt. Code Section 54956.9(d)(2)).

Direction was given to staff and Counsel.

20. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Sprint Telephony PCS, L.P., et al v. California State Board of Equalization; County of Alameda; County of Amador; County of Sonoma, et al. (Superior Court of the State of California, County of San Francisco, Case Number CGC-11-511298; Court of Appeal, First Appellate District, Division 1, Case Number A140540.) (Govt. Code Section 54956.9(d)(1)).

The item was continued to a future date.

21. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Verizon California v. California State Board of Equalization; County of Alpine; County of Calaveras; County of Sonoma, et al. (Superior Court of the State of California, County of Sacramento, Case Number 34-2013-00138191.) (Govt. Code Section 54956.9(d)(1)).

The item was continued to a future date.

22. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel - Existing Litigation - Name of Case: Citizens Against the Roundabout v. California Department of Transportation; Sonoma County Superior Court, Case No SCV 254660 (Govt. Code Section 54956.9(d)(1)).

Direction was given to staff and Counsel.

CLOSED CALENDAR (Continued)

23. 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)).

Direction was given to the labor negotiators and Counsel.

24. The Board of Supervisors will consider the following in closed session: Public Employee Performance Evaluation - Title: Child Support Services Department Director (Govt. Code Section 54957(b)(1)).

Direction was given to staff and Counsel.

VI. REGULAR AFTERNOON CALENDAR (Items 25 through 30)

2:09 P.M. - RECONVENE 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

25. Report on Closed Session.

2:09 P.M. Counsel Goldstein reported on Closed Session Items #17-24. See Section V.

26. 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. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

2:11 P.M. Public Comment Opened

Rich Hannan
John Jenkel
Roger Larsen
Peter Tscherneff
James Bennett
Rachel Lamb
Havey Goldberg
Colleen Fernald

2:34 Public Comment Closed

27. 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

2:34 P.M. No Acts or Determinations were acted on or reviewed.

2:34 P.M. David Hurst, Deputy County Counsel joined the Board replacing Counsel Goldstein.

REGULAR AFTERNOON CALENDAR (Continued)

PERMIT AND RESOURCE MANAGEMENT

28. ZCE13-0003 - Streamlining Place-Based Development Guidelines (ALL DISTRICTS)
- a) APPLICANT: Sonoma County
 - b) LOCATION: Various
 - c) ASSESSOR'S PARCEL NO.: Various
 - d) ENVIRONMENTAL DOCUMENT: Within the scope of the Environmental Impact Report for the General Plan
 - e) REQUEST:

- (1) Conduct a Public Hearing on the proposed changes including a General Plan Amendment to the Open Space Maps to add approximately 1,650 properties to the Scenic Landscape Unit and correct mapping errors; and, zoning text changes to revise the Local Area Development Guidelines article, adding a new Local Guidelines Combining Zone, and rescinding the Scenic Design Combining Zone. Zoning map changes include adding approximately 11,300 parcels to the Local Guidelines Combining Zone and approximately 1,650 properties to the Scenic Resource Combining Zone, and correcting zoning map errors.
- (2) Adopt a Resolution (Attachment A) amending the General Plan Open Space Map to correct mapping and General Plan/Zoning inconsistencies, designate approximately 1,650 properties within a Scenic Landscape Unit to implement the Scenic Highway 116 Guidelines and for the replacement of Scenic Design Combining Zone.
- (3) Adopt Ordinances in both the Interior (Attachment B) and Coastal Zone (Attachment C) making changes to the Zoning Code text and Official Zoning Database to correct mapping errors, General Plan/Zoning Inconsistencies, establish the Local Guidelines (LG) Combining Zone, rescind the Scenic Design (SD) Combining Zone in its entirety, and replace certain parcels with SD zoning with the Scenic Resource (SR) Combining Zone.

2:34 P.M.

Presenters: Denise Peter, Project Planner and Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department

3:16 P.M. Public Hearing Opened

Lee Tor
Helen Bates
Darrell Sukovitzen
Harvey Goldberg

3:30 P.M. Public Hearing Closed

Board Action: Adopt A Resolution Approving General Plan 2020 (GP2020) Open Space Map Amendments To Correct Mapping And General Plan Inconsistencies, To Implement GP2020 Implementation Program 8 (Scenic Highway 116 Guidelines), And To Expand Scenic Landscape

REGULAR AFTERNOON CALENDAR (Continued)

Item #28 Continued

Units To Better Protect Scenic Resources As A Replacement For Existing Scenic Design (SD) Zoning; And Finding These Amendments Within The Scope Of The GP2020 EIR And Consistent With GP2020.

UNANIMOUS VOTE

Approved by Resolution No.14-0045

Board Action: Adopt An Ordinance Adopting Changes To Chapter 26 (Zoning Regulations Of The Sonoma County Code To: 1) Rescind And Replace Article 90 (Local Area Development Guidelines), 2) Add The Scenic Highway 116 Guidelines To Article 90, 3) Add Article 63 Local Guidelines (Lg) Combining Zone, 4) Rescind Article 62 Scenic Design (Sd) Combining Zone; And Amending The Official Zoning Database To 1) Streamline Place-Based Development Guidelines, 2) Correct Mapping Errors And General Plan/Zoning Inconsistencies Related To Scenic Resource Protection, And 4) Implement The Scenic Hwy 116 Guidelines.

UNANIMOUS VOTE

Approved by Ordinance No. 6057

Board Action: Adopt An Ordinance Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Amending The Text Of Chapter 26c (Coastal Zoning Ordinance) Of The Sonoma County Zoning Code To: 1) Add Article XI (Local Area Development Guidelines), 2) Add The Scenic Highway 116 Guidelines To Article XI, 3) Add Article Xli (Local Guidelines Combining Zone); And Amending The Official Zoning Database To Streamline Place-Based Development Guidelines, Correct Mapping And General Plan Consistency Errors Related To Scenic Resource Protection, And Implement The Scenic Highway 116 Guidelines In The Coastal Zone.

UNANIMOUS VOTE

Approved by Ordinance No. 6058

29. 2:10 P.M. - PLP11-0042 - (FIRST DISTRICT)

a) APPLICANT: Heidi Neimann

b) APPELLANT: Bob Haroche

c) LOCATION: 6445 Highway 12, Santa Rosa

d) ASSESSOR'S PARCEL NO.: 030-110-036

e) ENVIRONMENTAL DOCUMENT: Mitigated Negative Declaration

f) REQUEST: Conduct a public hearing and consider adopting a Resolution denying the appeal and upholding the Board of Zoning Adjustments' approval of a Use Permit for expansion of an existing dog daycare to add overnight boarding, grooming, and training for a maximum of 35 dogs.

3:00 P.M.

Presenters: Melinda Grosch, Project Planner and Jennifer Barrett, Deputy Director Planning, Permit and Resource Management Department

REGULAR AFTERNOON CALENDAR (Continued)
Item #29 Continued

Speakers:

Bob Haroche
Chris Kinzel
Michael Hogan
Jean Kapolchok
Bradley Hindley

4:15 P.M. Public Hearing Opened

Roberta Vogel
Priscilla Cohen
Shirley and Bob Phillips
Joy Gerber
Sue Markland Day
Bianca Bailie
Janis Winder
Donna Hopley
Ray Farris
Michael Bernd
Tammi Bernd
Barbara Uphay
Cynthia Payne Munson
Kathy Gould
Keith Sauer
Bernice Schmitt
Charles Salter
Agnes Foo
Tim Badger
Scott Ahlf
Mary Przyblyska
Kathy Pons
Assunta Pisani
Marna Hill
Rick Hill
Clark Pappas
Richard Cox
Lana Pacheco
Irene Chernes
Heidi Neimann
Bob Haroche

5:45 P.M. Public Hearing Closed

REGULAR AFTERNOON CALENDAR (Continued)

Item #29 Continued

The Board gave direction to staff to revise the Conditions of Approval to reflect a maximum amount of twenty dogs allowed; a maximum of ten dogs allowed outside at a time; Phase I of the project would only include grooming; after one-year a mandatory review notice and hearing with the BZA would be conducted; group classes would be held on Saturday; and only eight dogs allowed in day-care and twelve dogs boarded.

STRAW VOTE

Board Action: Straw vote to adopt A Resolution Continuing The Final Decision to revise the Conditions of Approval, Deny The Appeal, Adopting A Mitigated Negative Declaration, And Granting A Use Permit For A Dog Daycare And Boarding Kennel, For Property Located At 6445 Highway 12, Santa Rosa; APN 030-110-036 To March 11, 2014 On The Consent Calendar.

UNANIMOUS VOTE

Approved by Resolution No.14-0046

30. ADJOURNMENTS

6:44 P.M. The Board adjourned the meeting in memory of Art Cader, Gloria Ravitch, Mary Scardaci, and Francis Ekart. The meeting was adjourned to February 11, 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:
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors

Board Agenda Date: February 25, 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 Policy Committee and Portfolio Review Committee Appointments

Recommended Actions:

1. Continue the Upstream Investments Policy Committee, with representatives from the recommended departments and organizations, for three years.
2. Reappoint current Portfolio Review Committee members Monique Chapman, Carol Simmons, Jennifer O'Donnell, and Serena Lienau for a second two-year term.
3. Appoint new members Karin Demarest and Rebecca Wachsberg to a two-year term on the Portfolio Review Committee.

Executive Summary:

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 (the Portfolio) have demonstrated this commitment to evidence-informed practice.
- Invest Together: Focus community-wide upstream policies and interventions on preventing six targeted factors and improving 22 indicators of success to achieve the Upstream vision, mission, goals, and measureable impacts.

Policy Committee Description and Responsibilities

The Sonoma County Upstream Investments Policy Committee is established by the Sonoma County Board of Supervisors to direct the Upstream Investments Policy initiative and complies with the requirements of the Ralph M. Brown Act and the Maddy Act. During 2014 – 2016 the Policy Committee

will make reports and recommendations to the Board of Supervisors and implement recommendations as directed by the Board. For a complete list of the Policy Committee's progress and recommended next steps see *Upstream Investments: Progress Report and Recommended Next Steps 2014 – 2016* available at www.SonomaUpstream.org.

The Human Services Department recruits and appoints members for the Policy Committee to fill positions approved by the Board of Supervisors. Membership is comprised of individuals from the following sectors:

County of Sonoma

1. Board of Supervisors
2. Human Services Department
3. Community Development Commission
4. County Administrators Office
5. County Counsel
6. Department of Child Support Services
7. Department of Health Services
8. District Attorney
9. Economic Development Board
10. First 5 Sonoma County
11. Health Action
12. Information Services Department
13. Public Defender
14. Probation
15. Regional Parks
16. Sheriff's Office

Partner Governmental Entities

1. Child Care Planning Council
2. Santa Rosa City Schools
3. Santa Rosa Police Department
4. Sonoma County Office of Education

Aligned Initiatives

1. Health Action
2. Mayor's Gang Prevention Task Force

Local Service Providers

1. Big Brothers Big Sisters
2. Community Action Partnership
3. Council on Aging
4. Drug Abuse Alternatives Center
5. Petaluma People Services Center
6. On the Move – V.O.I.C.E.S. Sonoma
7. River to Coast Children's Services

Business Community

1. North Coast Builders Exchange
2. Pacific Advisors
3. Redwood Credit Union

Local Funders

1. John Jordan Foundation
2. United Way of the Wine Country
3. Vintners and Growers

Faith Community

1. Catholic Charities, Diocese of Santa Rosa

Portfolio Review Committee Description and Responsibilities

The purpose of the Portfolio Review Committee is to review submissions to the Portfolio of Model Upstream Programs in accordance with the Portfolio Review and Decision Process and to determine Tier Placement for each submission.

The Review Committee is also responsible for ensuring that the Portfolio Submission Criteria and the Portfolio Review and Decision Process continue to meet County policy and accepted industry practices related to evidence-based practice and to make recommendations for changes in both to the Upstream Policy Committee when appropriate.

The Human Services Department recommends, and the Board appoints, members of the Portfolio Review Committee for a two year term. In March, 2012, the Board appointed the first 15 members of the Review Committee, 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, and the community at large. In March 2013 the Board reappointed 5 members for a second term and appointed 3 new members to a two-year term.

The following criteria are used for all Portfolio Review Committee membership appointments:

- Demonstrated experience with evidence-based practice in program design, implementation, and evaluation.
- Willingness to review six (6) Portfolio submissions each year within five (5) business days of receipt. Each review requires approximately one hour.
- Willingness to attend monthly meetings which are two to three (2-3) hours in duration.
- Willingness to attend one full day (8 hour) orientation.
- Availability to serve a two-year term.

Membership Recommendations

The Department recommends appointing the following 6 individuals for two-year terms ending 3/30/16.

<u>Category</u>	<u># of slots</u>	<u>Recommended Member</u>
County Administrator’s Office.....	Up to 1	Rebecca Wachsberg, County Administrator’s Office
Criminal Justice.....	Up to 4	Monique Chapman, Sheriff’s Office
Early Childhood Development.....	Up to 2	Carol Simmons, Child Care Planning Council
Local Funders	Up to 3	Jennifer O’Donnell, United Way Karin Demarest, Community Foundation Serena Lienau, City of Santa Rosa

Recommended Member Qualifications

Reappointments: The following members were approved by the Board on 3/13/2012 and have served with distinction. They are being recommended for reappointment.

Monique Chapman is a Department Analyst with the Sheriff’s Office. Ms. Chapman has worked for Sonoma County for the past 16 years, including the Department of Child Support Services, the Probation Department, and for the past two years with the Sheriff’s Office. Ms. Chapman has worked with program providers throughout Sonoma County and supported the implementation of many evidence-based practices including the Probation Risk Assessment, Motivational Interviewing, Restorative Justice Conferences, Girls Circle, and Aggression Replacement Training.

Carol Simmons serves as the Coordinator of the Child Care Planning Council of Sonoma County. She is a Registered Nurse. Ms. Simmons has served as a founding member of the Portfolio since August 2010 and has been instrumental in the design and implementation of an unbiased, innovative, and defensible Portfolio review process.

Jennifer O’Donnell serves as the Vice President for Community Benefit at United Way of the Wine Country. She has a Master of Arts Degree in International Development and over 15 years experience working in non-profit advocacy, communication, education, and program design and management. Jennifer is also formerly an elementary school teacher.

Serena Lienau serves as the Program Analyst for the Mayor’s Gang Prevention Task Force and serves as the Grant Administrator for the City of Santa Rosa Measure O CHOICE gang prevention and intervention grant program. In this role she has extensive experience with local non-profit agencies including supporting their implementation of evidence-informed programs. She has a Master’s Degree in Organization Development and has worked for the City of Santa Rosa for 14 years.

New appointments: The following members are recommended as new members of the Portfolio Review Committee.

Rebecca Wachsberg serves as an Administrative Analyst for the County Administrator’s Office. She

spent 6 years as a System Improvement Analyst for the Sonoma County Probation Department where she focused on the implementation of Evidence-Based Practices both within the department and with community partners. Among other evidence-based programs Ms. Wachsberg implemented Motivational Interviewing and Risk Assessment. She has a J.D. Law degree.

Karin Demarest serves as the Senior Program Officer for the Community Foundation Sonoma County. In this role she works extensively with program design and evaluation. Previously, Ms. Demarest worked for Radical Collaboration and Global Presencing to design processes that facilitated strong collaborative partnerships and fostered positive group dynamics. She has participated on the operational team for Cradle to Career and has a Masters of Art in Teaching.

Prior Board Actions:

- January 2014 The Board of Supervisors accepted the *Upstream Investments Progress Report and Next Steps for 2014 – 2016* and approved the recommendations for 2014 – 2016.
- 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.
- February 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

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.

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):

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: 29
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

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

Staff Name and Phone Number:

Deva Proto, 707-565-3246

Supervisorial District(s):

County-wide

Title: Historical Records Commission Reappointments

Recommended Actions:

Reappoint Eeve Lewis and Daniel Markwyn to terms ending March 1, 2018, and reappoint Anthony Hoskins to a term ending April 5, 2018.

Executive Summary:

The Historical Records Commission was established by the Board of Supervisors in 1979 to foster and promote the preservation of Historical Records. The commission is charged to make recommendations for records management programs and create an informational network; identify preservation of additional governmental business, professional and private records historically significant; encourage local participation; establish liaison with (Sonoma County) Landmarks Commission; Historical Genealogical Society; seek outside funding.

Current Commissioners include Anthony Hoskins, Sonoma County History, Genealogy and Archives Librarian; Eric Stanley, Exhibitions & Collections Curator, Sonoma County Museum, Eeve T. Lewis, representing the Sonoma County Clerk-Recorder-Assessor; Dr. Daniel Markwyn, retired Professor of History from Sonoma State University; and Stu Righter, a Sonoma County Land Surveyor.

The Commission would like to recommend that Eeve Lewis be reappointed to the seat representing the Sonoma County Clerk-Recorder-Assessor department for a term expiring on March 1, 2018; that Daniel Markwyn be reappointed to a seat representing academic professionals for a term expiring on March 1, 2018; and that Anthony Hopkins be reappointed to the seat representing the County Library for a term expiring on April 5, 2018.

Membership Criteria

The Commission is comprised of five voting members drawn from the following areas: county government (the County Clerk or designate); County Library, (the County Librarian or designate); library services, (professional librarian with demonstrable experience in archival and records management); academic professional historian (must be affiliated with one of the accredited institutions of higher education in the county); community history (an active member of one of the established historical

societies in the county who has had significant experience in researching and writing community history); genealogical research, (an active member of the Sonoma County Genealogical Society with significant experience in researching local genealogical records); business and/or professions, (a recognized, licensed, or accredited professional from a field in which historical records are a significant concern of that business or profession).

Prior Board Actions:

1/29/2013: Appointed Stu Righter to a vacancy for a term ending 4/11/2015; 4/19/2011: Reappointed Eeve Lewis and Daniel Markwyn to terms ending March 1, 2014; Reappointed Anthony Hoskins to a term ending April 5, 2014; Reappointed Eric Stanley to a term ending April 11, 2015.

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:

Attachment A: Historical Records Commission By-Laws as amended November 20, 2012.

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

BY-LAWS **Attachment A**
OF THE
SONOMA COUNTY HISTORICAL RECORDS COMMISSION

ARTICLE I: MEETINGS

Section 1: Regular meetings of the Sonoma County Historical Records Commission shall be held on the second Tuesday of each month at the time and place designated by action of the Commission. In the event of a conflict or other issue, a meeting may be rescheduled to another date and/or time by a majority vote of the Commission. Notice of the rescheduled meeting shall be posted at least 72 hours prior to the original or rescheduled meeting, whichever occurs first. All meetings of the Commission are subject to the provisions of the Brown Act.

Section 2: If all necessary business cannot be accommodated at a regularly scheduled meeting, an adjourned regular meeting may be scheduled. In such an instance, the regular meeting is adjourned to a time and place specified before the close of the of the regular meeting.

Section 3: A special meeting may be called in the event of an emergency. A special meeting may be called following the provisions of the Brown Act.

Section 4: Seventy-two (72) hours notice shall be given for all meetings.

Section 5: A quorum shall consist of a majority of the members of record of the Historical Records Commission.

ARTICLE II: CONDUCT OF BUSINESS

Section 1: No business shall be transacted at any meeting of the Historical Records Commission other than those matters named in the agenda thereof.

Section 2: All meetings shall be called to order by the Chairperson, or in his/her absence, by the Vice-Chairperson. In the absence of both Chairperson and Vice-Chairperson, the Secretary of the Historical Records Commission (county government representative) shall call the meeting to order and the voting members of the Commission shall elect a Chairperson pro tempore.

Section 3: The Chairperson of the Historical Records Commission shall vote on all matters and shall have equal privileges as a member including the right to surrender the chair for purposes of making motions or introducing resolutions.

Section 4: In the course of conduct of meetings of the Historical Records Commission the following rules shall apply:

- a) Voting: The Chairperson or any voting member of the Commission may call for a roll call vote or qualified ballot vote. Unless such vote is called for, action may be taken by voice vote in which event, unless a member expresses the fact that he/she is abstaining from voting or voices a dissenting vote, he/she will be presumed and recorded as voting. If a dissenting vote is voiced by any member present, a roll call vote shall be taken and recorded.
- b) General: Except as otherwise herein provided, unless waived by the Commission, Robert's Rules of Order shall be followed and their application may be demanded by any voting member at any time. Unless such application of Robert's Rules of Order is demanded by a member, the waiving thereof shall be presumed by all members present.

Failure to protest the minutes of any meeting at the next regular meeting attended by the protesting member shall preclude any member from challenging the correctness of the minutes or any vote indicated therein.

Section 5: The county government representative to the Historical Records Commission shall serve as the Commission Secretary. The Secretary (or a member of the representative's staff), shall keep a record of those members present and those absent at all official meetings of the Historical Records Commission, and an official record of all proceedings and actions of the Historical Records Commission. The minutes of the Historical Records Commission shall be approved by the Commission. The public reading of the minutes of any Historical Records Commission meeting may be dispensed with and the minutes approved if there are no objections.

ARTICLE III. NON-VOTING MEMBERSHIP

The Commission shall have the authority to appoint non-voting members. These shall include:

Section 1: The designate of the Sonoma County Landmarks Commission.

Section 2: The designate of the Sonoma County Records Inventory Project.

Section 3: Other non-voting members as the Commission deems appropriate.

ARTICLE IV: TERMS OF APPOINTMENT/VACANCIES

Section 1: Terms of appointment of Historical Records Commissioners shall be four years.

- a) Attendance: Should any member absent himself from three consecutive meetings, or five meetings in any one calendar year, regular or adjourned, without reason satisfactory to the Commission, the Commission shall notify the Commissioner that the Commission intends to recommend to the Board of Supervisors that such member be retired from said Commission.
- a) Following notification to a Commissioner, having been serially absent per the definitions and requirement of these bylaws, the Commission shall recommend to the Sonoma County Board of Supervisors that said Commissioner be retired and request the Board appoint a replacement to fill the vacancy for the remainder of the unexpired term.
- b) A request to fill a vacancy may include a recommendation of an eligible candidate for the seat. The request should detail the qualifications, background, or other pertinent information of the prospective commissioner.
- c) Following appointment by the Board of Supervisors and at the next regular meeting of the Commission, the new Commissioner shall be seated.

ARTICLE V: OFFICERS AND ELECTIONS

Section 1: The officers of the Historical Records Commission shall be a Chairperson, a Vice-Chairperson and a Secretary. The Chairperson and Vice-Chairperson shall be elected from among the voting members of the Historical Records Commission. The Secretary of the Historical Records Commission shall be the county government representative (a member of the representative's staff may perform the duties of the Secretary pursuant to Article II, Section 5).

Section 2: Officers of the Historical Records Commission shall be elected at the first regular meeting in January, except that in the event that such election cannot be held at such meeting, it shall be held at the next meeting of the Historical Records Commission which is attended by at least two-thirds (2/3) of the total voting membership of the Historical Records Commission.

Section 3: Officers of the Historical Records Commission shall assume the duties and obligations of their offices at the meeting of the Historical Records Commission next occurring after the meeting at which such election is held.

Section 4: In the event that any office of the Historical Records Commission becomes vacant prior to an annual meeting of the Historical Records Commission, an election to fill such vacancy for the unexpired term of such office shall be held at the next meeting of the

Historical Records Commission attended by at least two-thirds (2/3) of the total voting membership of the Historical Records Commission.

Section 5: A nominee for any Historical Records Commission office must secure the vote of a majority of the voting members of the Historical Records Commission to be elected to any office. In the event that there is more than one nomination for any office, the voting on such nominations shall be by secret ballot. In the event that there is only one nomination for any office, the voting on such nomination shall be in the manner directed by the Chairperson and shall be either by secret ballot or by roll call vote of the voting members of the Historical Records Commission.

Section 6: No person shall serve two consecutive terms as Chairperson or two consecutive terms as Vice-Chairperson of the Historical Records Commission.

ARTICLE VI: DUTIES AND OBLIGATIONS OF OFFICERS

Section 1: The duties of the elected officers of the Historical Records Commission shall be as prescribed to the Historical Records Commission. Any officer of the Historical Records Commission who is absent from three (3) consecutive meetings of the Historical Records Commission, without reason satisfactory to the Commission, shall be deemed to have resigned from such office and an election to fill the vacancy so created shall be held according to the rules adopted by the Historical Records Commission. Any officer of the Historical Records Commission may be removed from office by a vote of two-thirds (2/3) of the total voting membership of the Historical Records Commission.

Chairperson

Section 2: The Chairperson of the Historical Records Commission shall preside at all meetings of the Historical Records Commission at which he/she is present. The Chairperson of the Historical Records Commission shall exercise general guidance and supervision over the business and operations of the Historical Records Commission and shall present to the Historical Records Commission such matters as in his/her judgment require the attention of said Historical Records Commission.

Vice-Chairperson

Section 3: In the absence of the Chairperson of the Historical Records Commission, the Vice-Chairperson of the Historical Records Commission shall for that occasion accede to the duties and obligations of the office of Chairperson of the Historical Records Commission.

Secretary

Section 4: The Secretary (county government representative) shall perform the duties required by law, together with such additional duties that may be prescribed by the Historical Records Commission for such office. The Secretary (or his or her staff member) shall keep a true and complete record of the proceedings of the Historical Records Commission and shall have charge of all records, documents, papers, books, and other evidence pertinent thereto.

ARTICLE VII: AMENDMENTS TO BY-LAWS

Section 1: These By-laws and Rules of Organization may be amended at any regular meeting of the Historical Records Commission by a majority vote of the voting membership of the Historical Records Commission.

Adopted on this date: _____

By the following Roll Call Vote:

Lewis: _____ Markwyn: _____ Stanley: _____ Coughlan _____ Hoskins _____

Attest:

Secretary or designate



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 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 Nubia Padilla to the Sonoma County Commission on Human Rights effective 02/25/2014 and expiring on 2/25/2016. (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):

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

To: Board of Supervisors

Board Agenda Date: February 25, 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 Michael Eunice to the Sonoma County Bicycle and Pedestrian Advisory Committee effective 03/20/2014 and expiring on 03/20/2016. (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:			



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 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 Christopher Woodcock to the Sonoma County Bicycle and Pedestrian Advisory Committee effective 03/20/2014 and expiring on 03/20/2016. (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:			



County of Sonoma
Agenda Item
Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s):

Staff Name and Phone Number:

Supervisor Shirlee Zane, (707) 565-2241

Supervisorial District(s):

Third District

Title: Appointment

Recommended Actions:

Approve reappointment of Jonathan Coe to the Sonoma County Tourism Board, representing the Third District for a term of two years beginning February 25, 2014 and ending February 25, 2016, representing the Third District for a term of two years beginning February 25, 2014 and ending February 26, 2016. (Third 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:			



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 34
(This Section for use by Clerk of the Board Only.)

To: Sonoma County Board of Supervisors; Water Agency Board of Directors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): County Administrator; Water Agency

Staff Name and Phone Number:

Veronica Ferguson; Grant Davis

Supervisorial District(s):

All

Title: Informational report on impacts of drought and take recommendation actions

Recommended Actions:

Receive an update on drought conditions facing the region, adopt a Resolution of the Board of Supervisors proclaiming a drought emergency in Sonoma County, and adopt a Concurrent Resolution of the Board of Supervisors and the Board of Directors of the Sonoma County Water Agency urging a 20% voluntary reduction in water use and other specific actions in response to drought conditions.

Executive Summary:

Several consecutive dry years, followed by the driest calendar year on record in 2013, have culminated in a statewide drought, including Sonoma County. Due to the lack of rain, water storage levels are at historic lows in both of our region's two water supply reservoirs, Lake Sonoma and Lake Mendocino. Most critical is Lake Mendocino currently at 41 percent of water supply storage capacity with no carry over supply for next year. Lake Sonoma's water supply capacity is currently 68 percent with a year or more of supply remaining.

Drought in Sonoma County has broad impacts and considerations that extend beyond drinking water and conservation efforts. The local agricultural system, the County's wholesale and retail water responsibilities, general county operational practices, tourism, fire services and prevention, conservation messaging and practices within the community at large, and consideration of the public's health are all important aspects of the County's drought response. In some instances, such as local agriculture, the drought has created a critical emergency with significant crop loss and costs to local producers.

Several jurisdictions within the County have already proclaimed states of emergency or similar responses to the drought. The city of Cloverdale has proclaimed a Stage 2 Water Shortage Emergency, which requires customers to reduce water consumption by 25%, permitting of hydrant use, and water service only by request at restaurants; the City of Healdsburg has proclaimed a Water Shortage Emergency and implemented Stage 2 mandatory water conservation measures; the City of Santa Rosa has approved voluntary 20% reduction in water use and funding for outreach materials; the City of Sonoma has approved voluntary 15% reduction in water use; and the City of Rohnert Park has approved voluntary 20% reduction in water use. In addition, the County of Mendocino has proclaimed a drought emergency, which supported the Town of Willits in receiving outside funding, and provided

for a heightened level of coordination on County wide response.

This report provides an overview of the current status of the drought in Sonoma County, specific actions underway or planned by the Water Agency and various Departments, requests your Board's proclamation of a state of emergency related to the drought, and requests your Board's adoption of voluntary conservation measures.

Water Agency Drought-Related Actions

The Water Agency, in December 2013, requested and received a Temporary Urgency Change Order from the State Water Resources Control Board allowing the Water Agency to preserve Lake Mendocino water storage levels by reducing releases into the Russian River. The Russian River water supply system is now in a critical condition per the Water Agency's water rights. This means minimum flows have been dropped to 25 cubic-feet-per-second (cfs) in the Russian River north of Healdsburg; 75 cfs in Dry Creek; and 35 cfs in the Lower Russian River. To date, over 3,000 acre-feet of water has been preserved due this change.

On February 3, 2014, the Water Advisory Committee adopted a resolution pledging support for a 20% voluntary reduction. The Water Agency's proposed FY 14/15 budget is based upon reduced water sales and uses reserve funds to reduce water rate increases that would otherwise have occurred due to the lower water sales estimate.

The Water Agency and the Water Contractors, participating in the Sonoma-Marin Saving Water Partnership, have implemented an aggressive public outreach effort – *there's a drought on; turn the water off* – to increase drought and water conservation awareness. Because the impacts of the drought vary geographically, Water Agency staff is also developing drought town hall meetings in each supervisorial district for March and April, along with a public outreach event called the drought drive-thru to distribute free water use efficiency equipment to help save water along with water conservation tips and resources. In addition to these outreach efforts, the Board has approved several efforts for the Water Agency to staff to increase water supply system reliability, resiliency and efficiency in the face of limited resources, regulatory constraints and climate change uncertainties.

Water Agency staff is working with the National Oceanic and Atmospheric Administration to improve our ability to capture and manage water from atmospheric rivers. In addition, Agency staff is meeting monthly with water managers in the upper Russian River (including Mendocino County) and coordinating regularly with State Water Resources Control Board staff and meeting every other week with applicable resource agencies including the U.S. Army Corps of Engineers, National Marine Fisheries Service, and California Department of Fish and Wildlife regarding drought, water supply, and fisheries issues. In addition, the Water Agency is implementing long term projects that will provide secure and reliable water supplies for the future, including programs for the sustainable management of groundwater resources in the Alexander Valley, Santa Rosa Plain and Sonoma Valley as well as implementation of water reuse programs throughout our service area.

Agricultural Commissioner and UC Cooperative Extension

The Agricultural Commissioner has surveyed local producers to determine the economic impact. Through these efforts, as of January 31, 2014, it is estimated that Sonoma County rangeland is at 94% loss, pasture at 93% loss, and Oat Hay and Volunteer Hay both at 100% loss, among other significant impacts. While the economic impact continues to grow, it was assessed at approximately \$6.2 million as of January 31st. The Agricultural Commissioner, in collaboration with the University of California Cooperative Extension, is working to assist the agricultural community respond to the drought, as well as providing technical and other support necessary to support financial assistance applications.

In partnership with several agricultural organizations and the UC Cooperative Extension, the Agricultural

Commissioner hosted a workshop to identify the impacts of the drought on the local agricultural community as well as options for addressing those impacts, including available funding. The results of the workshop will be consolidated and presented to the Board as appropriate. In addition, the Agricultural Commissioner has taken the lead to investigate and is prepared to implement a water hauling/trucking program to aid ranchers and farmers who are in dire need of water for livestock and feed.

Transportation and Public Works

The County operates several small water districts. Water district customers have been advised to immediately implement voluntary water conservation measures and planning for emergency water provisions is underway. Russian River Utilities is securing water delivery service from a private hauler who has delivery trucks that meet the California Department of Public Health (CDPH) standards for potable water. In addition, staff and the water district's maintenance contractor, Russian River Utilities (RRU), are preparing for drought related impacts to surface and ground water sources that provide water to the Freestone, Jenner and Salmon Creek water systems.

Transportation and Public Works is modifying its operations in other areas to conserve water. For example, Road Maintenance has not washed vehicles at Santa Rosa yard for over 2 years. Parking areas in the road yards are swept, not washed, due to storm water regulations. All culvert and storm drain cleaning is done with a Vactor truck and use at least 50% less water through their pressure nozzles. Similarly, Sonoma Compost Company, the largest water user at the Central Landfill, is pursuing measures to use other water sources, such as reclaimed brewery water, rather than well water to add required moisture to incoming materials during the dry season.

Regional Parks

Regional Parks is striving to set an example of water conservation in the management of parks, open space, and landscaping. Over the past decade, Regional Parks has implemented a variety of strategies to conserve water resources including restroom fixture conversions for low flow/auto shut valves, irrigation schedules and the conversion of water intensive landscape to native drought-tolerant plantings. In addition, the Department has implemented new procedures in response to the drought conditions whereby water will be used minimally for sanitation of restrooms, equipment cleaning, and irrigation of landscaped areas while increasing efforts to monitor park infrastructure for leaks. Regional Parks will be providing information to campers and park members regarding the drought and working closely with the Water Agency to distribute information to park visitors throughout the County.

Permit and Resource Management Department

PRMD supports a number of water conservation programs to help citizens adapt to changes the drought brings to Sonoma County. The Water Efficient Landscape Ordinance, required for qualifying projects, details water budgets and landscape and irrigation design. Homeowners and businesses can install graywater systems to divert wastewater from washing machines, sinks, bathtubs and showers to irrigate landscaping. Some systems require no permit; others only need a plumbing permit. Residents can also capture rainwater for irrigation using a range of systems. Storage tanks sized 5,000 gallons or less and requiring 50 cubic yards of grading or less do not require permits. Bigger tanks or other storage systems require County and/or State permits.

General Services

Since 2008 the Department has reduced water consumption by 48 percent in buildings in the County Administration Center, Heavy Equipment Shop, Animal Shelter, La Plaza, Los Guilucos and other General Funded Buildings. The reductions have been accomplished through the use of electronic controls, low gallon toilets,

reduced landscape areas and other measures. Approximately 30,645,197 gallons of water are saved annually as a result of these efforts. The Department will continue to work with all county departments and facilities under its responsibility to identify additional opportunities to conserve, including landscaping and facilities operations. Efforts will include disseminating water use reduction information to employees, information that employees can follow in the workplace and at home. General Services Real Estate will engage the multiple landlords that provide lease space for County programs and reiterate the importance of meeting water reduction targets. Information and technical assistance relative to water use reduction strategies and measures will be shared with landlords.

Health Services

The Department of Health Services is providing support to several departments, including the Water Agency and Agricultural Commissioner, as well as monitoring and assessing any potential public health issues arising from the drought. Central to the Department's efforts is public messaging to ensure vulnerable populations drink enough clean water, sanitation for medical facilities and restaurants is maintained, and sewage systems avoid failures all while conserving water.

Fire and Emergency Services

The County's Fire and Emergency Services Department has maintained close contact with Cal Fire, the California Office of Emergency Services, regional emergency coordinators. In addition, because the drought has increased the risk of fire, particularly in undeveloped parts of the county, the Department is exploring what additional preventative measures, such as increased vegetation management programs, it can undertake. Also related to fire services, the Department is working collaboratively with fire districts in the county to modify training practices as necessary and appropriate to avoid using significant amounts of potable water.

State and Federal Legislative Efforts; Emergency Drought Declarations

The Board of Supervisors along with Water Agency and County staff have worked aggressively with the County's State and Federal delegation to seek support for addressing local drought impacts.

On January 17, 2014, Governor Jerry Brown issued a statewide emergency proclamation based on drought conditions in which he called for every Californian to voluntarily reduce water use by 20 percent. The complete text of Governor Brown's proclamation is available here: <http://gov.ca.gov/news.php?id=18368>

State Senator Darrell Steinberg is proposing a bill that includes appropriation of funds from existing bonds (Prop 50, Prop 84 and Prop 1E), the General Fund, and the Greenhouse Gas Reduction Fund to expedite drought relief projects across the state. Specifically, the bill would fund projects for local drought preparedness and supply reliability including conservation and recycling, emergency drinking water for affected communities, multi-benefit flood projects designed to improve water supply, sustainable groundwater management, and emergency actions to protect fish and wildlife.

On January 24, 2014, the United States Department of Agricultural designated Sonoma County (along with many other counties) a natural disaster area due to drought. The USDA's designation provides access to a variety of emergency financial assistance programs to ranchers and farmers and agriculture-related businesses.

U.S. Senate leaders from California and Oregon have introduced emergency drought legislation to provide funding and tools to communities suffering from severe drought impacts. The legislation was introduced by Senators Diane Feinstein and Barbara Boxer (D-California) as well as Ron Wyden and Jeff Merkley (D-Oregon). The California Emergency Drought Relief Act of 2014 would allocate \$300 million of federal funding for drought-relief

projects and institute provisions to improve agency flexibility for water delivery, without limiting state and federal environmental laws. California Natural Resources Agency Secretary John Laird offered comments in support of the newly introduced bill.

County Emergency Drought Proclamation

The attached Resolution proclaiming a local emergency due to drought conditions covers the entire Sonoma County Operational Area, including all nine cities and special districts. Based on the County’s Operational Area Agreement, the county will be the lead agency for mutual aid and coordination with these jurisdictions and the State through the California Office of Emergency Services. With this proclamation, additional coordination at the operational area will occur to help identify what actions are needed to address broad community impacts, particularly to local agriculture.

The proclamation creates a greater suite of opportunities to support our region’s local agriculture and economy. For example, additional funding requests for drought related response activities and public outreach may become available that can assist the agricultural community, mitigate the increased fire risk, and streamline mitigation projects to protect and preserve drinking and agricultural water supplies. Although not currently available through the Gubernatorial Proclamation, future reimbursement for emergency response and coordination activities may later become available through the California Disaster Assistance Act (CDAA). The CDAA would allow for reimbursement up to 75% of costs incurred under a locally proclaimed emergency. Several other counties have included a request for expanded State and Federal assistance in their proclamations of local emergency. The attached Resolution requests the Governor immediately authorize CDAA reimbursement and also requests the Governor seek all available Federal disaster assistance, to include a Presidential Declaration of Emergency.

Prior Board Actions:

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

The recommended actions support the conservation of vital resources necessary for the health and continued economy of the county and citizens.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

No specific budget action is requested through this item. However, the CAO will begin to coordinate cost tracking associated with emergency response planning and activity, including costs associated with staffing the Emergency Operations Center, requesting mutual aid, and other necessary measures.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Water Agency Resolution
County of Sonoma Resolution
Resolution for State Assistance
Resolution for Federal Assistance

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



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Proclaiming a Local Emergency Due to Drought Conditions in the County of Sonoma and Requesting Immediate State and Federal Assistance

WHEREAS, the State of California is experiencing one of the driest winters in recorded history;
and

WHEREAS, on January 17, 2014, the Governor of the State of California proclaimed a State of Emergency for the State of California due to drought conditions; and

WHEREAS, on January 22, 2014, the City of Cloverdale adopted a Resolution declaring a Water Shortage Emergency Condition; and

WHEREAS, on January 24, 2014, the United States Department of Agriculture designated the County of Sonoma, along with many other California counties, a natural disaster area due to drought;
and

WHEREAS, on February 14, 2014, the City of Healdsburg adopted a Resolution proclaiming a drought emergency; and

WHEREAS, the adverse environmental, economic, health, welfare and social impacts of the drought pose an imminent threat of disaster and threaten to cause widespread potential harm to people, businesses, agriculture, property, communities, wildlife and recreation in the County of Sonoma.

Resolution #
Date:
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NOW, THEREFORE, IT IS HEREBY RESOLVED by Board of Supervisors of the County of Sonoma, State of California, as follows:

IT IS PROCLAIMED AND ORDERED, pursuant to Government Code section 8558 and Chapter 10 of the Sonoma County Code, that a local emergency has existed throughout the County of Sonoma because of drought conditions since January 17, 2014; and

IT IS FURTHER PROCLAIMED AND ORDERED, that during the existence of this local emergency, the powers, functions and duties of the County Administrator, Director of Emergency Services and the emergency management organization of the Sonoma County Operational Area shall be those prescribed by Federal law; State law; by ordinances, resolutions and the Code of the County of Sonoma; and by the Sonoma County/Operational Area Emergency Operations Plan approved the Board of Supervisors; and

IT IS REQUESTED that the Governor of the State of California waive regulations that may hinder response and recovery efforts, make available California Disaster Assistance Act funding for the State of Emergency proclaimed on January 17, 2014, and seek all available forms of Federal disaster assistance and relief programs, to include a Presidential Declaration of Emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED, pursuant to Government Code section 8630, the Board of Supervisors shall review the need for continuing this local emergency at least once every thirty days until the Board of Supervisors terminates the local emergency: and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the State Director of the Office of Emergency Services and all State and Federal legislators representing the County of Sonoma.

Supervisors:

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

So Ordered.



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Concurrent Resolution of the Board of Directors of the Sonoma County Water Agency and the County of Sonoma Board of Supervisors Supporting Governor Brown's Emergency Drought Declaration and Directing other Actions in Response to the Drought Conditions

WHEREAS, calendar year 2013 was the lowest rainfall year on record in 120 years; and

WHEREAS, the historical dry conditions have resulted in severely low storage levels in Lake Mendocino (41% of capacity as of February 19, 2014) requiring a Temporary Urgency Change Order to be issued by the State Water Resources Control Board enabling lower in stream releases to the Russian River and preserving lake storage; and

WHEREAS, on January 17, 2014 Governor Brown declared a statewide drought in California and called for a 20% voluntary reduction in water use; and

WHEREAS, on January 24, 2014, the United States Department of Agricultural designated Sonoma County a natural disaster area due to drought. The USDA's designation provides access to a variety of emergency financial assistance programs to ranchers and farmers and agriculture-related businesses; and

WHEREAS, the agricultural community has been negatively impacted by the drought conditions; and

WHEREAS, the Sonoma County Board of Supervisors proclaimed a local emergency due to drought conditions on February 25, 2014; and

WHEREAS, in September 2010, following 16 months of community outreach and involvement, the Sonoma County Water Agency Board of Directors approved nine Water Supply Strategies developed to increase water supply system reliability, resiliency and efficiency in the face of limited resources,

Resolution #

Date:

Page 2

regulatory constraints and climate change uncertainties. The Water Supply Strategies Action plan was last updated in 2013;

WHEREAS, Water Agency staff has been coordinating with affected stakeholders in Sonoma and Mendocino counties and resource agencies, including the State Water Resources Control Board, the California Department of Fish and Wildlife, the United States Army Corps of Engineers, and the National Marine Fisheries Service, on drought issues;

WHEREAS, Sonoma County Water Agency, along with the Cities of Cotati, Petaluma, Rohnert Park, Santa Rosa and Sonoma, the North Marin, Marin Municipal and Valley of the Moon Water Districts and the Town of Windsor, are members of the Sonoma-Marin Saving Water Partnership (Partnership), through which these members have joined together to provide a regional approach to water use efficiency; and

WHEREAS, these Partnership members recognize that establishing common water conservation projects on a regional basis and applicable across the political and jurisdictional boundaries of each member may be a means of cost effectively conserving more water than would be otherwise be conserved on an individual member-by-member basis; and

WHEREAS, the Partnership, through its many water efficiency programs, educational seminars and outreach campaigns, is working to educate our communities about the importance of conserving water resources and curbing water-wasting behaviors; and

WHEREAS, in summer 2013 the “20-Gallon Challenge” was embraced by community members who pledged to reduce water use by 20 gallons per person per day. The 20-Gallon Challenge was promoted throughout the Russian River Watershed expanding the Partnership reach into Mendocino County. Working together in Sonoma, Marin and Mendocino counties, the “20-Gallon Challenge” resulted in a positive response to the 2013 dry spring conditions; and

WHEREAS, the Partnership members have embarked on a regional water use efficiency media campaign titled: “There’s a Drought on. Turn the Water Off” designed to increase awareness and reduce water use; and

WHEREAS, on February 3, 2014, the Water Advisory Committee to the Sonoma County Water Agency adopted a resolution pledging support of the Partnership efforts, encouraging residents to increase water use efficiency by fixing leaks and eliminating unnecessary outdoor irrigation to help

Resolution #

Date:

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protect and preserve reliable drinking water supplies stored in Lake Mendocino and Lake Sonoma; and urging water customers to heed the Governor's declaration to reduce water use by 20 percent:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Sonoma County Water Agency and the Sonoma County Board of Supervisors hereby:

1. Pledges to support the Partnership efforts; and
2. Encourages the community to increase water use efficiency by fixing leaks and eliminating unnecessary outdoor irrigation to help protect and preserve reliable drinking water supplies stored in Lake Mendocino and Lake Sonoma; and
3. Urges the community to heed the Governor's declaration to reduce water use by at least 20%, regardless of water source, to avoid potential future mandatory water use restrictions; and
4. Directs Water Agency and County staff to explore ways to further reduce water use at Water Agency and County facilities; and
5. Authorizes the Agricultural Commissioner to continue to assist the agricultural community by implementing water hauling/trucking programs, as needed; and
6. Directs Water Agency and County staff to continue engaging stakeholders in Sonoma and Mendocino counties to coordinate on drought-related issues, including through the Russian River Compact; and
7. Supports the Water Agency convening drought town hall meetings in each Supervisorial district that would include local governmental and non-governmental partners; and
8. Directs Water Agency and County staff to continue to monitor and collaborate with state and federal legislative drought relief efforts; and
9. Directs Water Agency and County staff to continue to collaborate on countywide groundwater management issues, including exploring opportunities for groundwater recharge and aquifer storage and recovery to provide for resiliency now and in the future.
10. Directs Water Agency staff to continue to build drought resiliency through improving scientific understanding of weather and climate variability in then relate to how water is used; using forecasts in coordinated reservoir operations; pursuing integrated water resource management; and overcoming fragmentation of water management by strengthening partnerships.

Resolution #

Date:

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Supervisors/Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

Directors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:



County of Sonoma
State of California

Date: February 25, 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 California Office of Emergency Services Concurrence in Local Emergency

WHEREAS, on January 17, 2014, the Governor of the State of California proclaimed a State of emergency for the State of California due to drought conditions, but did not authorize California Disaster Assistance Act (CDAA) funding to counties and local government entities; and

WHEREAS, on February 25, 2014, in accordance with State law, the Board of Supervisors of the County of Sonoma proclaimed a local emergency has existed throughout the County of Sonoma due to drought conditions since January 17, 2014; and

WHEREAS, the adverse environmental, economic, health, welfare and social impacts of the drought pose an imminent threat of disaster and threaten to cause widespread potential harm to people, businesses, agriculture, property, communities, wildlife and recreation in the County of Sonoma.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DECLARED AND ORDERED that a copy of this Resolution be forwarded to the Director of the California Office of Emergency Services (Cal OES) with a request that he find it acceptable in accordance with the provisions of the California Disaster Assistance Act (CDAA) in order to make available CDAA funding for the State of Emergency proclaimed by the Governor on January 17, 2014; and

Resolution #

Date:

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IT IS FURTHER RESOLVED that the Sonoma County Auditor Controller Treasurer Tax Collector is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State assistance; and

IT IS FURTHER RESOLVED that the Sonoma County Auditor Controller Treasurer Tax Collector is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance for the private sector.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma

State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Requesting that the Governor of the State of California Request a Presidential Declaration of Emergency

WHEREAS, on January 17, 2014, the Governor of the State of California proclaimed a State of Emergency for the State of California due to drought conditions; and

WHEREAS, on January 24, 2014, the United State Department of Agriculture designated the County of Sonoma, along with many other California counties, a natural disaster area due to drought; and

WHEREAS, on February 25, 2014, in accordance with State law, the Board of Supervisors of the County of Sonoma proclaimed a local emergency has existed throughout the County of Sonoma due to drought conditions since January 17, 2014; and

WHEREAS, local resources are likely unable to cope with the adverse environmental, economic, health, welfare and social impacts of the drought which pose an imminent threat of disaster and threaten to cause widespread potential harm to people, businesses, agriculture, property, communities, wildlife and recreation in the County of Sonoma.

NOW, THEREFORE, IT IS HEREBY RESOLVED, DECLARED AND ORDERED that a copy of this Resolution be forwarded through the Director of the California Office of Emergency Services (Cal OES) to the Governor of the State of California with a request that the Governor request a Presidential Declaration of Emergency; and

Resolution #

Date:

Page 2

IT IS FURTHER RESOLVED that the Sonoma County Auditor Controller Treasurer Tax Collector is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance for the public sector; and

IT IS FURTHER RESOLVED that the Sonoma County Auditor Controller Treasurer Tax Collector is hereby designated as the authorized representative of the County of Sonoma for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available State and Federal assistance for the private sector.

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

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): County Administrator

Staff Name and Phone Number:

Peter Rumble, 565-3771

Supervisorial District(s):

All

Title: State Budget Impact Report

Recommended Actions:

Receive a state budget report from the County's state legislative advocates, Paul Yoder and Karen Lange, of Peterson Consulting, Inc., and Shaw, Yoder, and Antwih.

Executive Summary:

Peterson Consulting, Inc., and Shaw, Yoder, and Antwih provide the County with state advocacy services. Paul Yoder and Karen Lange, from Peterson Consulting, Inc., and Shaw, Yoder, and Antwih, will provide a report on the State Budget and related legislation of concern to Sonoma County. A summary of State and Federal Budget highlights compiled by County staff is attached.

Prior Board Actions:

Strategic Plan Alignment

Budget impacts and legislation touch all County Strategic Goals.

Fiscal Summary - FY 13-14

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

Narrative Explanation of Fiscal Impacts (If Required):

No budget action is requested in this item. As State and Federal budget impacts are known, they will be incorporated in the budget and/or provided to the Board for policy direction as appropriate.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

State and Federal Budget Highlights

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

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Attachment A: State and Federal Budget Impacts

Major components of both State and Federal Budgets are highlighted below, along with areas of opportunity that align with the County's Strategic Goals and the Board of Supervisors 2014 Work Priorities. While State and Federal budgets are in place, there is still some uncertainty at this time of how the budgets will impact many of the specific programs and services within Sonoma County. Where specific impacts are known, they are accounted for within the County's financial forecasts, or are identified in this summary as items the County Administrator's Office will continue to monitor.

State Budget

On January 9, Governor Brown released his administration's 2014-2015 Budget. The proposed budget reflects an outlook that is the best it has been in over a decade. General Fund revenues are projected to be \$108.7 billion in 2014-15, a 5.9% increase over the updated 2013-14 General Fund revenues. The Governor's Budget proposes total 2014-15 General Fund expenditures of \$106.8 billion and \$2.5 billion in total reserves.

The biggest investments of new funding are proposed to be in K through 12 education, paying down the "Wall of Debt" (the deferrals, bonds, and loans made over the past decade to cover previous budget deficits), the Rainy Day Fund, and the establishment of Independent Financing Districts. The Governor also proposes a constitutional amendment for the November 2014 ballot intended to strengthen the Rainy Day Fund, primarily by capturing revenue spikes and holding them in the fund, doubling the maximum allowable size of the fund, and limiting the amount of the fund that can be withdrawn in the first year of a recession.

Programmatically, related to health and human services, the budget addresses many core County services. The budget does not change the agreement negotiated between Counties and the State last year on the implementation of the *Affordable Care Act*, and estimates that State's share of costs to be \$867.4 million in 2014-15 to provide for the mandatory Medi-Cal expansion.

CalWORKs Subsidized Employment is included at \$134.1 million, with offsetting grant savings of \$38.3 million statewide, providing funding for clients to have all or a portion of their wages paid while on aid. Funding for Sonoma County is expected at approximately \$1.3 million. Funding for *CalWORKs Family Stabilization* is proposed at \$26.4 million statewide, providing for additional case management and services for families experiencing an identified situation or crisis that is destabilizing the family and interferes with participation in work activities. This equates to approximately \$2.6 million for Sonoma County. The *CalWORKs Standardized Appraisal Tool* is funded at \$16.7 million, which will help staff determine the issues facing families and address ways that support parents in becoming fully employed. Funding for the statewide appraisal tool is proposed at \$16.7 million, with approximately \$1.6 million for Sonoma County.

CalFresh funding is expected to increase by approximately 12-13%, which will both improve the Human Services Department's ability to serve eligible county residents and increase

participation rate. Although the specific State allocations are not yet finalized, it is anticipated that Sonoma County will see an increase of approximately \$1.5 million locally.

Stage 1 Child Care funds are available as a support service for CalWORKs clients, while the **Stage 2 Child Care** program provides funds for current and former CalWORKs recipients who are participating in a county-approved job-related activity. Funding level for Stage 1 child care is \$321 million, a decrease of \$14.8 million. However, Stage 2 funding is proposed to increase by \$6.3 million to \$364.1 million. For Sonoma County, this is expected to be a reduction in Stage 1 funding of approximately \$3 million, with a corresponding increase in Stage 2 funding of \$3 million.

Related to water resources, the Budget includes \$618.7 million in strategic investments to begin implementing the Governor's Water Action Plan. Of note, funding includes \$1.9 million for **Sustainable Groundwater Management**; \$3 million to establish a **Waste Discharge Permit Fund** to support the Priority Basin Project component of the Groundwater Ambient Monitoring and Assessment Program, which will provide a comprehensive assessment of groundwater quality in aquifers used for public drinking-water supply statewide; \$2.9 million for **Groundwater Data Collection and Evaluation** to continue the groundwater monitoring program and develop an online well completion report submission system; \$7 million for **Wastewater Projects in Small Disadvantaged Communities** through the State Water Pollution Control Revolving Fund for grants to small and severely disadvantaged communities to comply with water quality regulations, protect surface and groundwater quality, and reduce threats to public health and safety; \$20 million Cap and Trade funds to the Department of Water Resources for water and infrastructure efficiency projects that also result in energy savings; \$30 million Cap and Trade funds to implement projects that provide carbon sequestration benefits, including restoration of wetlands, coastal watersheds, and mountain meadows; \$77 million for the **Flood SAFE Program**, to improve flood emergency response throughout California, including response and recovery time from a catastrophic levee failure event in the Delta, and support statewide flood management planning; \$472.5 million for **Integrated Regional Water Management** grants to support local projects that increase regional self-reliance and result in integrated, multi-benefit solutions for supporting sustainable water resources. It is anticipated that \$73 million will go to the Bay Area Region and \$19 to the North Coast, with potential funding going to Sonoma County Recycled Water projects, Water Use Efficiency projects, Aquifer Storage and Recovery and Storm water detention conjunctive use projects, and the Quantitative Precipitation Forecasting infrastructure.

Related to public safety, Governor Brown has indicated that with the continued implementation of realignment, it remains clear that state and local corrections systems must continue to work together to meet the state's public safety needs. **Public Safety Realignment** growth funding is expected to increase in FY 14-15 by \$95.5 million statewide, with work continuing through the CSAC Realignment Allocation Committee on the development of a formula for statewide AB 109 funding distribution. An area of particular concern for monitoring is whether AB 109 funding will keep pace with the actual costs of providing realigned and Community Corrections Programs.

The Governor is proposing to increase funding for **SB 1022** by \$500 million. While the inclusion of these funds is a positive step, the prior funding application process is not necessarily the most advantageous for Sonoma County. Given this, the County continues to work toward a new application process that prioritizes counties currently using a risk assessment tool as well as documented lower rates of pre-trial incarceration, thereby demonstrating their commitment to population management. There will also be a 10% county match requirement.

Related to transportation, the Budget provides \$15.3 billion for all programs administered within the **California State Transportation Agency**. Following the priorities identified by the workgroup organized by the Transportation Secretary, the Budget includes new investments in transportation from Cap and Trade proceeds, the remaining allocation of Proposition 1B bond funds, and early loan repayments from the General Fund. This would be an increase in \$1.7 billion in transportation infrastructure above current funding levels.

Section 2103 of the **Highway User Tax Account** apportionment to Roads “New HUTA” is estimated to decrease 22.5% or \$1.67 million from current year estimates of \$7.4 million to \$5.7 million. The Governor has proposed early repayment of a prior HUTA loan totaling \$337 million of which \$100 million will funnel back to counties and cities through the Old HUTA formulas. The effect of this would be a potential offset of the loss of New HUTA by \$833K in FY 14-15. Additionally, New HUTA revenues are expected to drop an additional 20% in FY 15-16. These changes would result in an estimated \$837K reduction to Road Fund Revenues in FY 14-15, resulting in decreases to County operating revenues available to pay for road maintenance, repairs and surface treatments.

Federal Budget Impacts

The bipartisan HR 3547 (The Consolidated Appropriations Act, 2014), signed by President Obama on January 17, represents a \$1.012 trillion spending package, which incorporates all 12 annual appropriations bills into one “Omnibus” bill and funds the government through the remainder of Fiscal Year (FY) 2014 which ends on September 30, 2014.

The Consolidated Appropriations Act reflects of the budget agreement passed in December, which set overall discretionary spending levels for FY 2014 and 2015 and partially restored funding cut by sequestration. The measure provides a 2.6% increase in discretionary spending from the \$986.3 billion, sequester-set level for FY 2013. Although specific impacts on local programs and funding is not clear at this time, several items that align with the County’s Strategic Goals and Legislative Platform are highlighted below.

Related to Health and Human Services, the budget provides no increase in funding for the **Affordable Care Act**, essentially freezing spending at the post-sequestration funding level for the Centers for Medicare and Medicaid Services, which is the primary agency responsible for its implementation. Related, **Prevention and Public Health Fund** was allocated \$1 billion, with all funding redirected among several HHS programs aimed at preventing disease and improving health. **Community Health Centers** will receive \$3.6 billion, a \$700 million increase over the FY 2013 level. This amount includes approximately \$350 million that will be used to create more than 450 new community health centers across the nation while expanding clinical services at

existing health centers.

Health related funding continues to be included within the U.S. Department of Agriculture, including \$6.7 billion for the **Women, Infants, and Children (WIC)**, which is \$153 million below the FY 2013 enacted level, to provide supplemental nutritional foods needed by pregnant and nursing mothers, babies and young children. **Child Nutrition Programs** include \$19.3 billion in required mandatory funding for children's services, equipment for schools and an estimated \$5.6 billion free or reduced-price school lunches and snacks for 32.1 million qualifying children. Also included is \$82.2 billion for the **Supplemental Nutrition Assistance Program (SNAP)**, which provides food assistance to more than 47 million Americans on average every month.

The **Substance Abuse and Mental Health Administration (SAMHSA)** will receive \$3.6 billion, which is an increase of \$144 million over the FY 2013 enacted level. This includes \$75 million for criminal justice activities, including drug courts. The Substance Abuse Block Grant program is funded at \$1.8 billion, a \$110 million increase over the FY 2013 post-sequester level.

The **Older Americans Act Title III Nutrition** programs for congregate and home-delivered meals were restored to just below FY 2012 funding levels. Although the specific programmatic allocations are not finalized, there is a potentially increase in Older Americans Act funding for senior nutrition services here in Sonoma County.

Related to Housing and Community Development, the Budget includes \$26.3 billion for **Section 8 and Public Housing**, an increase of \$411 million above the FY 2013 enacted level. Within this total, the bill provides funding to continue assistance to 2.2 million families served by the Housing Choice Voucher program, and \$75 million for the President's new veterans' housing voucher program. Included within this amount is \$19.2 for Section 8 Tenant-Based Rental Assistance, and \$9.9 billion for Section 8 project-based rental assistance.

Community Planning and Development, which includes the Community Development Block Grant (CDBG), will receive \$6.6 billion, \$145 million below the FY 2013 enacted level. Within this amount, \$3.03 billion is reserved for CDBG, an increase of \$82 million above the FY 2013 enacted level. The **HOME Investments Partnerships Program** will receive \$1 billion to support the creation and rehabilitation of low-income housing, and the **Choice Neighborhoods** program will receive \$90 million, which improves housing, revitalizes poor communities, and promotes better access to schools, transportation, and jobs.

Related to Water and Resource Conservation, **The Land and Water Conservation Fund** received \$306 million to provide funding and matching grants to federal, state and local governments for the acquisition of land and water, and easements on land and water. Similarly related to water and resource conservation, the U.S. Department of Agriculture's budget includes \$1.752 billion for the **Water and Waste Disposal Program**, \$248 million above FY 2013, to provide loans and grants to assist communities in obtaining clean water and sanitary waste disposal systems; and \$826 million for the **Natural Resources Conservation Service**, the same as the FY 2013 enacted level, to help farmers, ranchers, and private forest landowners conserve and protect their land. The budget also provides \$8.2 billion for the EPA, which is \$143 million below the FY 2013 enacted level, and includes approximately \$2.35 billion for the Clean Water

and Drinking Water State Revolving Funds, which provides grants to states for local drinking water and sewer construction projects.

The Army Corps of Engineers is funded at \$5.5 billion, an increase of \$487 million above the FY 2013 enacted level, focusing funding on navigation and flood control projects to advance public safety, boost U.S. export ability, create jobs, and help ensure our waterways stay open for business. Within the total, the bill provides \$642 million above the request for essential flood control and navigation projects; \$2.3 billion for navigation projects and studies; more than \$1 billion in funding from the Harbor Maintenance Trust Fund; and \$1.6 billion for public health and flood and storm damage reduction activities, including \$247 million for critical dam safety improvements.

Within the U.S. Department of Energy, the budget includes \$10.2 billion for energy programs, a \$620 million increase above the FY 2013 enacted level, to support energy programs that encourage U.S. economic competitiveness and help advance the nation's goal of an all-of-the-above solution to energy independence. This funding includes the ***Energy Efficiency & Renewable Energy (EERE)***, which provides \$1.9 billion to support business, industry, and universities to increase the use of renewable energy and energy efficiency technologies.

Related to Safety, Justice and Emergency Services, the Budget includes appropriations for several priority areas for the County related to public safety, justice services, and emergency preparedness. \$214 million is included through the ***Community Oriented Policing Services (COPS)*** to enhance community policing by sharing information and making grants to state and local law enforcement agencies, including \$180 million for the COPS Hiring Program. The ***Byrne Justice Assistance Grants*** are funded at \$376 million, and continue to be directed to state and local governments support a range of program areas including law enforcement, crime prevention and education, corrections, drug treatment and enforcement, planning, technology improvement, and crime victim and witness initiatives.

The ***Office of Violence Against Women*** will receive \$417 million for programs and grants to reduce violence against women and administer justice for and strengthen services to victims of domestic violence, dating violence, sexual assault, and stalking. The Department of Justice will receive \$67 million for ***Missing and Exploited Children Programs*** aimed at providing resources regarding missing children, child sexual exploitation, child safety and prevention, law enforcement training and victim and family support. Funding within this amount is also dedicated to programs working to prevent internet crimes against children.

Within the \$2.5 billion included for first responder grants, through ***FEMA State & Local Disaster Preparedness Programs***, \$1.5 billion is allocated for State and Local Preparedness grant programs, which includes \$411.4 million for State Homeland Security Grants; \$587 million for the Urban Area Security Initiative; \$90 million for Transit and Rail Security Grants; \$100 million for Port Security grants; \$680 million for Assistance to Firefighter Grants; and \$350 million for Emergency Management Performance Grants.

Related to Workforce and Economic Development, the Budget includes funding for several key job training and workforce programs, although primarily at decreased levels. These include

\$10.4 billion in the *Employment Training Administration*, a \$562 million decrease, to provide high quality job training, employment, labor market information, and income maintenance services; \$1.7 billion for *Job Corps*, a \$14 million decrease, to help unemployed, young Americans receive education, job training, and employment assistance; and \$269.5 million for the *Veterans Employment and Training Service (VETS)*, to help new veterans receive training for civilian employment and job search assistance.

The *Economic Development Administration* will receive \$247 million, \$28 million more than the FY 2013 enacted level, for investments that will leverage regional assets to support the implementation of regional economic development strategies designed to create jobs, leverage private capital, and encourage economic development.

Related to Transportation, funding in the Budget for transportation infrastructure projects are primarily below 2013 levels. \$600 million is provided for *TIGER Grants*, which is a decrease of \$126 million. MAP-21 transportation authorization legislation limits funding for the *Federal Highway Administration* at \$41 billion. The *Federal Aviation Administration* will receive \$12.4 billion, a \$168 million decrease, to support the full operations of the air traffic control system, including the hiring and training of air traffic controllers and safety inspectors. Funding is preserved for the FAA's Next Generation air transportation systems, and \$3.35 billion in "obligation limitation" funding is provided for airport construction projects.

\$2.15 billion, a decrease of \$100 million, is included for *Federal Transit Administration* programs. The Budget allows \$8.6 billion in state and local transit grant funding from the Mass Transit Account of the Highway Trust Fund, which is consistent with MAP-21, in order to help local communities build, maintain, and ensure the safety of their mass transit systems. \$1.942 billion is provided for Capital Investment Grants ("New Starts"), full funding for state and local "Small Starts," and funding for all current "Full Funding Grant Agreement" projects. When combined with available prior year transit funds, \$2.132 billion is available for all New Start programs.



County of Sonoma Agenda Item Summary Report

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

Agenda Item Number: 36
(This Section for use by Clerk of the Board Only.)

To: Board of Supervisors & Board of Directors

Board Agenda Date: February 25, 2014

Vote Requirement: 4/5

Department or Agency Name(s): County Administrator's Office, Community Development Commission, Northern Sonoma County Air Pollution Control District, Agricultural Preservation & Open Space District, and Sonoma County Water Agency.

Staff Name and Phone Number:

Christina Rivera 707-565-2048

Supervisorial District(s):

All

Title: FY 2013-14 Budget Update & FY 2014-15 Budget Workshop

Recommended Actions:

- A. Receive Fiscal Year 2013-14 mid-year estimates, multiyear fiscal projections, updated fund balance directory, and anticipated state/federal budget impacts.
- B. Adopt Concurrent Resolution of the Board of Supervisors/Directors, the Agricultural Preservation & Open Space District, the Community Development Commission, the Northern Sonoma County Air Pollution Control District, and the Sonoma County Water Agency adjusting FY 2013-14 appropriations and position allocation (4/5 vote required).
- C. Adopt Resolution of the Board of Directors of the Sonoma Valley County Sanitation District adjusting FY 2013-14 appropriations and position allocation (2/3 vote required).
- D. Reaffirm the County's current financial and budget policies.

Executive Summary:

Each year staff requests policy direction and guidance from the Board in developing the budget for the new year. This report presents the revised County General Fund multi-year forecast including current year estimates and status of budget hearings' directions to staff; information on local impacts from the Governor's budget proposal and federal budget. The budget and fiscal discussion are presented to provide context from which the Board can provide new year guidance as it relates to the County's 5 year fiscal outlook.

Tough economic times have obligated us to provide services and functions more efficiently, to reduce or consolidate services, to find new revenue sources, and to seek alternatives to the way county business has historically been accomplished. Consequently, the Board and CAO have kept a deliberate focus on fiscal prudence. As a result, department staff is expected to continually evaluate operating revenues and expenses. At this time, FY 2013-14 is projected to yield \$10 million in savings available to finance the FY 2014-15 recommended budget. The anticipated savings is somewhat conservative given only 6 months

of actual activity is known at this time and will be updated in April. Thus, County Administrator (CAO) staff is hopeful there will be additional expense savings and revenue improvements identified over the \$10M General Fund savings assumed for the FY 2014-15 Recommended Budget.

FY 2013-14 2ND QUARTER BUDGETARY ADJUSTMENTS

Staff is requesting the Board approve budgetary adjustments to the FY 2013-14 Adopted Budget. For administrative ease CAO staff reviews and consolidates budget changes for the Board's consideration on a quarterly basis. Staff recommends increasing expenses by \$9.7 million offset by revenue adjustments totaling \$7.9 million, and use of available fund balance of \$1.8 million. The General Fund (GF) portion of the expense change is \$1.2 million financed with \$622,000 in increased revenues and \$618,000 General Fund Contingencies. Of which, \$437,000 was previously approved by the Board, and the remaining balance is recommended to finance Community Task Force efforts (\$95,000), Board-CAO office space changes for increased extra help support (\$40,000), and unanticipated Regional Parks facilities' maintenance and utilities estimated for the remainder of the fiscal year (\$46,000).

The requests include adding 15 new full-time positions: 4 in Health Services, 10 in Human Services, and 1 in the Sonoma County Water Agency.

The individual requests are summarized by department in Exhibit A attached to the budgetary adjustment resolution. Exhibit A is organized into (1) adjustments for Board consideration totaling \$10 million, and (2) changes reflecting prior board direction reducing budgets by \$433,000, representing Board approved items or direction. In addition, Exhibit B attached, details recommended position changes.

The following summarizes most significant requests the Board has not previously considered:

- ACTTC \$180,000 – Increase contract services to maintain sufficient coverage in Internal Audit function through the remainder of the fiscal year, as a result of unanticipated additional workload and corresponding revenue from financial statement audit clients.
- Sheriff \$324,000 – programming asset forfeiture funds for the purchase of body worn cameras, throw phone system normally used during negotiations with a barricaded subject, SWAT protective vests, and finance a Wi-Fi deployment project in the Main Adult Detention Facility (MADF) for staff and medical services provider.
- Health Services \$4.9M – programming Love Me/Fix Me spay/neuter grant, increased use of Mental Health Realignment balances to cover mandated Managed Care increased needs in the acute inpatient psychiatric program anticipated for the remainder of the fiscal year. Adjustment also increasing positions by 4 to support claims, contracts, and payroll. Of the \$4.9M change, \$3M represents authority to transfer funds between budget units.
- Human Services \$3.5M – appropriating \$1.3 million of additional state realignment allocation and one time VLF growth, and adding 10 positions: 3.0 Social Service Worker IV positions for Adult Protective Services; 1.0 Employment & Training Coordinator for anti-poverty client program; 2.0 Program Development Managers, one time-limited for Upstream support and one for Family, Youth & Children; 1.0 Eligibility Worker III and 1.0 Senior Welfare Fraud Investigator for increased internal review; and 1.0 Account Clerk and 1.0 Public Asst. Support Tech due to increased staffing and customer services needs. Expense increase include: \$100,000 to County Counsel for the Adoptions program; DMV connection fees (\$62k); support for DA-FJC (\$176k); Valley of the Moon food costs (\$4k). In addition, requested change covers: Temporary Aide for Needy Families (TANF) Grant

increase from the State (\$275k) and one-time revenue from State Veterans Affairs to manage Veterans Services workload and purchase equipment to implement identification cards for Sonoma County Veterans (\$54k).

- Regional Parks \$418,000 – estimate of unanticipated facilities maintenance cost including extra-help, utilities, and sanitation costs. Funded through increased day use, membership and camping revenue due to higher visitor volume in recent dry weather months; and \$45,000 contingencies request.
- Water Agency \$480,000 – increasing hydrology flood control consultant work on Santa Rosa Creek and adding one Account Clerk II to support new Enterprise Financial System (EFS) implementation and grant tracking.

Significant budgetary adjustments consistent with prior Board direction are:

- Non Departmental (-\$618,000) - draw down of Contingencies (described in the next section).
- Information Systems \$3.4 million – mostly for XP windows desktops replacement.
- District Attorney \$624,000 – programming grants for Traffic Safety and Violence Against Women.
- Sheriff \$5.7 million – operating transfers necessary to program radio replacement infrastructure funding approved in the Capital Projects Budget.
- Health (-\$19.7 million) – adjusting for Realignment redirection for Medi-Cal expansion.
- Transportation & Public Works \$2.2 million – programming available funds for scheduled projects.
- Water Agency \$9.3 million – mainly operating transfers for the appropriate accounting of the general water transmission 2006 and 2012 bonds.
- Regional Parks \$774k – correction of Toley Lake adjustment in 1st Quarter, recognizing Foundation for Taylor Mountain preserve, establishing non-cash depreciation for Spud Point Marina.
- Community Development Commission \$3M – recognizing project agreement with General Services for the Roseland Shopping Center project, and programming Winter Homeless services.
- Open Space Tax Account (-\$7.2 million) – reclassifying operations and maintenance designations.

Contingencies available balance is \$2.6 million. The requested 2nd Quarter adjustments request a \$618,000 draw down, as follows:

1. \$250,000 supporting Sheriff's Office recruitment efforts;
2. \$179,750 transfer to Community Development Commission to implement the 2013-14 winter homeless shelter program;
3. \$95,000 for Community Task Force coordination effort for the remainder of the fiscal year;
4. \$45,000 for increased parks maintenance;
5. \$40,000 for Board of Supervisors' office space adjustments, and
6. \$8,000 for previously approved sponsorships to community based organizations.

If 2nd quarter use of contingencies is approved, the new available funding is anticipated to be about \$1.98 million.

DIRECTIONS TO STAFF UPDATE (Attachment 1)

During the budget hearings the Board directed staff to return with a number of reports or updates. A summary on the status of directions received is attached for your reference. Most are completed, underway, or ongoing. The report includes discussion on Traffic Calming Measures. Staff recommends continuing to place Safe Route to Schools funded speed trailer to improve safety, and implement best

practice measures as part of roads maintenance and construction project. The report also includes an update on Fire Services Delivery Review and current year revenues and estimates for the newly established Reinvestment and Revitalization program managed by Community Development Commission after the dissolution of redevelopment agencies.

2-YR BUDGET DEVELOPMENT

To make departments' key staff capacity available to the implementation of EFS, the FY 2013-14 baseline values were rolled forward as FY 2014-15 preliminary recommended budget. The roll forward accounted for most labor agreement changes and anticipated employer paid benefits. In anticipation of implementing the first 2-Year budget development cycle for FYs 2015-16 and 2016-17, input was collected from Department/Agency directors or their designees. We learned that approximately 50 staff members dedicate 3-6 months of the year to budget preparation. Overall comments received recognize there are staff efficiency opportunities to be had as long as budget adjustments allow for truing up most up to date program information. Other observations saw value in better aligning federally funded programs, encouraging multi-year forecasting, and reducing redundancies.

CAO staff will develop a 2-year budget cycle schedule to include annual Board of Supervisors' budget hearings and adoption (as prescribed by code) and quarterly budget updates (current practice). The main estimated benefit is to save about 3 months of budget development by producing the Budget Book once every two years.

STATE/FEDERAL Budget (Attachment 2)

State Budget

On January 9, Governor Brown released his administration's 2014-2015 Budget. The proposed budget reflects an outlook that is the best it has been in over a decade. General Fund revenues are projected to be \$108.7 billion in 2014-15, a 5.9 percent increase over the updated 2013-14 GF revenues. The Governor's Budget proposes total 2014-15 GF expenditures of \$106.8 million and \$2.5 billion in total reserves.

The biggest investments of new funding are proposed to be in K through 12 education, paying down the "Wall of Debt" (the deferrals, bonds, and loans made over the past decade to cover previous budget deficits), the Rainy Day Fund, and the establishment of Independent Financing Districts. The Governor also proposes a constitutional amendment for the November 2014 ballot intended to strengthen the Rainy Day Fund, primarily by capturing revenue spikes and holding them in the fund, doubling the maximum allowable size of the fund, and limiting the amount of the fund that can be withdrawn in the first year of a recession.

The budget does not change the agreement negotiated between Counties and the State last year on the implementation of the Affordable Care Act, and estimates that State's share of costs to be \$867.4 million in 2014-15 to provide for the mandatory Medi-Cal expansion.

Federal Budget Impacts

The bipartisan HR 3547 (The Consolidated Appropriations Act, 2014), signed by President Obama on January 17, represents a \$1.012 trillion spending package, which incorporates all 12 annual appropriations bills into one "Omnibus" bill and funds the government through the remainder of Fiscal

Year (FY) 2014 which ends on September 30, 2014.

The Consolidated Appropriations Act reflects budget agreement passed in December, which set overall discretionary spending levels for FY 2014 and 2015 and partially restored funding cut by sequestration. The measure provides a 2.6 percent increase in discretionary spending from the \$986.3 billion, sequester-set level for FY 2013. Including \$65 million for the Pacific Coastal Salmon Recovery Fund. Staff will work with federal advocates to identify local impacts or opportunities. Impacts and opportunities to Sonoma County programs are described in Attachment 2.

FUND BALANCE DIRECTORY UPDATE (Attachment 3)

During the FY 2013-14 Budget Policy Workshop, the Board directed staff to provide a status of fund balances annually with a particular eye to those funds with a balance of \$5 million or more. In addition, the Board approved several policies for funds that were projected at \$5 million or more. The attached report provides an update based on the budget projections for the fiscal year ending June 30, 2014. There are 15 specific funds that have projected fund balances of greater than \$5 million (for a total of \$176 million), including \$32 million in County General Fund Reserve. Of these, 11 have existing policies, 1 fund is set aside for a large construction project, and 3 are in transition with policies expected by the end of this fiscal year or at the point in time where transitional issues are resolved.

There are 381 funds governed by the Board of Supervisors or Board of Directors categorized as General Funds, Special Revenue Funds, Enterprise Funds, Internal Service Funds, and Special District Funds. The combined total is \$361 million in available fund balance or retained earnings (not equal to cash on hand) after budgeted sources and uses. Changes approved in the first and second quarter adjustments are not reflected in the report.

FISCAL PROJECTIONS (Attachment 4)

Looking forward, there is mixed news from economic data trends through the second quarter. National economic output, inflation, and consumption have slowed. However, state and local economies are improving due to real estate and construction activity. Sonoma County foreclosures in January 2014 dropped to the lowest level in seven years. According to Data Quick (online real estate database) the December 2013 median home price was \$415,000 or 25% more than a year ago, but still below the \$619,000 record high in August of 2005.

Overall General Fund fiscal projections (FY 2014-2019) are expected to result in operating revenues exceeding baseline ongoing expenses through FY 2018-19 (between \$1 and \$5 million). Even though fiscal projections depict a manageable outlook, it is important to remark that our current fiscal resource level is insufficient to achieve other Board priorities and countywide strategic goals. When the \$8 million increased Road Infrastructure support is included, the County's fiscal position is negative as much as \$7 million. In addition, the fiscal projections do not address other priorities such as Road Infrastructure long-term plan, Community Healing efforts, information systems replacements/upgrades, reducing pension liability, and building reserves to 15% of General Fund revenues. *Note: detailed discussion on current year estimates, 5-year fiscal forecast, and partial list of unmet needs are included in Attachment 4.*

BUDGET & FINANCIAL POLICIES (Attachment 5)

Staff recommends the Board reaffirm for FY 2014-15 the current fiscal Budget and Financial policies, and endorse the following CAO's FY 2014-15 budget approach:

- 1) Maintain operating baseline status quo for existing programs unless new dedicated funding is identified (i.e. state/federal or grants).
- 2) Monitor current year General Fund expenses and return in April 2014 with 3rd Quarter Budget Update report.
- 3) Identify alternative revenues sources to address Board Priorities.

Conclusion

Thanks to the Board’s established fiscal discipline and absent unanticipated economic environment changes, staff estimates ongoing revenues will be sufficient to address current baseline obligations. As a result, staff recommends monitoring current year expenses to improve year-end savings, provide funding support for FY 2014-15 baseline operating needs, procure alternative revenue sources, and designate available savings beyond the \$10 million target and forecasted revenues, towards Board Priorities.

Prior Board Actions:

06-11-2013 Concurrent Resolution No. 13-0237 Adopted FY 2013-14 Budget for all governmental entities within its jurisdiction.

10-22-2013 Concurrent Resolution No. 13-0426 adopting 1st Quarter FY 2013-14 Budget adjustments.

Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship

Periodic fiscal updates and budgetary adjustments allow the County to ensure a balanced budget and maintain fiscal sustainability.

Expenditures		Funding Source(s)	
Budgeted Amount	\$	County General Fund	\$ 0
Add Appropriations Req'd.	\$ 9,716,499	State/Federal	\$ -9,422,123
	\$	Fees/Other	\$ 7,216,179
	\$	Use of Fund Balance	\$ 1,824,169
	\$	Contingencies	\$ 617,751
	\$	Water Agency	\$ 9,480,523
Total Expenditure	\$ 9,716,499	Total Sources	\$ 9,716,499

Narrative Explanation of Fiscal Impacts (If Required):

First Quarter Budgetary Adjustments total \$9.7M, which revised the overall County budget from \$1.54 billion to \$1.55 billion. The budget changes are financed by fees and other revenues, programming of replacement funds, and use of \$617,751 of General Fund Contingencies. The decrease in State/Federal sources is primarily due to the redirection of Health Realignment pass-thru funding assigned to the County Medical Services Program (CMSP).

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
See attached resolution.			
Narrative Explanation of Staffing Impacts (If Required):			
Detail of position changes is included in Exhibit B of the attached Resolution.			
Attachments:			
<p>Concurrent and Sonoma Valley County Sanitation District Resolutions adjusting the FY 2013-14 Adopted Budget and Position Allocation.</p> <p>Att. 1 – Directions to Staff Update; Att. 2 – State/Federal Budget Review; Att. 3 – Summary of the Updated Fund Balance Directory; Att. 4 – 5-Year General Fund Forecast; and Att. 5 – Budget & Financial Policies</p>			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma
State of California

Date: February 25, 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, And The Board Of Directors Of The Agricultural Preservation and Open Space District, Adjusting The Adopted FY 2013-14 Budget. (4/5 Vote Required.)

Whereas, the Board has adopted the Fiscal Year 2013-14 Budget for all Governmental Entities within its jurisdiction, in accordance with Section 29088 of the Government Code of the State of California, and

Whereas, the Government Code allows for adjustments to the Adopted Budget during the 2013-14 Fiscal Year.

Now, Therefore, Be It Resolved that the County Auditor-Controller is hereby authorized and directed to adjust the Fiscal Year 2013-14 Adopted Budget for the attached increases/decreases listed in Exhibit "A" and position allocation changes listed in Exhibit "B" for the governmental entities within its jurisdiction.

Supervisors:

Gorin:

Zane:

McGuire:

Carrillo:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma
State of California

Date: February 25, 2014

Item Number: _____

Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Directors Of The Sonoma Valley County
Sanitation District Adjusting The Adopted FY 2013-14 Budget. (2/3 Vote
Required.)**

Whereas, the Board has adopted the Fiscal Year 2013-14 Budget in accordance with Section 29088 of the Government Code of the State of California, and

Whereas, the Government Code allows for adjustments to the Adopted Budget during the 2013-14 Fiscal Year.

Now, Therefore, Be It Resolved that the County Auditor-Controller is hereby authorized and directed to adjust the Fiscal Year 2013-14 Adopted Budget for the attached increases/decreases listed in Exhibit "A" for the Sonoma Valley County Sanitation District.

Directors:

Gorin:

Rabbitt:

Rouse:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
<u>Summary of Requested Adjustments for Board Consideration</u>				
<i>Administrative and Fiscal Services</i>				
Human Resources - General Fund				
Add 1.0 Supervising Human Resources Analyst and delete 1.0 Human Resources Analyst in Recruitment and Classification and reclassify 1.0 Payroll Clerk -Confidential to a Human Resources Technician - Confidential based on a classification study approved by the Civil Service Commission.	0	0	0	0
General Services - General Fund				
Delete 1.0 Sr. Office Assistant and add 1.0 Administrative Aide based on task review and recommendation of HR. Changes due in part to implementation of EFS.	0	0	0	0
Auditor Controller/treasurer/Tax Collector - General Fund				
Increase contract services by \$180,000 to maintain sufficient coverage and to continue staff development related to Internal Audit function through the remainder of the fiscal year, as a result of unanticipated additional workload and corresponding revenue from financial statement audit clients.	0	180,000	180,000	0
<i>Justice Services</i>				
Sheriff - General Fund				
Appropriations to the operating indexes for asset forfeiture funded projects-body worn cameras, throw phone, SWAT protective vests, and a Wi-fi deployment project (\$324,100).	0	324,100	324,100	0
Sheriff - Other Funds				
Projects listed above are finance with increased expenditure transfer from Asset forfeiture.	0	324,100	0	324,100
<i>Health and Human Services</i>				
Health Services - Other Funds				
Add 1.0 FTE Accounting Technician for Behavioral Health Claiming unit; add 1.0 Admin Aide Time-Limited to Animal Care & Control for Love Me/Fix Me spay/neuter program; add 1.0 Senior Office Clerk and delete 1.0 Office Assistant II to better align with current functions and duties; add 1.0 Senior Office Clerk Time-Limited for Contract and Board Development work; add 1.0 Payroll Clerk to process increased payroll and payroll administration functions. Adjust appropriations for Desktop Modernization Program for early replacement of all XP computers (\$185k). Increase appropriations and transfer from Public Health Realignment to Mental Health Realignment (\$1.5M) to cover mandated services for managed care and clients in acute in-patient facilities. Increase to Behavioral Health Interim Fund's short term client loan program per designated donations received (\$15k). Increase Use of Health and Mental Health Realignment Fund balances due to not releasing Medical Administrative Activities Reserve as budgeted due to pending audit outcome (\$199k).	4	4,969,498	3,579,415	1,390,083

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
Human Services Department - Other funds				
Increase appropriations from one-time Sales Tax General Growth from 1991 Realignment (\$80k) and 2011 Realignment growth (\$1.2M) for: \$100,000 to County Counsel for the Adoptions program; increase expenditures for DMV connection fees (\$62k); payment to DA-FJC (\$176k); Valley Of the Moon food costs (\$4k). Add 3.0 Social Service Worker IV positions for Adult Protective Services; 1.0 Employment & Training Coordinator for anti-poverty client program; 2.0 Program Development Managers, one time-limited for Upstream support and one for Family, Youth & Children; 1.0 Eligibility Worker III and 1.0 Senior Welfare Fraud Investigator for increased internal review; and 1.0 Account Clerk and 1.0 Public Asst. Support Tech due to increased staffing and customer services needs. Increase appropriations for Health Insurance Counseling and Advocacy Program (HICAP) program and contract with Senior Advocacy Services (\$10k) fund by California Department of Aging. Program TANF Grant increase from the State (\$275k) and one-time revenue from State Veterans Affairs to manage Veterans Services workload and purchase equipment to implement identification cards for Sonoma County Veterans (\$54k).	10	3,380,128	3,380,128	0
Human Services Department - General Fund				
Increase appropriations form one-time Vehicle License Fee growth, contributing to expenses listed above under "other funds".	0	112,122	112,122	0
Development Services				
Regional Parks - General Fund				
Additional appropriations for Extra Help (\$146,000), Overtime (\$37,963), Maintenance-Equip (\$12,856), Supplies/Expenses (\$55,258), Utilities and Sanitation (\$60,000) funded through increased day use, membership and camping revenue. Net cost increase request represents partial year funding for additional Extra Help costs in parks operation and maintenance.	0	417,561	371,819	45,742
Water Agency - Other Funds				
Add 1.0 FTE Senior Programmer Analyst and delete 1.0 FTE Programmer Analyst (net add \$3,981) to reduce the need to contract consultants for higher level programming support. Add 1.0 FTE Account Clerk II and reduce extra help expenses (net \$34,593) to address full time workload for Enterprise Financial System, SAP (Systems Application Programming) and grants.	1	38,574	0	38,574
Flood Control: Additional appropriations for consultant work for modeling of hydrology and hydraulics on Santa Rosa Creek.	0	442,000		442,000

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
Other County Services				
Agricultural Commissioner - General Fund				
Adjusts departmental revenues and expenditures based on improved information associated with the European Grapevine Moth Eradication program.	0	(38,522)	(38,522)	0
Sub-Total Adjustments for Board Consideration	15	10,149,561	7,909,062	2,240,499

Summary of Requested Adjustments Reflecting Prior Board Direction

Administrative and Fiscal Services

Board of Supervisors/County Administrator - General Fund

Provide funding for office and workspace remodel and equipment necessary to accommodate additional staffing (\$40,000). In addition, provide funding to support the Community Healing Task Force, CAO, Health Department, and Human Services, including administrative support, misc expenses, security services, and web site development (\$121,000). BOS 11/5/2013.

161,000 26,000 135,000

General Services- General Fund

Local Projects-transfer appropriation to CP budget for HOJ South Elevator

40,126 0 40,126
(40,126) 0 (40,126)

Non Departmental- General Fund

Program contribution to CDC for 1/7/14 BOS approved winter homeless program \$179,750; and approved sponsoships for West County Community Services \$2,734 and Sebastopol Center for the Arts \$4 525.

0 187,009 0 187,009

Reduce Contingencies to finance increased net cost for the 2nd Quarter Budget Adjustments \$430,742 and items previously approved as listed above for \$187,009.

0 (617,751) 0 (617,751)

General Services-Other Funds

Sonoma County Energy Watch (SCEW): Appropriate unanticipated revenue received from the City of Santa Rosa for water conservation. Proceeds to engage the community through outreach and other informational programs.

0 30,565 30,565 0

Information Systems - General Fund

Increase expenses and offsetting revenue or reimbursements for approved contracts for GIS Orthophotography (\$86,450) used for GIS mapping as approved in November, 2013 and DMV Connection with Superior Court (\$130,627) as approved on January 28, 2014; connection is essential for data validation and other purposes by numerous County departments.

0 217,077 217,077 0

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
Increase ISD appropriations for postage expense (\$132,000) and the offsetting revenue (\$132,000) as original budget did not have sufficient funding. Program desktop and laptop equipment expenses for accelerated Desktop Modernization Project (DMP) rollout (\$1,078,097) and offsetting revenue (\$233,271) and reimbursements (\$844,826) from departments. Increase multiple general fund department DMP expenses (\$844,826) and offsetting revenues from Replacement Fund (\$844,826). These funds address need to replace PCs using Windows XP, which Microsoft will no longer support as of April, 2014.	0	2,054,923	2,054,923	0
Information Systems - Other Funds				
Increase use of Fund Balance from ISD's Infrastructure Fund for GIS Orthophotography (\$86,450).	0	86,450	0	86,450
Increase appropriations for additional expenditures in ISD Replacement fund A (\$844,826) and B (\$233,271) for transfer of revenue to departments for contributions made for computer purchases for early DMP rollout. Increase multiple non-general fund department DMP expenses (\$233,271) and offsetting revenues from Replacement Fund (\$242,351). These funds address need to replace PCs using Windows XP, which Microsoft will no longer support as of April, 2014.	0	1,311,368	233,271	1,078,097
Clerk/Recorder/Assessor - Other Funds				
Increase appropriations to address Recorder's Social Security Truncation (SST) Program compliance review recommendations (\$42k) as reported to the Board on 01/17/2014, and include operating transfers to reclassify prior year expenses from Recorder's operations to the SST program (Revenues \$43,000 & \$43,000 Expenses).	0	85,000	43,000	42,000
Justice Services				
Probation - Other Funds				
The CCP approved expenditures for funding an additional unit in the Jail to support realignment. These funds will be accounted for in the Sheriff's special revenue accounts, but required an adjustment to Probation's accounts to show the draw down of realignment contingency funds.	0	0	(850,000)	850,000
District Attorney - General Fund				
Appropriate grant funds for FY 13/14 for the Office of Traffic Safety Vertical Prosecution Grant (\$302,777). Appropriate funds for FY 13/14 for the Office of Emergency Services Violence Against Women Vertical Prosecution Program the current year grants were approved by the Board on 11/5/13	0	598,150	598,150	0

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
District Attorney - Other Fund				
Appropriate grant funds for 2nd year funding under the Office of Violence Against Women (OVW) Abuse Later in Life Grant, which continues funding for staff and provides for multi-jurisdictional training to Law Enforcement, CBO's and other agencies on elder abuse.	0	26,111	26,111	0
Sheriff - General Fund				
Appropriations to fund costs of the Intensive Hiring Effort (\$500,000), primarily extra-help background investigator support and pre-employment screening costs partially offset by increases in Prop 172 revenue (\$250,000). Board approved 2/4/14. Offsetting grant revenue and expenditures are also requested for the Anti-Drug Abuse Program (\$121,393). Board approved 1/14/14. On 10/22/13 the Board approved increases in appropriations for Mental Health Services (\$369,938)-transferring from Health to Sheriff. General Fund adjustments with prior Board approval total \$991,331 in expenditures and \$371,393 in revenue, for a net cost change of \$619,938. Program additional appropriations from AB109 Public Safety Realignment (PSR) allocation to add a jail unit (\$850,000). Program revenue and expenditures for Marine Unit equipment (\$4,000) and revenue transfer from Infrastructure fund (\$803,529). In addition, recognize TPW T-Comm equipment and labor costs (\$20,000) contribution.		2,668,860	2,048,922	619,938
Sheriff - Other Funds				
AB 109 PSR \$850,000, Radio/T-Comm Infrastructure Fund \$1,488,744, and Radio Towers capital project \$685,215. Offset by recognizing AB109 PSR revenue of \$850,000; and Infrastructure Fund contribution to Radio Towers Capital project \$685,215.		3,023,959	1,536,215	1,487,744
Health and Human Services				
Health Services- General Fund				
Decrease appropriations to align with changes per SB 85 regarding redirection of 1991 Health Realignment redirection per the effects of the Affordable Care Act (BOS 1/7/14) \$5.4 million. Correct 1st quarter adjustment to move General Fund to the Sheriff Department for inmate mental health services, \$369,938.	0	(5,833,478)	(5,463,540)	(369,938)

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
Health Services - Other Funds				
Increase investments in Health Access to execute grant agreements for capital costs and service expansion (\$300k, BOS 11/5/13). Increase for new lease at 490 Mendocino for leased space & furniture (\$451k, BOS 11/5/13). Increase for Medi-Cal Administrative Activities Program Host Entity and Community-Based Organization Memorandum of Understanding Authorization to coordinate the statewide participation agreement (\$14k, BOS 12/3/13). Increase for Animal Care & Control per grant from Community Foundation for mobile spay/neuter program (\$45k, BOS 12/10/13). Increase for MOU with Humboldt County for Public Health Laboratory Director Services (\$12k, BOS 12/10/13). Decrease appropriations to align with changes per SB 85 redirecting 1991 Health Realignment to the State per the effects of Affordable Care Act (\$7.9M, BOS 1/7/14). Increase in standby pay in the Public Health Sexual Assault Exam Program per SEIU contract, funded through Sutter Hospital contract and Health Realignment fund balance (\$53k, BOS 3/19/13). Increase for contract with West County Community Services (\$120k). Rebudget of Centers for Disease Control Hospital Preparedness Program grant (\$12k) and National Association of City and County Health Officials grant (\$3k) funds from fiscal year 11-12. Decrease and transfer for minor program changes and budgetary balancing (-\$5k).	0	(13,902,383)	(11,807,391)	(2,094,992)
Development Services				
Fire and Emergency Services - General Fund				
Appropriate additional grant funding: Urban Area Security Initiative Grant Funding (\$107,804) approved November 12, 2013 and Emergency Management Performance Grant (\$83,600) to improve capacity of County and other jurisdictions to respond to a variety of potential emergencies approved in April, 2013.	0	191,404	191,404	0
Fire and Emergency Services - Other Funds				
Appropriate grant funding (\$19,577) and CSA#40 undesignated fund balance for firefighting protective clothing and fire equipment (\$19,577) approved by Board on December 3, 2013 and (\$76,125 for the purchase of a used fire engine; approved by Board on January 28, 2014)		115,279	19,577	95,702
Transportation & Public Works - Other Funds				
Northern SoCo Air Pollution Control District: Increase operational transfer of \$627 from DMV Moyer to Operations due to increased administration fees. Increase of \$15,136 in appropriations to reconcile budget with Board of the Geysers Air Monitoring Program; additional appropriations of \$15,000 to allow for additional incentives for the Woodstove Change out Program.		30,763	627	30,136

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
<p>Various: Appropriations requested for Transportation and Public Works include \$2.2M in increase expenditures offset by \$1.5M in revenues. A significant portion of requests are for internal operating transfers to ensure that expenditures are matched with appropriate revenue source. Additionally there are approximately \$600K in appropriations of available fund balance for projects including \$350K for the lighting on the Hwy 12 Sidewalk project, \$200K for installation of decorative lighting on the Airport Blvd-Hwy 101 Interchange project and \$50K for design work on future pedestrian improvements in Geyserville.</p>		2,194,966	1,544,966	650,000
Water Agency - Other Funds				
<p>Expenditures increase for increased contract with Human Resources Department for recruitment services (\$75,000) (BOS 1/14/14), Consultant Services (\$68,108) for Watershed Academics for Sustainability Collaborative, for sanitary sewer system study (\$129,330), modifications of the system to operate the effluent pump for the Sonoma Valley Sanitation District (\$42,500) and habitat and enhancement projects (\$110,000); debt Issuance costs (\$33,071) and operating transfers (\$8,841,406) for debt issuance and bond revenue, local hazard mitigation projects and capital fund transfers, and increased revenues.</p>	0	9,299,415	9,480,523	(181,108)
Regional Parks - Other Funds				
<p>Administrative correction to recognize revenue and appropriations for improvements to Tolay Lake Park (\$200,000) funded by a donation from Federated Indians of Graton Rancheria which was decreased in error in Q1 CBA, and a Non-Cash administrative adjustment for Depreciation Expense (\$159,000) at Mason's Marina funded though retained earnings. Additional appropriations for improvements to Kenwood Plaza Park (\$15,000) funded though the Regional Park Foundation, additional appropriations (\$200,000) for Taylor Mountain Regional Park and Open Space Preserve for improvements to Petaluma Hill Road and Phase 1 park entrance funded by an operating transfer from Mitigation Fund Area 4.</p>		773,943	415,000	358,943
Economic Development - Other Funds				
<p>Provide additional Advertising Program appropriations of \$76,000 for consultant services for the Cultural Planning Group to develop a cultural arts plan for Sonoma County (BOS 1/28/14), for moving expenses associated with office relocation (BOS 6/25/13), and costs associated with the State of the County event and Annual Report.</p>		155,126	155,126	0
Community Development Commission - Other Funds				
<p>General Operations: request is to appropriate County General Fund Contingencies for "winter homelessness" Board action of 1-07-2014.</p>	0	179,750	179,750	0

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
Reinvestment & Revitalization: request is to 1) appropriate budget expense and associated revenue for "winter homelessness" Board action of 1-28-2014 (\$140,953); 2) to correct inputting omission from Supplemental Budget action (\$3,370,094) and 3) appropriate budget expense and associated revenue for CDC-General Services agreement for the Roseland Shopping Center from 9-24-2014 Board action (\$2,690,000).	0	2,830,953	6,201,047	(3,370,094)
Other County Services				
So Co Agricultural Preservation and Open Space - Other Funds				
Release funds from Operations & Maintenance Reserve fund to OSSTA fund balance, based on Board determination regarding eligible O&M expenditures on recreational properties (10/15/13). Funds will be appropriately budgeted to the O&M Reserve as part of FY 13-14 year end closing actions. In addition, appropriate \$621,563 for Geospatial Environmental Data Acquisition project funded by USGS & Nature Conservancy grants and appropriations from SCWA, TPW and ISD (11/12/13).		621,563	(6,534,934)	7,156,497
Open Space Special Tax Account (OSSTA)		(7,156,497)	0	(7,156,497)
Advertising - Other Funds				
Rebudget \$12,500 for Russian River Chamber River campaign for which funds were not encumbered by year end. Provide additional appropriations to the EDB for the cultural arts strategic plan, \$76,000 (BOS 1/28/14), and for moving expenses, \$47,826 (BOS 6/25/13), and costs associated with the State of the County event and Annual Report.		167,626	0	167,626
Capital Projects				
General Services - Other Funds				
Communications Towers: reverse revenue inadvertently rebudgeted from prior year. This amount pertains to an operating transfer from the Sheriff's Radio budget that was done in FY 12-13.		0	(337,047)	337,047
Groundwater Contamination Monitoring/Remediation: Appropriate unanticipated revenue received from the State of California Water Resources Control Board.		17,030	17,030	0
2009 ADA SETP Improvements: Delete budgeted revenue received in prior year FY 12-13.			(75,161)	75,161
Morgue Retaining Wall: Close out project		(56,040)	(72,740)	16,700
MADF Kitchen/Sewer Improvements: transfer funds available from: Los Guilicos Photovoltaic System, Emergency Generator Projects, 370 Administration Drive Building, Admin Center Paving Phase I, Admin Center Security Improvements, and Sheriff Building Server Room Expansion.		143,641	143,641	
		(143,641)	(143,641)	0
JJC surveillance record storage project: transfer funds available Sheriff Building Server Room Expansion, Water Hazards-Electrical rooms, and from other capital projects.		42,675	42,675	0
		(16,382)	(16,382)	0
La Plaza Remodel Project: transfer funds available from: MADF HVAC Controls, MADF Fire System Upgrade, and 2755 Mendocino Avenue, Facility Planning, NCDF 200 Unit Re-roof, NCDF 100 Unit Dry Rot Repair.		71,666	71,666	0
		(33,288)	(33,288)	0

EXHIBIT A

Consolidated Budget Adjustments FY 2013-14 - 2nd Quarter

Requested Budget Adjustment Summaries	FTE Impacts (+/-)	Gross Expenditure	Revenue & Reimbursement	Net Cost
NCDF 300 re-roof: transfer funds available from:		(24,135)	(24,135)	0
MADF Airflow Improvements.		24,135	24,135	0
Hall of Justice (HOJ) South Elevator: transfer available funds from		40,126	40,126	0
Local Projects to fund the HOJ South Elevator project.				
Sub-Total Adjustments Reflecting Prior Board Direction	0	(433,062)	(16,732)	(416,330)
Sub-Total General Fund Adjustments		622,455	622,455	0
Sub-Total Other Funds Adjustments		9,094,044	7,269,875	1,824,169
Total Adjustments	15	9,716,499	7,892,330	1,824,169

**Exhibit "B" Position Allocations
FY 2013-2014 2nd Quarter Consolidated Adjustments**

Index	Job Class	Job Title	Existing Allocation (FTE)	Change in Allocation (FTE)	New Total Allocation	Effective Date	Salary Range (A-Step)
Department of Health Services							
161101	0002	OFFICE ASSISTANT II	1.00	-1.00	0.00	02/25/14	16.03
161101	0382	PAYROLL CLERK	2.00	1.00	3.00	02/25/14	21.38
161101	0003	SENIOR OFFICE ASSISTANT	3.00	2.00	5.00	02/25/14	18.26
		1.0 Sr. Office Asst. is Time Limited to 2/25/16					
164350	0810	ADMINISTRATIVE AIDE	1.00	1.00	2.00	02/25/14	23.33
		Adminstrative Aide is Time Limited to 2/25/16					
165102	0404	ACCOUNTING TECHNICIAN	1.00	1.00	2.00	02/25/14	21.32
General Services Department							
010553	0003	SENIOR OFFICE ASSISTANT	1.00	-1.00	0.00	02/25/14	18.26
010553	0810	ADMINISTRATIVE AIDE	1.00	1.00	2.00	02/25/14	23.33
Human Resources Department							
006015	0807	HUMAN RESOURCES ANALYST III	10.00	-1.00	9.00	02/25/14	34.86
006015	7382	PAYROLL CLERK CONFIDENTIAL	1.00	-1.00	0.00	02/25/14	22.02
006015	7803	HUMAN RESOURCES TECHNICIAN CONF.	5.00	1.00	6.00	02/25/14	22.44
006015	0808	SUPERVISING HUMAN RESOURCES ANALYST	0.00	1.00	1.00	02/25/14	40.05
Human Services Department							
159014	0474	ELIGIBILITY WORKER III	33.00	1.00	34.00	04/01/14	22.59
159014	3038	EMPLOYMENT & TRAINING COORDINATOR	8.00	1.00	9.00	04/01/14	26.99
159014	3084	PROGRAM DEVELOPMENT MANAGER	6.00	2.00	8.00	04/01/14	37.05
		1.0 Prog. Dev. Mgr. is Time Limited to 6/30/18					
159014	0179	PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	3.00	1.00	4.00	04/01/14	25.70
159014	0403	SENIOR ACCOUNT CLERK	7.00	1.00	8.00	04/01/14	20.13
159014	4251	SENIOR WELFARE FRAUD INVESTIGATOR	0.00	1.00	1.00	04/01/14	36.60
159014	3004	SOCIAL SERVICE WORKER IV	105.25	3.00	108.25	04/01/14	28.79
Water Agency							
672105	0130	PROGRAMMER ANALYST	4.00	-1.00	3.00	02/25/14	32.04
672105	0402	ACCOUNT CLERK II	2.00	1.00	3.00	02/25/14	18.26
672105	0129	SENIOR PROGRAMMER ANALYST	0.00	1.00	1.00	02/25/14	38.31
			194.25	15.00	209.25		

2-25-2014 Second Quarter FY 2013-14 Budget Update – Att. 1

DIRECTION DURING 2013-14 BUDGET HEARINGS	ASSIGNED TO	STATUS
Jail Mental Healthcare - Complete review of resources needed to address jail mental healthcare issues.	Sheriff & Health Services	Report was presented to the Board 10/22/13.
Review Sheriff's staffing levels at Mid-Year to identify if additional recruiting resources are needed.	Sheriff & CAO	Report was presented to the Board on 2/4/14.
Recommend necessary budget/program changes from State Budget impacts associated with 1991 state Realignment take back proposal.	Health Services	Report was presented to the Board on 1/7/14.
Return with additional fiscal planning addressing the needs of our community's seniors, as well as State Budget impacts (during 1st Quarter FY 13-14 review).	Human Services	Report was presented to the Board on 10/22/13, and staff will monitor funding opportunities.
Return in the next 60-90 days with how to program O&M available funds incorporating a public input workshop; including a review of potentially increasing the Matching Grant Program from unanticipated sales tax growth. Finally, return in 6 months with a complete long term plan for public recreational lands.	Open Space	See Update below.
Traffic Calming Approach - Return with Recommendations for Board Consideration	Sheriff/TPW	See Update below.

Sheriff TPW report on Traffic Calming Approach -The California Highway Patrol (CHP) is the primary party responsible for the enforcement of all state and local traffic laws. This is outlined in the state law, and memorialized in a Memorandum of Understanding (MOU) between the CHP and the Sonoma County Sheriff's Department. This MOU was signed in 2002, and is currently being updated.

In 2010, Transportation and Public Works and Department of Health Services purchased a speed trailer using Safe Routes to Schools (SRTS) funding. The speed trailer was purchased with SRTS funding specifically for use in the Bellevue and Roseland School Districts. Baseline data was collected in these school district areas from November 2010 through December 2010, then again from March 2011 through May 2011. Follow up data was collected in the same locations from October 2013 through January 2014. Most recently, requests to place the speed trailer in problem areas have been received. These problem areas include Warms Springs Rd., Glenn Ellen; Cazadero

2-25-2014 Second Quarter FY 2013-14 Budget Update – Att. 1

Highway; Goodwin Ave., Penngrove; and, Lavell Rd., Mark West. Pursuant to the grant, CHP is placing the unit in problem areas. The grant activities ended in January 2014, future trailer use has yet to be determined. Staff recommends continuing to use the trailer around schools and in problem areas in general. CHP Officer Sloat works with a team of volunteers that have been placing the trailer in many school communities for the last several months.

If the Board is interested in purchasing additional speed trailers to be used in unincorporated areas in general throughout the county, the cost for the unit purchased in January 2010 was \$7,857.73. Deployment is managed by CHP. Staff recommends a discussion of need and resource capacity for deployment with CHP prior to purchasing additional equipment.

RECOMMENDATION: continue the use of speed trailers, and encourage TPW to implement best practices, where cost effective, into ongoing maintenance projects or new construction projects.

Open Space Status Report - Report on O&M was presented to the Board on 10/15/13. Matching grant program and strategy report was provided in the Board Update dated January 24, 2014. The complete long term plan for public recreational lands is underway. This report will come in the form of an update to the Fee Lands Strategy targeted for March/April. Regional Parks is planning to bring their plan/budget for Fee Lands transfers in early March. In that report the Board will indicate whether the County intends to take transfer of all the Tier II properties (which will then be moved up to Tier I) prior to the District updating their documents.

OTHER DIRECTIONS TO STAFF	ASSIGNED TO	STATUS
Appropriate \$300,000 for interim funding support for Cloverdale Fire Protection District (\$180,000) and analyses of current governance structure for fire services in unincorporated areas to include potential contracting, consolidations, regionalization, or increase support for the status quo as a means of ensuring effective fire services throughout the County and the formation of various community service districts (\$120,000).	Fire and Emergency Services and CAO	LAFCO-managed analysis of fire services in northeastern part of County underway (\$50,000); additional LAFCO analyses of potential annexations and consolidations anticipated for Schell-Vista, Lakeville, and Mayacamas (\$10,000), and of Russian River/Coastal areas (costs TBD).
Provide update on Reinvestment and Revitalization report provided to the Board during FY 13-14 budget hearings.	CAO & CDC	See update below.

2-25-2014 Second Quarter FY 2013-14 Budget Update – Att. 1

Background: The projections for Reinvestment and Revitalization (R&R) revenue and budgeted expenses for FY 2013-14 as shown on Exhibit A have been revised to reflect 1) the Board's 1/28/14 approval of \$141,000 in R&R funding for winter weather homelessness services, and 2) \$1 million in one-time revenue from the City of Cotati's Low/Moderate-Income Housing Fund (LMIHF), off-set by 3) changes in Auditor- Controller-Treasurer-Tax Collector's projections for residual distributions to the General Fund, which have been reduced from \$2.5M to \$1.9M annually starting in FY 2014-15. This is a conservative estimate that does not include potential future asset distributions, settlement of disputed obligations for City of Santa Rosa and Sonoma County, or growth in property taxes that may increase receipts in future years.

The revised on-going revenue projection of \$1.9M is a conservative estimate that does not include any other potential future asset distributions, settlement of disputed obligations for City of Santa Rosa and Sonoma County, or growth in property taxes that may increase receipts in future years. The State Department of Finance (DOF) initially disapproved many Recognized Obligation Payments Schedule (ROPS) items (enforceable obligations from the former Redevelopment Agencies) submitted by Successor Agencies during the first couple of years of dissolution. This swelled the level of residual distributions that flowed back to the other taxing entities. Several of the Successor Agencies in the County have been more successful recently in negotiating with the DOF to get more enforceable obligations items approved, which in turn has decreased residual distributions. That combined with the now completed distribution of the majority of one-time asset monies (Low/Moderate-Income Housing Fund and Other unencumbered assets) has decreased on-going revenues for the General Fund.

The reduced projection for ongoing revenues is not expected to impact our ability to fund the highest priority projects, including Highway 12, Roseland Village, Monte Rio Wastewater, and Guerneville Homeless Center, but R&R funding for other listed projects may need to be reduced or eliminated.

There are two other factors that could affect the amount of R&R funding available for other projects. The first is a lawsuit won at the trial level by the County Successor Agency which has been appealed by the DOF. The Successor Agency claims that the agreements between the former Redevelopment Agency and the General Services Department and Department of Transportation and Public Works for the Roseland Village and Highway 12 projects, respectively, are enforceable obligations and thus should be funded by prior redevelopment tax increment receipts, bond proceeds, and future Redevelopment Property Tax Trust Fund (RPTTF) dollars. Should the Successor Agency win the appeal, these funds can be used to pay all costs of those projects, releasing the R&R funds to be used for other projects. Second, the DOF has determined that the costs for the environmental clean-up portion of the Roseland Village project are an enforceable obligation because the State ordered the clean-up prior to dissolution. These costs are therefore eligible for funding through the County Successor Agency and RPTTF, reducing the R&R funding need for that project by \$1.1M. In that event, there would also be a resultant \$210,000 additional reduction in annual residual distributions to the General Fund.

2-25-2014 Second Quarter FY 2013-14 Budget Update – Att. 1

Updated revenue and expense projections, and future funding recommendations for listed projects, will be presented to the Board with the FY 2014-15 Supplemental Budget Hearings materials.

Attachment 1 - Exhibit A
 Second Quarter FY 2013-14 Budget Update

Reinvestment and Revitalization Funds: Approved Use for FY 13-14 and Preliminary Plan for FY 14-15 through FY 16-17
 Updated February 7, 2014

	FY 12-13 Actual	FY 13-14 Budgeted	FY 13-14 Projected	Status update on projects
Estimated Revenue				
Available Balance as of July 1st	\$9,322,013	\$10,145,188	\$9,926,561	
Estimated Annual Revenue ¹	\$604,548	\$2,500,000	\$2,970,843 ¹⁵	
Estimated Funds Available	\$9,926,561	\$12,645,188	\$12,897,404	
Recommended Projects/Programs ²				
Highway 12 ³	\$0	\$5,300,000	\$5,300,000	All funds earmarked/committed to anticipated construction costs and overhead, with anticipated shortfall of \$2.2 million until stranded bond funding can be accessed (see footnote 6). No money appropriated to parking mitigation (originally estimated at up to \$2.2 million).
Roseland Village Mixed-Use Project ⁴	\$0	\$2,850,000	\$2,850,000	Environmental remediation and associated demolition work schedule to be bid in Q3 and complete in Q4. Community outreach and planning efforts beginning.
Guerneville Homeless Shelter & Day Services Center ⁵	\$0	\$1,020,000	\$300,000	Outreach and investigation commenced. Operator identification/selection by end fiscal year. Anticipated site identification in this fiscal year. Extent of spend this fiscal year and next dependent on specific site and development steps required to complete facility (may involve acquisition, renovation, and /or new construction, which involve varying timelines).
Monte Rio Wastewater Feasibility Studies ⁶	\$0	\$250,000	\$250,000	Discussions with Regional Water Board, SCWA, PRMD, and some public stakeholders commenced. Discussions with potential public process facilitators commenced. Exploration of potential additional grant funding for process evaluated.
Community Services Fund (CSF) Supplement ⁷	\$0	\$200,000	\$200,000	All funding in this category was awarded for Public Services grants for FY 13-14, and all is to be spent by grantees for costs incurred prior to 6/30/14.
Housing Rehabilitation Loan Program ⁸	\$0	\$500,000	\$500,000	Canon Manor outreach through multiple avenues did not result in homeowners requesting funds. Beginning 3/1/14, staff will accept applications for assistance using these funds from eligible property owners throughout the unincorporated County (see footnote 11).
Commercial Rehabilitation Loan Program ⁹	\$0	\$500,000	\$500,000	Staff is performing outreach; 17 applications received to date, all currently requesting \$15K façade improvement loans, but some may expand.
County Fund for Housing ¹⁰	\$0	\$250,000	\$250,000	These funds were blended into the FY 2013-14 NOFA cycle, and there were two projects which each were allocated \$125K of R&R funding: Crossroads Apartments in Roseland and Springs Family Apartments in Sonoma Valley.

Attachment 1 - Exhibit A
 Second Quarter FY 2013-14 Budget Update

	FY 12-13 Actual	FY 13-14 Budgeted	FY 13-14 Projected	Status update on projects
Day Labor Centers, One-Time Funding ¹¹	\$0	\$100,000	\$100,000	The Fulton Day Labor Center was assisted with \$30K in funding for start up. The staff recommendation for allocation of remaining funds is pending work of newly hired project management staff
Homeless Services funding per 1/28/14 Board action	\$0	\$0	\$141,000	\$91K obligated for Safe Parking Program and \$50K obligated for motel vouchers for homeless persons.
Successor Agency Admin Costs ¹²	\$0	\$388,844 ¹³	\$250,000	Cost incurred are running below estimates primarily due to legal costs for litigation not incurred at anticipated levels.
R&R Administrative Costs ¹⁴	\$0	\$161,250	\$40,000	These administrative-indirect charges are computed proportional to personnel costs and the months-long process to staff up new positions caused actual personnel costs to be well under budget projections.
Total Expenditures Recommended	\$0	\$11,520,094	\$10,681,000	
Remaining Available Balance	\$9,926,561	\$1,125,094	\$2,216,404	

- 1 Funds will generally be received in December and June of each year.
- 2 Funds for projects/programs will be carried over for the same approved use from fiscal year to fiscal year until expended or no longer needed.
- 3 Costs to complete basic improvements. These funds are to allow the work to be carried out under existing agreement with the Successor Agency in advance of the reimbursement under that agreement, which is expected upon a successful completion of pending litigation. An additional \$2.2M in bond proceeds will also be available to pay for this work, regardless of disposition of litigation. Depending on the timing of a final court decision, an additional advance of \$2.2M in R&R funds may be needed to pay costs that will subsequently be reimbursed with bond proceeds.
- 4 Costs to complete environmental clean-up, demolition, and construction of public improvements. Any remaining funds to be used to assist the affordable housing component of the mixed-use project. These funds are to allow the work to be carried out under existing agreement with the Successor Agency in advance of the reimbursement under that agreement, which is expected upon a successful completion of pending litigation. Costs include staff and associated costs for CDC to perform project management, including work with the Roseland area resident and business stakeholders, potential developers and tenants, and oversight of clean-up and construction work. Costs also include staff and associated costs for GSD to perform architectural and other project related work.
- 5 Costs include property acquisition and construction, as well as CDC staff and associated costs to work with resident and business stakeholders, developers, and contractors to identify an appropriate site, a qualified development team, and facility owner and/or operator. Costs to operate the facility upon completion are not included.
- 6 Costs include staffing, legal, and consultant expenses. FY 13-14 will be largely devoted to community outreach and planning process. Timing of legal, engineering, and other consultant work will depend on when State completes Total Maximum Daily Loads (TMDL) studies.
- 7 Costs for grants to community-based organizations. CDC contract management costs included at \$30,000 annually.
- 8 Loans may be made to assist a range of improvements for residential properties owned and/or occupied by low-income households throughout unincorporated areas of County. Funds will be prioritized for use by residents of Canon Manor for connection to public water and sewer lines. BOS will be asked to approve a Housing Rehabilitation Loan Program policy exception to allow Canon Manor residents to be assisted without regard to income level. Loan repayments will be re-used to make new loans to additional properties over time.
- 9 Loans will be made to assist a range of facade and structural improvements for commercial properties throughout unincorporated areas of County. Loan repayments will be re-used to make new loans to improve additional properties over time. CDC construction management costs included at an estimated 15%.
- 10 Loans will be made to develop and preserve affordable housing throughout unincorporated areas of County. Loan repayments will be re-used to make new loans to develop and preserve additional properties over time. CDC loan origination and servicing costs included at an estimated 15%.
- 11 The location of the first of the three centers to be funded will be in the Fulton area, with \$30,000 in seed funding to support initial start up and operational costs on a pilot basis. The location of the other two centers is yet to be determined.
- 12 Costs that are listed on a ROPS approved by the Board, but denied by State for various reasons. CDC has no other funds with which to pay these Successor Agency costs required to complete the redevelopment dissolution process.
- 13 Successor Agency operating costs denied by State for FY 2013-14.
- 14 Costs for CDC indirect admin expenses in support of programs and projects funded with R&R dollars, calculated as an estimated 25% of direct staffing costs for programs and projects listed above.
- 15 Revised ACTTC estimate of funds anticipated for receipt during FY 13-14. Includes \$1M in one-time LMIHF asset distribution from City of Cotati.

Attachment 2

COUNTY IMPACT SUMMARY - STATE & FEDERAL BUDGET

State Impact Human Services		
Proposed Changes to Local Programs/Services	Estimated Financial Impact on Local Govt.	Impact on Sonoma County
<p>In-Home Support Services: Implementation of Federal overtime rules.</p>	<p>IHSS is funded through a Maintenance of Effort. The change in overtime rules should not impact local expenditures.</p>	<p>The State will be implementing federal overtime rules that prohibit IHSS providers from working over 40 hours per week. The State proposes that the counties implement a new provider back-up system for IHSS clients who need a provider.</p>
<p>In-Home Support Services: Adjustment to reduction in IHSS hours.</p>	<p>IHSS is funded through a Maintenance of Effort. The across the board adjusted IHSS hours should not impact local expenditures.</p>	<p>The Governor's Budget continues implementation of the Oster Settlement Agreement which required an 8 percent cut in 2013-14, and reduces the amount of the cut to 7 percent beginning July 1, 2014, consistent with that Agreement.</p>
<p>CalFresh: Funding is expected to increase by 12.9%</p>	<p>Unknown until state allocations are finalized, but we anticipate an increase of approximately \$1.5 million locally.</p>	<p>Will improve HSD's ability to serve eligible County residents and increase participation rate.</p>
<p>CalWORKs Subsidized Employment: Allows clients to have all or a portion of their wages paid while on aid. This activity allows for skill building in areas such as customer services, soft skills, computer courses, etc. Expanded Subsidized Employment (ESE) is proposed to be funded in 2014-15 at \$134.1 million, with offsetting grant savings of \$38.3 million statewide.</p>	<p>This equates to approximately \$1.3 million for Sonoma County. Final allocation is unknown at this time.</p>	<p>The funding will allow CalWORKs clients to build their job skills to obtain permanent employment and no longer need CalWORKs assistance. It will also help local employers grow or offset their business costs.</p>

Attachment 2

COUNTY IMPACT SUMMARY - STATE & FEDERAL BUDGET

<p>CalWORKs Family Stabilization: Provides additional case management and services for families experiencing an identified situation or crisis that is destabilizing the family and interferes with participation in work activities. Funding for Family Stabilization is proposed at \$26.4 million statewide.</p>	<p>This equates to approximately \$2.6 million for Sonoma County. Final allocation is unknown at this time.</p>	<p>This will allow families to successfully transition into work and hopefully no longer need CalWORKs assistance.</p>
<p>CalWORKs Standardized Appraisal Tool: Allows staff to be able to determine the issues facing families and address ways that help so that parents can become fully employed and no longer need aid. Funding for the statewide appraisal tool is proposed at \$16.7 million in 2014-15. This figure includes automation costs, staff training costs and one-time contract costs, as well as one additional hour of time for each appraisal.</p>	<p>This equates to approximately \$1.6 million for Sonoma County. Final allocation is unknown at this time. Some of this will be for one-time only costs.</p>	<p>Provides better service to clients and helps families to successfully transition into work and hopefully no longer need CalWORKs assistance.</p>
<p>Child Care: Stage 1 child care funds are available as a support service for clients on CalWORKs.</p> <p>The proposed funding level for Stage 1 child care is \$321 million statewide. This is a decrease of \$14.8 million, reflecting a change in the cost-per-case methodology.</p>	<p>This funding equates to an approximately \$3 million reduction locally. Final allocation is unknown at this time.</p>	<p>The impact on local child care is not yet known.</p>
<p>Child Care: Stage 2 child care program provides funds for current and former CalWORKs recipients who are participating in a county-approved job-related activity.</p> <p>Statewide Stage 2 funding is proposed at \$364.1 million, an increase of \$6.3 million. The change is due to an increase in the cost-per-cases.</p>	<p>This funding equates to approximately \$3 million. Final allocation is unknown at this time.</p>	<p>The impact on local child care is not yet known.</p>
<p>Community Care Licensing: The Governor's budget proposes a quality enhancement and program improvement in CCL.</p>	<p>None.</p>	<p>No direct impact, but the state would add 71.5 positions to respond to complaints and conditions of high-profile incidents at children's and adult residential care facilities licensed by the state.</p>

Attachment 2

COUNTY IMPACT SUMMARY - STATE & FEDERAL BUDGET

State Impact Health Services		
Proposed Changes to Local Programs/Services	Estimated Financial Impact on Local Govt.	Impact on Sonoma County
<p>Suspension of the Tuberculosis Control mandate. This suspension is specific to certain requirements for local detention facilities and local Health Officers. Although the funding for current services is nominal, the communicable disease impacts of no longer providing these services could be significant.</p>	<p>\$132,855</p>	<p>Nominal fiscal impact. Along with state health experts and other counties, DHS is still exploring the impacts of suspending this mandate. Unlike deferring a mandate, suspending this mandate would no longer require local county government to provide this service and the county will not get paid for any services it maintains.</p>
<p>State seeking waiver from the federal Centers for Medicare and Medicaid Services (CMS) to increase state and county oversight of Medicaid substance use disorder treatment (Drug Medi-Cal) programs and providers. The waiver will give state and county officials more authority to select quality providers to meet treatment needs. CSAC and the California Mental Health Directors Association (CMHDA) and the County Alcohol and Drug Program Administrator Association of California (CADPAAC) are working with the Department of Health Care Services (DHCS) to design a waiver that increases accountability and program integrity while ensuring access to quality, evidence-based services in communities statewide.</p>	<p>Unknown at this time</p>	<p>Opportunity for an improved local organized delivery system for substance use disorder treatment programs, and new funding for expanded services.</p>
<p>AB 97 Medi-Cal Rate. Forgive select retroactive AB Medi-Cal rate cuts that were part of the 2011 Budget Act, but continue the 10% Medi-Cal provider payment cuts prospectively.</p>	<p>Unknown</p>	<p>No direct financial impact on Sonoma County government, but impacts to providers and services related to physicians/clinics, some drugs, dental intermediate care facilities for the developmentally disabled and medical transportation.</p>

Attachment 2

COUNTY IMPACT SUMMARY - STATE & FEDERAL BUDGET

State Impact Probation		
Proposed Changes to Local Programs/Services	Estimated Financial Impact on Local Govt.	Impact on Sonoma County
<p>SB 678 Community Corrections Performance Incentive Fund: Funding formula change, resulting in projected \$128 million statewide for 2014-15. Without change, statewide total would have been \$42 million.</p>	<p>Based on funding formula change, and local results, Sonoma County projected to receive \$1.27 million.</p>	<p>Assists with Probation's efforts at Evidence Based Practice. Intent is to decrease recidivism of probationers, resulting in fewer being revoked to state prison, thus helping to reduce state prison population.</p>
<p>SB 105 Recidivism Reduction Fund: Proposed budget is contingent upon Three-Judge Panel accepting administration's request for extension on responding to jail population cap.</p>	<p>Unclear</p>	<p>If Three-Judge Panel accepts administration's proposal, various reentry programs (in particular, for mentally-ill and substance-abusing offenders) could be funded.</p>
State Impact Transportation and Public Works		
Proposed Changes to Local Programs/Services	Estimated Financial Impact on Local Govt.	Impact on Sonoma County
<p>Section 2103 of the Highway User Tax Account Apportionment to Roads "New HUTA": It is estimated to decrease 22.5% or for Sonoma County or \$1.67M from current year estimates of \$7.4M. The Governor has proposed early repayment of a prior HUTA loan totaling \$337M of which \$100M will funnel back to counties and cities through the Old HUTA formulas which would potentially offset the loss of New HUTA by \$833K in FY 14-15. Additionally, overall consumption is projected to be 0.67% lower than FY 13-14 and New HUTA revenues per the State are expected to drop an additional 20%+ in FY 2015-16.</p>	<p>These changes would result in an estimated \$837K reduction to Road Fund Revenues in FY 2014-15. In FY 2015-16 will also see a similar if not greater decrease without the offset of the loan repayment.</p>	<p>Decreases in operating revenues available to pay for road maintenance. Most likely impact will be a significant decrease in road repairs and surface treatments that have been completed in addition to those that have been done with one-time County General Fund contributions.</p>

Attachment 2

COUNTY IMPACT SUMMARY - STATE & FEDERAL BUDGET

State Impact Water Agency		
Proposed Changes to Local Programs/Services	Estimated Financial Impact on Local Govt.	Impact on Sonoma County
<p>Program Transferring between Agencies: Drinking Water Program is transferring from the Department of Public Health to the Department of Water Resources.</p>	None.	Potential for a more efficient recycled water permitting process.
<p>Proposition 84 Round 3: \$472.5 million to Department of Water Resources Integrated Regional Water Management Program (Prop 84 funds).</p>	\$73M will go to the Bay Area Region and \$19M to the North Coast.	The Agency hopes to use some of those funds for Recycled Water projects, Water Use Efficiency projects, Aquifer Storage and Recovery and Storm water detention conjunctive use projects, and the Quantitative Precipitation Forecasting infrastructure.

Federal Impact Human Services		
Federal Impact General Services	Federal Impact General Services	Federal Impact General Services
<p>Older Americans Act Title III Nutrition programs (congregate and home-delivered meals): Subtitles III C1 and III C2 and the Nutrition Services Incentive Program were restored to just below FY 2012 funding levels.</p>	Unknown until federal and state allocations are finalized.	Potentially, there may be an increase in Older Americans Act funding for senior nutrition services.



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CHRISTINA RIVERA
DEP. COUNTY ADMINISTRATOR

TO: The Board of Supervisors

FROM: Veronica Ferguson, County Administrator

DATE: February 25, 2014

SUBJECT: **Attachment 3 - Directory of County and Agency Operating Funds**

It is my pleasure to provide you with the annual update to the Directory of Sonoma County and Agency Operating Funds. It is my hope that this will serve as a reference for you and the public with respect to the nearly 400 different operating funds currently in use.

Counties, like all governments, use different funds to account for and segregate monies that have specific restrictions or limitations. Because Counties financial responsibilities can be large and diverse with a wide range of services we provide to the public, this accounting of funds is particularly important. The practice of accounting for monies by fund improves transparency and fiscal responsibility in managing the public's money. It not only provides a clearer relationship between the sources of monies and their uses, but by keeping them separate, prudent reserves can be maintained related to known and unanticipated future needs to protect the ability to continue to provide vital services when the economy declines or in the event of an emergency.

As part of the FY 2011-12 first quarter budget adjustments on October 19, 2011, the Board received a high level summary of the types of County funds, general purposes, and projected fund balances by type. On December 5, 2012 the Board received a complete Directory of Fund Balances based on FY 2012-13 estimates. During the 2013 Budget Policy Workshop, the Board directed staff to provide a status of fund balances annually with a particular eye to those funds with a balance of \$5 million or more. In addition, the Board approved several policies for funds that were projected at \$5 million or more. (See Fund Balances over \$5 million section for listing) This report provides an update based on budget projections for the fiscal year ending June 30, 2014, also contains additional information on actual ending fund balance for FY 2012-13, and extracts fixed asset values from the projected fund balance. (Fund balance is considered the difference between fund assets and fund liabilities, and can be known as fund equity).

Funds Eliminated

Annually as part of the year-end closure funds not recording activity are reviewed in coordination with the ACTTC to discern if the fund is still needed. Fiscal Year end 2012-13 review resulted in closing 51 funds, of which 48 had a balance below \$10, and the other 3 were \$476, \$503, and \$3,702 all for completed facilities projects.

Funds Added

Since the first report a total of 31 funds were added with projected fund balance total of \$11.3 million. These funds appear in each of the exhibits and highlighted for your review.

Fund Balances over \$5 million

The Board directed staff to highlight funds projected to end the year with a balance of \$5 million or more and develop fund balance policies if none existed. There are 15 specific funds that have a projected fund balances of greater than \$5 million in the most recent review (for a total of \$175.7 million). Of these, 10 have existing policies, 1 fund is set aside for a large construction project, and 5 do not have existing policies. The remaining 4 funds are for activities in transition with policies expected at the conclusion. Below is the listing of these funds with policies.

	FY 12-13 Actual	FY 13-14 Projected	
Fund	Balance (in Millions)		Policy
County General Reserve (A1)	28.9	\$31.8	Existing County Financial Policy included in the FY 2012-13 Adopted Budget
Tobacco Settlement Securitization (B8)	16.7	\$7.2	
Open Space Special Tax—Measure F (B9)	61.7	\$37.8	Existing Policy - governed by measure covenants
Health Services—MediCal System Expansion (B32)	9.2	\$7.0	Policy Adopted 2/5/13
First 5 Commission (B35)	15.5	\$11.8	Existing Policy within the Commission’s Bylaws
TPW-Road Maintenance (B106)	12.8	\$10.6	Existing Policy Guidance
TPW-Integrated Waste (C10)	8.5	8.0	Policy under review given the upcoming operating changes.
Sonoma County Employee Retirement Assoc. Pension Obligation Bond Deposits (D2)	9.0	\$9.0	Existing Policy prescribed by Debt Service Obligation
County Health Plan -- Economic Uncertainty Reserve (D12)	11.6	\$11.7	Policy Adopted 2/5/13
Human Resources-Health Insurance ISF (D13)	8.9	\$5.3	Existing Policy
Library Operating Fund (E43)	6.0	\$5.1	To be developed as part of the new JPA structure.
Open Space –Stewardship (E55)	9.7	\$10.4	Policy under development (see note below)
WA-Water Transmission System (E70)	12.4	\$8.0	Policy Adopted 2/5/13
WA-Flood Zone 2A—Petaluma (E82)	8.4	\$5.5	Policy Adopted 2/5/13
WA-Petaluma Aqueduct (E90)	5.6	\$6.5	No Policy-Capital Project Specific
Note: The District Financial Oversight Committee’s (FOC) Bylaw’s provide that the Committee review the fund and make annual recommendations to the BOD regarding appropriate funding for stewardship funding beyond the measure’s life. The district is in the process of hiring a consultant to advise the FOC on the appropriate fund levels based on the district conservation responsibilities. This will result in a fund policy recommendation to the Board of Directors.			

The updated directory presents each of the 383 current funds in five sections according to the type of fund: 35 County General Funds (Exhibit A), 116 Special Revenue Funds (Exhibit B), 24 Enterprise Funds (Exhibit C), 20 Internal Service Funds Exhibit D), and 188 Special District Funds (Exhibit E). At the beginning of each section there is a description of the fund type and then a summary listing of all of the funds in the section. The summary listing shows the department that manages each fund, The title of the fund, the FY 12-13 actual fund balance as of June 30, 2013 and the estimated fund balance for FY 13-14 (the balances do not include mid-year adjustments). In the three columns on the right provide a brief statement of its purpose, restrictions on the use of the funds, and information about annual growth or contribution. Within each section the funds are categorized by the relative amount of discretion the Board has over any available balances by the department who manages the funds. Together these funds are expected to have a total FY 13-14 ending balance of just over \$361 million.

The matrix below shows the distribution of the number of funds by available fund balance amounts.

Balance	General	Special Revenue	Enterprise	Internal Services	Special Districts	Total
<\$250K	17	68	13	6	140	244
>\$250k	6	14	2	7	18	47
>\$500k	6	14	3	0	15	38
>\$1M	2	6	2	0	5	15
>\$2M	2	3	3	1	3	12
>\$3M	1	6	0	3	2	12
>\$4M	<u>1</u>	<u>5</u>	<u>1</u>	<u>3</u>	<u>5</u>	<u>15</u>
# of Funds	35	116	24	20	188	383
Total \$s (Millions)	\$52.50	\$130.30	\$23.60	\$40.20	\$114.00	\$360.60

We wish to thank the Auditor Controller Treasurer Tax Collector staff and the fiscal staff of all of the operating departments, districts, and agencies that you govern who have assisted in the preparation of this directory. Deputy County Administrator Christina Rivera and all the County Administrator's office staff worked diligently to compile and update the information.

Exhibits A through E follow this letter. The column descriptors include (from left to right) 1) fund identifier. This number is assigned for the purpose of this directory only, 2) the department or agency that manages the fund. 3) the fund name assigned intended to identify the general use of the dollars, 4) actual fund balance for fiscal year end 12-13, 5) Projected fund balance for the FY 13-14 based on the adopted budget. (This amount doesn't include midyear adjustments nor mid-year estimates), 6) this column provide a brief description of uses of funds, 6) this column provides restrictions to use of the funds, 7) this column provides estimated growth in funds or annual contributions if any.

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General Funds.Attachment 3, A1-A4
Special Revenue Funds.Attachment 3, B1-B17
Internal Service FundsAttachment 3, C1-C2
Special District Funds.Attachment 3, D1-D3
Special District Funds.Attachment 4, E1-E18

General Funds Summary

General Fund is the main operating fund of the County, including all financial resources except those required to be accounted for in other funds. Examples include: General Fund Reserve, Retirement Deposits to set aside funds to meet employer contribution obligations; Replacement Funds for equipment such as Fleet needs, Information Services, radio infrastructure, etc.; Other Post Employment Benefits contributions (OPEB), and other smaller funds such as district formation funds.

There are currently 32 unique General Funds with a combined total of \$58.1 million in available fund balance after the budgeted uses in the adopted FY 12-13 budget. The largest of these is the County's General Reserve for emergencies at \$29 million. A summary of all 32 funds is included as Attachment A and is divided into four categories reflecting the level of discretion the Board has with respect to the uses of these funds. The first category contains 4 funds and has a total expected available fund balance of \$37.9 million. These are the funds over which the Board has the widest discretion, they can be used for any lawful purpose. The second category also can be used for any purpose but the Board has previously designated these funds for a specific program or purpose. There are 9 funds in this category totaling \$5.7 million. The total of these two most discretionary funds, \$43.6 million, is what staff tracks each year with respect to the Board's policy target of 15% of total General Fund Revenues for discretionary funds. For FY 12-13, the 15% goal equals \$52 million. It should also be noted that the \$43.6 million total in discretionary funds currently includes all \$8.3 million set aside for the increased accumulated leave cash out activity expected in the current year due to the end of the Mandatory Time Off program. While none of this \$8.3 million has been transferred to departments at this time, staff will not know how much may be needed until the mid-year estimates have been provided by all departments in January 2013. The remaining two categories of General Funds are those funds where there is some discretion over specific uses but these uses are restricted in some way associated with the original source of the funds (8 separate funds, totaling \$6.7 million); and those funds that have been set aside to pay for a future liability and to spend them for something other than the purpose would create an immediate or imminent liability that for which some other source of financing would have to be found. In addition, some of this last category (10 funds totaling \$7.9 million) also have restrictions based on the original source of the funds.

Special Revenue Funds Summary

Special Revenue Funds are proceeds of specific revenue sources that are restricted or committed for specific purposes and expenditures. Examples include: Advertising, First 5 Program funds to provide sustainability from fluctuating program revenue, Roads Funds including developer fees for capacity improvement projects; Recorder Modernization surcharge funds to set aside for future projects, and other similar initiatives.

This group of funds (111 separate funds totaling \$148.6 million) is divided into three categories related to discretion of use: most discretionary -- previously designated for a particular purpose by the Board but could be used more broadly (7 funds, \$12.3 million); some discretion but restricted by the source of funds to a particular department or broad program use (56 funds, \$129 million); and limited discretion, restricted by source of funds to a specific purpose (48 funds, \$7.3 million). The attachment shows each of these funds first by the department that manages the funds because often the uses are associated with a particular department's functions and services and then by the category of discretionary use.

Enterprise Funds Summary

Enterprise Funds include proprietary funds and are operated in a manner similar to a private business enterprise. Examples of these fund sources include initiatives where fees are charged, such as the landfill, franchise fees, and other enterprise programs such as the airport, Spud Point Marina, Sonoma County Energy Independence Program (SCEIP), and others.

This group of funds (26 separate funds totaling \$16.7 million) is limited with respect to discretion of use. The 2 funds with most discretion of use were related to mitigating costs associated with the lease of Community Hospital to Sutter from the proceeds of the lease agreement, but the last remaining funds from the 1996 lease and Health Care Access agreement are anticipated to be used for the designated mitigation purposes in this FY 12-13 budget year. Of the remaining 24 funds, 20 with a total available fund balance of \$11.2 million are restricted for specific purposes based upon the source of the funds, generally reflecting some fee for service and 4 with a total of \$5.6 million are pledged as revenue against various closed landfill leak clean-up obligations. The attachment shows each of these funds by managing department and category of discretionary use.

Internal Service Funds Summary

Internal Service Funds include resources for goods and services provided between County departments, such as Human Resources services provided to and paid for between departments. Examples include human resource service, workers compensation, heavy equipment replacement, and other purposes.

This group of funds (18 separate funds totaling \$55.2 million) is divided into three categories related to discretion of use: most discretionary -- previously designated for a particular purpose by the Board but could be used more broadly (3 funds, \$308,000); some discretion but restricted by the source of funds in some way to a particular department or broad program use (10 funds, \$45 million); and limited discretion, restricted by source of funds to a specific purpose (5 funds, \$9.9 million). The attachment shows each of these funds first by the department that manages the funds because often the uses are associated with a particular department's functions and services and then by the category of discretionary use.

Special District Funds Summary

Special District Funds are independent units of government, where the Board typically has no discretion over funds, except when acting as another authority, such as the Board of Directors of the Water Agency; the County acts as the fiscal treasurer/agent with no authority. Examples include Community Development Commission funds, Library funds, Open Space District funds, and other similar entities.

This group of funds (186 funds totaling \$413.4 million) is divided into five categories with respect to discretion the Board or the governing body of the district or agency has regarding the use of the funds. The first category reflects that there is some discretion though the funds have previously been designated by the Board of Supervisors or the district or agency's governing board for a particular purpose (11 funds, \$15.8 million). The second category is for those funds where some discretion over the use of the funds is possible but due to the source of funds this discretion is restricted to within an agency or broad program area (20 funds, \$217.3 million). The third category of funds includes those over which there is very limited discretion within a purpose associated with the source of funds (124 funds, \$150.2 million). The fourth category is for those funds over which there is a specific legal obligation and there is no discretion in the use (31 funds, \$30.1 million). The attachment shows each of these funds first by the department, district or agency that manages them and then by the category of discretionary use.

Glossary of Terms

XXXX

SONOMA COUNTY FINANCIAL POLICIES

FOR FY 12-13 BUDGET DEVELOPMENT

The adopted financial policies should include any approved direction with respect to the uses of the specified funds. Suggested language has been included and highlighted below in the full financial policies document approved by the Board each year. This document will be updated to reflect Board direction received in the workshop and published in the budget.

Balanced Budget

- The budget must balance resources with expenditure appropriations. The County must live within its own means and avoid disturbing other local jurisdictions' revenue sources to resolve its deficiencies. Furthermore, any deviation from a balanced budget is not permitted by the California State Government Code, which states: "In the recommended and adopted budgets the budgetary requirements shall equal the available financing" (Government Code §29009).
- All County departments/agencies must submit recommended options for reducing their net county costs as part of their annual budget submittal. These reduction options will be the primary source for balancing the County Administrator's recommended budget as submitted to the Board of Supervisors during difficult financial times. Reduction options will be accompanied by each department's analysis of the impact on services. Depending upon state budgetary impacts on Sonoma County, additional reductions may be requested from the County departments.
- County departments and agencies will receive monthly reports that compare actual revenues and expenditures to budget. Mid-year and third quarter reports of actual revenues and expenditures, with projections for the remainder of the year compared to budget, will be submitted by departments to the County Administrator, and on to the Board with recommendations, if necessary, for budget adjustments.

Long Range Planning

- Annual budgets will not be increased or changed to the point that ongoing operating costs become overly reliant on cyclical or unreliable one-time revenues.
- Annual budgets will be compiled with long-term sustainability in mind, except as part of a Board approved plan in response to unilateral state budgeting actions that may include reducing costs, over a specified number of years, to within available ongoing revenues.
- Proposed new services, public facilities, significant technological changes, and major strategy changes should/will be analyzed for their long term impacts on operations, funding, liability and maintenance before seeking Board approval. New programs or services will generally not be recommended unless they further Strategic Plan goals, objectives, or strategies; are provided with a reliable funding stream sufficient to finance their costs; and the Board can be assured that the County can control both the quality and level of services provided.

- The County Administrator’s Office, in conjunction with the County Auditor-Controller, will submit a multi-year financial projection and solicit budget policy direction prior to compiling the Recommended Budget.
- Budget growth will be based on 3 to 5 year projections of revenues to anticipate and minimize short-term fluctuations in revenues.
- One-time funding sources (i.e. fund balance, cyclical increases to revenues, grants) will be used to fund one-time expenditures (i.e. fixed assets, infrastructure, grant programs, Economic Uncertainty Reserves, and special one-time needs programs). An exception to this policy will be when reducing ongoing costs in accordance with a Board approved multi-year plan to reach a new reduced ongoing financing base as a result of state budgetary action. This plan will be called out separately in the budget message.

Minimum Fund Balance Policies

- Sonoma County will create and maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Funds will be assigned and balances will be maintained to finance anticipated future one-time expenditure needs and to allow time for the County to respond to major actions of the State of California that materially affect the County’s financial position. Consistent with best practice recommendations from the Government Finance Officers Association of the United States and Canada, the County will strive to maintain total General Fund discretionary reserves equal to 5%-15% of annual General Fund operating revenues. This range will be further subdivided into “traffic light” increments where 5-10% represents the red light signaling that no further use of reserves should be made except in dire emergencies or where almost immediate replenishment is assured. Further, priority should be given to increase reserve levels. The 10-15% increment of the range represents the yellow light signaling that caution should be exercised in the use of reserves and only for one-time costs. In addition, consideration should be given to increase reserve levels should resources become available. Above 15%, a green light is given, adequate reserve levels have been achieved. Additional resources need not be set aside at this time for economic uncertainties but used to further other Board goals.
- Fund balance, created as a result of actual revenue and expenditure deviations from the budget, will be used to achieve and maintain the County’s reserve goals and to balance the next year’s budget. Reliance upon fund balance for budget balancing will be managed judiciously, taking into account its volatility and past actual activity.
- The Tax Loss Reserve Fund (TLRF) shall maintain as a restricted reserve an amount equal to 2% of the levy. The County Administrator in conjunction with the Auditor-Controller-Treasurer-Tax Collector may recommend the use of funds in excess of the established reserve to the Board of Supervisors for the purpose of balancing the budget.
- Tobacco Securitization Proceeds shall be maintained in two separate funds. The first shall contain the portion of the proceeds to be used only for capital improvements and shall be used for those improvements that exceed the normal level of repair and replacement needed to maintain county

facilities with a high priority for funding completion of the Americans with Disabilities Act Transition projects. The second shall contain the portion of the proceeds that, once de-allocated, can be used for general government purposes. Given the one-time nature of these funds, the latter shall only be used for one-time investments as opposed to financing any on-going operating costs.

- Refuse Franchise Fees shall be accounted for in the same manner as other franchise fees in the County General Fund. They shall be recorded in a separate account in order to ensure that any fund balance does not roll into County General Fund carryover balance at year-end so that the County can designate use of the funds for solid waste obligations, roads preservation, and other Board priorities. If used for road preservation, these funds are not intended to supplant on-going County General Fund contributions nor are they intended to increase any external maintenance of effort requirements imposed by outside funding sources but may be used to satisfy previously established maintenance of effort levels.
- Tribal Development Impact Mitigation Funds shall be accounted for separately so that when budgeting only those monies received in the current year shall be relied upon for financing costs in the coming budget. The Board shall make a determination, as new tribal developments occur, on the best uses of these funds to mitigate impacts and maintain the high quality of life in the surrounding or affected communities.

Fund Balance Classifications

- Effective beginning in FY 2011-12, the three fund balance classifications previously used for accounting and tracking of reserved, designated and unreserved/undesignated balances will be replaced with five new categories: nonspendable, restricted, committed, assigned and unassigned. These changes are based on the Government Accounting Standards Board (GASB) statement #54, issued to improve the usefulness and understandability of governmental fund balance information. The statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The statement only impacts governmental fund types (General, Special Revenue, Capital Projects and Debt Service). The following more clearly defines the new fund balance classifications and examples of fund balance amounts that would generally be reported within these classifications.
 - Nonspendable Fund Balance – amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples include Inventory, prepaid amounts, long-term accounts receivable and any other amounts that are not expected to be converted to cash.
 - Restricted Fund Balance – amounts are restricted by external parties (i.e. creditors, grantors, contributors or laws/regulations of other governments) or restricted by law through constitutional provisions or enabling legislation. The majority of the County's Special Revenue Funds (i.e. Health & Human Services, Child Support Services, Road Fund, etc.) and Debt Service Funds have restricted fund balances.
 - Committed Fund Balance – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making

authority. An example of committed fund balance is the Board of Supervisors' commitment to use 75% of Transient Occupancy Tax (TOT) revenues to provide funding to promote county economic development and tourism.

- Assigned Fund Balance – amounts constrained by the government's intent to be used for specific purposes that are neither restricted nor committed. Assigned fund balance can also be used to eliminate the projected budgetary deficit in the subsequent year's budget. The intent can be expressed by a) the governing body itself or b) a body or official to which the governing body has delegated the authority. General Fund carryover fund balance, Accumulated Capital Outlay (ACO) funds and Capital Project Funds are examples of balances that can be assigned for specific purposes.
- Unassigned Fund Balance – a residual classification for the general fund. The total fund balance less restricted, committed or assigned equals unassigned fund balance. The general fund is the only fund that should report a positive unassigned fund balance amount. A negative fund balance is possible in other governmental funds. Examples of unassigned fund balance include the general reserve fund and other discretionary general fund economic uncertainty funds.

Asset Inventory/Protection

- Sonoma County will regularly assess the condition of its assets that support delivery of County services (i.e. public facilities, infrastructure, technology, vehicle fleet, etc.) and plan for their maintenance and eventual replacement.
- Assets with an initial cost of more than \$5,000 to \$100,000 will be capitalized as summarized in the table below:

<u>Capital Asset Type</u>	<u>Capitalization Threshold</u>	<u>Depreciation/Amortization Period</u>
Land	All costs	Non-Depreciable
Buildings	\$25,000	50 years
Building Improvements	\$25,000	50 years
Infrastructure	\$100,000	30-50 years
Software	\$100,000	7 years
Non-Amortizable Intangibles	\$5,000	Non-Amortizable
Machinery and Equipment	\$5,000	5 years

- Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Capital assets used in operations will be depreciated or amortized using the straight-line method over the lesser of the capital lease period or their estimated useful lives.
- The Board requires all departments to certify a detailed listing of all fixed asset inventory within their possession no later than December 15 of every other year.
- Capital replacement funds will be used to accumulate financial resources for future replacement of assets (mainly vehicles and equipment) that will be retired from service.

Revenue Management

- Sonoma County will continue to advocate for more discretion over its revenue sources and to diversify and maximize discretionary revenue sources in order to resist state erosion to local revenues and improve the County's ability to manage individual revenue fluctuations.
- Programs financed by charges for services, fees, grants, and special revenue fund sources shall pay their full and fair share of all direct and indirect costs to the extent feasible and legally permitted.
- Departments requesting new or increased revenues from fees, permits and user charges shall submit these requests to the Board of Supervisors for consideration during the Board's annual fee hearing process. Requested fee increases shall include annual service improvement plans to identify efficiency and productivity measures taken or planned to minimize the level of rate increases, while improving customer service. If permissible by law, fees and charges should cover all costs of the services provided, unless otherwise directed by the Board, to provide for public benefit.
- Staff will use conservative but defensible estimates for major revenue sources and not unduly anticipate changes in revenue trends.

Expenditure Management & Control

- Sonoma County, in conjunction with employee groups, will consider temporary salary and benefit cost saving programs (e.g. Mandatory Time Off, Voluntary Time Off) in lieu of service reductions or layoffs when the fiscal problem is of a temporary nature where one can reasonably predict when the fiscal problem will end.
- Federal and state program reductions will not be backfilled with County discretionary revenues except by Board direction. The Board typically does not backfill these programs due to their sheer size and magnitude on the County's financial position.
- Board policy direction is required prior to changing one-time expenses into ongoing expenses. In addition, departments will not engage in internal cost shifting to the County General Fund.

Treasury Management

- Other than amounts held with trustees under bond indenture or other restrictive agreements, the County's cash and investments shall be invested by the County Treasurer. The Treasury Oversight Committee has regulatory oversight for all monies deposited in the Treasury Pool. Such amounts are invested in accordance with investment policy guidelines established by the County Treasurer and reviewed by the Board. The objectives of the policy are, in order of priority, safety of principal, liquidity, and yield. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.

- Debt is incurred for the purpose of spreading capital project costs to the years in which the improvement will benefit. Debt is also incurred to reduce future costs such as refinancing (pension obligation bonds, general obligation bonds, certificates of participation) at lower interest rates.
- Sonoma County will not exceed its legal maximum debt amount. This amount calculated annually based on 2% of the county's total assessed valuation. Sonoma County currently has no debt applicable to the legal maximum debt, leaving a 100% debt margin.
- Debt issuance and management is also subject to a separate set of policies established by the Board of Supervisors and available from the Auditor Controller Treasurer Tax Collector's office.

GASB 54 Fund Balance Classifications

Effective beginning in FY 2011-12, the three fund balance classifications previously used for accounting and tracking of reserved, designated and unreserved/undesignated balances were replaced with five new categories: nonspendable, restricted, committed, assigned and unassigned. These changes are based on the Government Accounting Standards Board (GASB) statement #54, issued to improve the usefulness and understandability of governmental fund balance information. The statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The following defines the fund balance classifications.

Category	Definition	Examples
Non-spendable	Amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact.	Typically General Fund accounts. Inventory, prepaid amounts, long-term accounts receivable and any other amounts that are not expected to be converted to cash.
Restricted	Amounts are restricted by externally enforceable restrictions, such as creditors, grantors, contributors or laws/regulations of other governments, or restricted by law through constitutional provisions or enabling legislation.	Typically Special Revenue Funds. Unspent program-specific grant proceeds, debt covenant reserves, gas tax revenues, Road Fund, etc.
Committed	Self-imposed limitations; amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority.	Typically Special Revenue Funds. Set asides committed by the Board for a specific function or purpose, Advertising Grant Program, new jail construction, etc.
Assigned	Self-imposed limitations; amounts constrained by the intent to be used for specific purposes that are neither restricted nor committed. Assigned fund balance can be used to eliminate the projected deficit in the subsequent year's budget. The intent can be expressed by the governing body itself or a designee to which the governing body has delegated the authority (such as a committee).	Typically General Fund accounts. Various contract and project encumbrances, General Fund carryover fund balance, Capital Project Funds, etc.

Unassigned	A residual classification, can be freely appropriated. Total fund balance less restricted, committed or assigned equals unassigned fund balance. Only the General Fund may report a positive unassigned fund balance amount. A negative balance is possible in other funds types.	Typically General Fund accounts. General fund reserves, economic uncertainty reserves, etc.
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Exhibit A

General Funds Summary

General Fund is the main operating fund of the County, including all financial resources except those required to be accounted for in other funds. Examples include: General Fund Reserve, Retirement Deposits to set aside funds to meet employer contribution obligations; Replacement Funds for equipment such as Fleet needs, Information Services, radio infrastructure, etc.; Other Post Employment Benefits contributions (OPEB), and other smaller funds such as district formation funds.

There are currently 35 unique General Funds with a combined total of \$52.5 million in available fund balance. The largest of these is the County's General Reserve for emergencies at \$31.8 million. A summary of all 35 funds is included as Attachment A and is divided into four categories reflecting the level of discretion the Board has with respect to the uses of these funds. The first category contains 3 funds and has a total expected available fund balance of \$32.4 million. These are the funds over which the Board has the widest discretion. The second category also can be used for any purpose but the Board has previously designated these funds for a specific program or purpose. There are 10 funds in this category totaling \$5.6 million. The remaining two categories of General Funds are those funds where there is some discretion over specific uses but these uses are restricted in some way associated with the original source of the funds (8 separate funds, totaling \$5.7 million); and those funds (12 funds totaling \$8.7 million) that have been set aside to pay for a future liability and to spend them for something other than the purpose would create an immediate or imminent liability that for which some other source of financing would have to be found. In addition, some of these last category funds also have restrictions based on the original source of the funds.

Attachment 3 - Exhibit A - General Fund Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Fund Balance Per Adopted Budget as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
Most Discretionary							
A1	CAO	GENERAL RESERVE	\$28,869,186	\$31,769,186	Emergency uses only consistent with fund balance reserve policy.	No restrictions on use of fund balance, considered discretionary and included in discretionary funds totals according to fund balance policy. Board goal of 15% would equal \$57M. Board could direct a different use at any time.	Growth varies per fund balance target policy.
A2	CAO	TOBACCO DEALLOCATION	\$1,734,613	\$618,431	No Specific purpose. Has been previously designated for non-capital costs for ADA Transition Plan	No restrictions on use of fund balance, considered discretionary and included in discretionary funds totals according to fund balance policy. Board goal of 15% would equal \$57M. Board could direct a different use at any time.	None.
A3	CAO	GENERAL FUND BALANCE	\$14,581,415	\$0	The unreserved and undesignated amount of carryover fund balance at the end of FY 12-13, all of which was used to finance FY 13-14 budget.	No restrictions on use but planned each year to contribute to the costs of the following year.	Does not accumulate funds except at close of books each year as a result of savings from expenses under budget and revenues over budget.
Total Most Discretionary			\$45,185,214	\$32,387,617			
Discretionary but Designated for Programs							
A4	CAO	OPEB	\$3,000,000	\$3,000,000	\$3M set aside to pay for obligations for non-pension post employment benefits, mostly employer contributions to retiree medical premiums, particularly in the first few years after the initial valuations as retiree medical premium costs on a cash basis might exceed the 7.5% of payroll the Board established for pre-funding this obligation.	No restrictions on use of fund balance.	Contributed \$3 M. in June 2008. No annual growth.
A5	CAO	STATE MANDATE DESIGNATIONS	\$782,215	\$782,215	Set aside reserves for future SB90 audit findings, if repayment needed	No restrictions on use of fund balance.	Growth fluctuates. Set aside is annually reviewed to be set at 25% of outstanding approved but unaudited reimbursement claims with the state.

Attachment 3 - Exhibit A - General Fund Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Fund Balance Per Adopted Budget as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
A6	CAO/TPW	REFUSE FRANCHISE FEES	\$863,592	\$714,106	Recognize General Fund franchise revenues from Refuse haulers	No restrictions on fund balance but adopted Board policy to use for Roads	Growth expected per the franchise agreements, monthly fee payments based on percentage of revenue.
A7	CAO/SHERIFF	JMS SYSTEM DESIGNATIONS	\$500,000	\$500,000	The fund was set up in FY 08-09 to help with planning and initial work towards implementing a jail management system.	No restrictions on use of fund balance.	One time contribution of \$500,000 set aside to help fund the estimated implementation cost of \$2.5 Million.
A8	CAO	ASSESSMENT APPEALS	\$396,734	\$96,734	Set up in FY 11/12 as a one time contribution to assist with the assessment appeal back log.	No restrictions on fund balance but adopted Board direction, could be redirected	None, will only decrease with use.
A9	CAO/County Counsel/PRMD	MEDICAL MARIJUANA	\$224,026	\$0	Set aside by Board to accomplish Ad Hoc Goals to reimburse departments for shortages resulting from work on this project.	No restrictions on fund balance but adopted Board direction, could be redirected	No growth. Lump sum set aside.
A10	TPW	P.W.-DISTRICT FORMATION	\$113,230	\$109,501	The initial contribution was intended to assist with the formation of water districts.	No restrictions on use of fund balance. To be returned to the GF when no longer needed for the established purpose.	Once funds are loaned or granted the proceeds of the loan are returned to the fund. If a district is not formed the funds are not repayed and ultimately reduce available financing of future requests.
A11	TPW	P.W.-DISTRICT FORMATION	\$68,676	\$68,676	One-time set aside.This portion which originated from Cal American Water franchise fees was set aside by Board direction for assistance to a Mark West Springs Water District formation.	Board could redirect these funds for any other purpose	None, one time contribution.
A12	ISD	TECHNOLOGY INVESTMENT FUND	\$539,913	\$20,277	Established as a one-time contribution for priority technology projects (\$2 M) in FY 01-02 as approved by BOS.	No restrictions on use of fund balance, considered discretionary and included in discretionary funds totals for established fund balance policy. Board goal of 15% would equal \$ 54M. Board could direct a different use at any time.	None. Initial sum was set aside and drawn down, no plans to grow.
A13	TPW	PW ROAD MAINT DISTRICT FORMATION	\$350,000	\$350,000	Established to assist in the formation of self-help road maintenance districts.	Established with Road Report on 10/23/2012.	None. Initial sum was set aside and drawn down, no plans to grow.

Attachment 3 - Exhibit A - General Fund Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Fund Balance Per Adopted Budget as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
Total Discretionary but Designated for Programs			\$6,838,386	\$5,641,509			

Attachment 3 - Exhibit A - General Fund Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Fund Balance Per Adopted Budget as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
Some Discretion but Restricted by Source							
A14	CAO/Various	TRIBAL DEVELOP IMPACT MITIGATION	\$3,500,000	\$3,500,000	Mitigate the impacts from the Dry Creek Rancheria Casino and other future Tribal Development Projects, annually committed to current on-going costs for existing mitigation efforts, to the extent this grows in the future, additional impacts could be mitigated.	No restrictions on fund balance but Board adopted policy to accrue each year to finance next years costs and monies provided under agreement with tribes so nexus to mitigating impacts is sought.	Potential future growth if the tribe expands their projects and must pay additional amounts per agreement, but not currently growing.
A15	TPW	P.W.-WATER SYSTEMS	\$392,735	\$392,735	Loans to small public water systems	Fund balance can only be used for water system loans. Interest earnings used for grants.	No growth anticipated.
A16	PRMD	PRMD Tech Enhancement Fees	\$324,929	\$324,929	Set up to deposit the new tech enhancement fee collections to replace the permit software system. Enhancement Fee collections, to be used for technology upgrades within PRMD.	Per the fee, dedicated to technology enhancements and upgrades.	Growth from tech enhancement fee, based on permit activity.
A17	PRMD	AGREGATE RESOURCE MITIGATION (ARM)- MITIGATION FUND	\$239,717	\$244,165	Fund activities designed to mitigate negative environmental effects of gravel mining. Set up to accumulate mitigation fees. Some are passed through to other departments (i.e. Road Mit. Fees passed to TPW). PRMD keeps mining mitigation fees for future use.	Nexus to Mitigation of Gravel Extraction impacts	Some/small growth. Some fees are collected and passed to other departments. PRMD mitigation fees grow very slowly.
A18	GENERAL SVCS	COUNTY CENTER PARKING ENFORCEMENT	\$100,464	\$81,719	Set up to accumulate dollars for capital projects identified in the 5 year plan to improve parking conditions at the County Center.	Restricted to the purpose of the fund	Varies. Funding results from parking fines and averages \$50,000 to \$150,000 per year; used on projects as determined by the approved Capital Pproject Budget.

Attachment 3 - Exhibit A - General Fund Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Fund Balance Per Adopted Budget as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
A19	GENERAL SVCS	SONOMA COUNTY ENERGY WATCH	\$90,212	\$88,823	Contract program with PG&E, started in 2009. Have a 2-3 year program cycle. Funds pay for some program staffing, energy audits and program incentives.	Restricted by PG&E.	Growth varies depending on deposit schedule in agreement with PGE and when projects and cost are expended from the fund.
A20	TPW	P.W.-WATER SYSTEMS	\$206,245	\$211,969	Loans to small public water systems. One time set aside to aide small water districts.	Funds restricted by the Board of Supervisors to aide water system districts. Recent activity include annual aide to Freestone Water District from interest earnings.	None, one time contribution.
A21	CAO	GRATON CASINO MITIGATION	\$886,862	\$886,862	Fund activities designed to mitigate negative effects of Casino Operations. Set up to accumulate funds for future use.	Restricted to the purpose of the fund	New fund and agreement. Will be mostly dependant on the proceeds of the casino.
A33	PROBATION	PROBATION RADIO AND EQUIPMENT REPLACEMENT FUND	\$188,520	\$188,520	Is used to manage the maintenance and replacement of protective vest, Juvenile Hall security system, hand held radios, and vehicle radios for the Probation Department.	No restrictions on use of fund balance though could create problems for future equipment replacement.	Annual contributions are made based on equipment amoritization schedules, the contributions presently are about \$60,000 annually. Draws from the fund are made as equipment is replaced.
Total General Fund			\$67,953,642	\$52,508,898			

Exhibit B

Special Revenue Funds Summary

Special Revenue Funds are proceeds of specific revenue sources that are restricted or committed for specific purposes and expenditures. Examples include: Advertising, First 5 Program funds to provide sustainability from fluctuating program revenue, Roads Funds including developer fees for capacity improvement projects; Recorder Modernization surcharge funds to set aside for future projects, and other similar initiatives.

This group of funds (116 separate funds totaling \$130.3 million) is divided into three categories related to discretion of use: most discretionary -- previously designated for a particular purpose by the Board but could be used more broadly (8 funds, \$9.4 million); some discretion but restricted by the source of funds to a particular department or broad program use (59 funds, \$110 million); and limited discretion, restricted by source of funds to a specific purpose (49 funds, \$11 million). The attachment shows each of these funds first by the department that manages the funds because often the uses are associated with a particular department's functions and services and then by the category of discretionary use.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
AGRICULTURAL COMM							
Restricted by Source for Dept/Program							
B1	AGRICULTURAL COMM	FISH AND WILDLIFE	\$116,341	\$117,641	For the protection, conservation, propagation, and preservation of fish and wildlife in Sonoma County. Set per Game Code for fish and wildlife protection and functions; funds the Fish and Wildlife Committee efforts.	Benefit fish and wildlife in Sonoma County. Funds are used for Habitat Restoration, Protection/Conservation (including Enforcement), Public Education, Studies/Research, Propagation, Rehabilitation, Scholarships, and reasonable administrative expenses.	Slow growth from fines; used annually for program needs, fluctuates year to year depending on revenues and expenditures.
B2	AGRICULTURAL COMM	ABALONE PRESERVATION FUND	\$342	\$342	Under the administration of the Fish and Wildlife Commission, enhance the abalone population on the North Coast. Established per court case.	Restoring the abalone fisheries on the North coast.	Slow growth from fines; used annually for program needs, fluctuates year to year depending on revenues and expenditures.
B3	AGRICULTURAL COMM	WEIGHTS & MEASURES TRANSACTION VERIFICATION	\$17,116	\$12,166	The Fund will be used to pay certain extra ordinary expenses for investigations conducted by the Division of Weights and Measures. Original amount of \$25,000 from court case; used to pay for extra W&M investigation needs.	The Fund will be used for investigations determined by Weights and Measures to have a strong possibility of widespread consumer harm.	Original amount of \$25,000 from court case; used to pay for extra W&M investigation needs. Occasional growth.
Total Ag Comm Restricted by Source for Dept/Program			\$133,799	\$130,149			
CAO							
Discretionary but Designated for Programs							
B4	CAO	ADVERTISING	\$330,140	\$373,698	Economic uncertainty set aside to be able to fulfill agreement obligations of contracts should collections be lower than budgeted.	Withdrawals by County Administrator or rep; for program budget as approved by the Board.	Stable growth, is 5% of the total Advertising budget, so fluctuates with budget.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B5	CAO	ADVERTISING	\$2,435,935	\$1,629,299	Fund balance for the Advertising and Economic development Budgets. Accumulated fund balance used to reach annual budget needs to fund projects throughout the year as decided by the Board.	Withdrawals by County Administrator or rep; for program budget as approved by the Board.	Annual growth depending on prior year collections and expenditures.
B6	CAO	PENALTY ASSESSMENT	\$12,059	\$12,059	Purpose was to record municipal court penalty assessments and uses.	Subject the transfer of court operations to the State.	No annual contributions or growth other than interest earnings since late 1990's. To be transferred to Court Support.
B7	CAO	ALTERNATE DISPUTE RESOLUTION	\$89,150	\$43,388	The fund was established to receive filing fees to be used specifically for Alternative Dispute Resolution services as alternatives to the formal judicial system.	Can only be used for alternative dispute resolution programs that potentially reduce impact of claims on the civil courts.	The funds accumulate as a result of \$8 charge on the filing of first paper or petitions in civil matters. Fund balance may grow based on filing activities and contract costs of ADR program. The Superior Court manages the fund activity and contracts. About \$150,000 is generated annually and used to support the ADR program. Unspent revenues and appropriations are carried forward.
B8	CAO	SECURITIZATION/ ENDOWMENT	\$16,703,986	\$7,177,638	Public benefits Capital investments, as a result of deferred investments when absorbing costs due to tobacco use.	Capital improvements benefiting the public per bonding covenants.	One-time deposit of proceeds of bonds to be paid by tobacco sales revenues due from class action lawsuit settlement.
Total CAO Discretionary but Designated for Programs			\$19,571,270	\$9,236,082			
CAO Restricted by Source for Dept/Program			<i>Amount below does not include \$7.156M mid-year reclassification.</i>				

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014			
B9	CAO/ACTTC	OPEN SP SPEC TAX ACCT-MEAS F (<i>Same fund as below - amounts separated by purpose</i>)	\$61,729,779	\$37,777,235	Established to receive transfer of measure C funding and sales tax revenues from Measure F. Fund finances the Open Space District's operations and capital acquisition. Is it monitored by the Auditor's Office to ensure debt service and bonding compliance.	Sales tax revenues generated from Measure F - per the Measure, proceeds are eligible only for uses approved by the Expenditure Plan - these include operating and capital acquisition activities of the Open Space District. This restriction also applies to the residual Measure C monies.	Growth in this fund is the result of new sales tax revenues, sales tax revenues in excess of projections and/or unspent appropriations.
Total CAO Restricted by Source for Dept/Program			\$61,729,779	\$37,777,235			
CAO Restricted by Source for Purpose							
B10	CAO/FISCAL	OPEN SP SPEC TAX ACCT-MEAS F (<i>Same fund as above - amounts separated by purpose</i>)	\$256,791	\$256,791	This fund contains donations from property owners for specific future construction projects that will improve public access to the property.	These funds represent donations from property owners upon the sale of their property to the District to be used for specific purposes (Generally for improvements to the properties).	This was a one time contribution for 3 specific projects. No additional funding is anticipated but will earn interest revenues.
Total CAO Restricted by Source for Purpose			\$256,791	\$256,791			
CRA Restricted by Source for Dept/Program							
B11	CRA	RECORDER-MODERNIZATION	\$7,779,773	\$3,882,364	To support a modernized system of recorded documents.	Solely to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in each county's system of recorded documents.	Fee revenue from recorded documents support this program.
B12	CRA	RECORDER OPERATIONS FUND	\$1,090,068	\$687,089	For recording and indexing every instrument, paper, or notice required or permitted by law.	Recording operations and reimbursement costs.	Fee revenue from recorded documents support this program.
Total CRA Restricted by Source for			\$8,869,842	\$4,569,453			
CRA Restricted by Source for Purpose							
B13	CRA	ASSESSOR-PROP CHAR DATA	\$562,785	\$584,801	Support and maintain property characteristics information sources and systems.	Solely for the purpose of providing Assessor property characteristics data to the public.	Slow growth based on the sale of property data to the real estate industry.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B14	CRA	PROPERTY TAX ADMIN PROGRAM	\$63,763	\$1,463	Supplemental resources for the enhancement of the property tax administration system.	Approved expenditures, including positions and automation improvements, per resolution to participate in the Property Tax Admin Grant Program.	Suspended; growing only by interest earnings.
B15	CRA	RECORDER-MICROGRAPHICS	\$912,882	\$994,106	To support the micrographics program in the Recorder's office.	To defray cost of converting the recorder's document storage system to micrographics.	Fee revenue from recorded documents support this program.
B16	CRA	CLERK/RECORDER VRIP	\$417,548	\$423,727	To support the vital records improvement program.	Improvement in the collection and analysis of health-related birth and death certificate information, and other community health data collection and analysis.	Fee revenues generated by related vital records services support this program. Slow growth.
B17	CRA	SOCIAL SECURITY TRUNCATION PROG	\$351,629	\$474,259	Truncate social security numbers in public records to protect against identity theft.	Only for the purpose implementing the Social Security Truncation Program.	Slow growth of revenue. Based on fees.
Total CRA Restricted by Source for Purpose			\$2,308,606	\$2,478,356			
DCSS Restricted by Source for Dept/Program							
B18	DCSS	DCSS-CHILD SUPPORT ENFORCEMENT	\$4,558	\$0	Child Support Program Activities.	Activities related to the Child Support Program (Operating Fund).	This zeroes out each fiscal year.
Total DCSS Restricted by Source for Dept/Program			\$4,558	\$0			
DISTRICT ATTORNEY Restricted by Source for Dept/Program							
B19	DISTRICT ATTORNEY	D A-AUTO INSURANCE FRAUD	\$67,012	\$67,012	Funds activities related to investigation and prosecution of auto insurance fraud.	Restricted to auto insurance fraud investigation and prosecution activities.	Annual growth based on one dollar fee assessed.
B20	DISTRICT ATTORNEY	D.A.-CONSUMER PROTECTION FUND	\$1,316,157	\$1,361,884	Funds are designated for the exclusive use by the District Attorney for the enforcement of consumer protection laws.	Used exclusively to support and enhance investigation and prosecution of violations of consumer and environmental laws.	Funds recovered from successful fines and fees recovered from successful prosecution efforts. Percent of proceeds and actual cases determine amount received.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B21	DISTRICT ATTORNEY	D.A.-ASSET FORFEITURE-JUSTICE	-\$11,374	\$453	Funds are utilized for staff training and noticing requirements when assets are forfeited.	Funds shall not be used for (a) salaries, except in limited circumstances; (b) use of forfeited property by non-law enforcement personnel; (c) payment of education-related costs; (d) government use of shared assets; (e) extraordinary expenditures.	Funding is the result of distribution of assets to law enforcement agencies who assisted in the investigation and prosecution of narcotic convictions. Revenues are not predictable and are based on participation from the DA office.
B22	DISTRICT ATTORNEY	D.A.-TREASURY FORFEITURE FUND	\$2,934	\$2,944	Used to support activities related to general narcotic law enforcement efforts.	Use restricted to the purpose of funds.	Funding is the result of distribution of assets to law enforcement agencies who assisted in the investigation and prosecution of narcotic convictions. Revenues are not predictable and are based on participation from the DA office.
Total DA Restricted by Source for Dept/Program			\$1,374,729	\$1,432,293			
DISTRICT ATTORNEY Restricted by Source for Purpose							
B23	DISTRICT ATTORNEY	D.A.-SONOMA COUNTY AUTO THEFT TASKFORCE (SCATT)	\$141,610	\$147,207	Funds Prosecutor and support staff assigned to auto theft task force.	Money shall not be expended to offset a reduction in any other source of funds.	State grant funds to support program. Varies from year to year based on application and participants.
B24	DISTRICT ATTORNEY	D.A.-FAMILY JUSTICE CENTER	\$322,327	\$322,327	Support operational activities of the Family Justice Center including community based organization partners.	Restricted to use for activities of the Family Justice Center and partners.	Funds are not expected to accumulate. Operational financing is based on donations and grant awards.
B25	DISTRICT ATTORNEY	D.A.-FAMILY JUSTICE CENTER	\$20,609	\$20,609	Support operational activities of the Family Justice Center including CBO partners. Encumbrance.	Designated for Family Justice Center Sonoma County.	Funds are not expected to accumulate. Operational financing is based on donations and grant awards.
B26	DISTRICT ATTORNEY	D.A.-FAMILY JUSTICE CENTER-SB635	\$33,522	\$33,961	Used for operational needs of the Family Justice Center.	Funds are restricted for purposes relating to domestic violence prevention, intervention, and prosecution.	Revenue is generated from the proceeds from a fee assessed to copying and recording of birth certificates. All proceeds are needed to pay for operational costs of the family justice center.
B27	DISTRICT ATTORNEY	DISTRICT ATTORNEY REVOCATION	\$126,709	\$126,809	Used exclusively to fund District Attorney costs associated with revocation proceedings for realigned individuals.	Use restricted to the purpose of funds.	Funds come directly from a portion of state sales tax to fund revocation activities. Not expected to carry a fund balance.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department		Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
	Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
Total DA Restricted by Source for Purpose			\$644,777	\$650,913			
EMERGENCY SVCS Restricted by Source for Dept/Program							
B28	EMERGENCY SVCS	HAZARDOUS MATERIALS FUND	\$105,614	\$105,614	Hazardous Materials Enforcement and Mitigation.	Restricted to use for Hazardous Materials Enforcement and Mitigation.	Results of fee collection and hazardous materials clean-up or abatement action cost recovery slow growth.
Total ES Restricted by Source for Dept/Program			\$105,614	\$105,614			
GENERAL SVCS Restricted by Source for Dept/Program							
B29	GENERAL SVCS	MUNI CT-JUST TEMP CONST	\$2,833,725	\$1,813,272	Establish adequate criminal justice facilities.	Can only be used for capital costs associated with criminal justice facilities.	Funds are generated from criminal fines and fees that are successfully collected. Funding fluctuates on activities related to crime, prosecution, court order of fines and fees, and ability to collect on the order.
Total GS Restricted by Source for Dept/Program			\$2,833,725	\$1,813,272			
GENERAL SVCS Restricted by Source for Purpose							
B30	GENERAL SVCS	TIDELANDS LEASES FUND	\$308,890	\$47,095	Facility construction and improvements necessary or convenient for the promotion and accommodation of commerce and navigation of the Bodega Harbor area. Established to retain lease payments from lessees. Funds projects that benefit commerce in the area.	Can only be used for tidelands properties per the stated purpose.	Contributions to the fund are generally lease payments and interest earnings. Lease agreements developed by General Services.
B31	GENERAL SVCS	MUNI CT-TEMP CONST	\$924,647	\$741,225	Establish adequate Court facilities.	Can only be used for capital costs related to Court facilities and with Court approval.	Funds are generated from criminal fines and fees that are successfully collected. Funding fluctuates on activities related to crime, prosecution, court order of fines and fees, and ability to collect on the order.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
Total GS Restricted by Source for Purpose			\$1,233,537	\$788,320			
HEALTH SERVICES							
Restricted by Source for Dept/Program							
B32	HEALTH SERVICES	MEDICAL SYSTEM EXPANSION	\$9,169,595	\$7,045,463	To expand services to support the local safety net through improved coordination and integration improving health services for Medi-Cal beneficiaries and other underserved populations.	To be used to expand and improve services to Medi-Cal beneficiaries.	Slow to moderate growth. Revenue based primarily on assorted sales taxes, court fines, and surcharges.
B33	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-JUSTICE ASSISTANCE GRANT FUNDS	\$10,923	\$10,923	Treatment for non-violent drug offenders.	To be used to provide treatment to non-violent drug offenders.	Slow to moderate growth. Revenue based on court fines.
B34	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-OTP	\$12,287	\$12,287	Treatment for non-violent drug offenders.	To be used to provide treatment to non-violent drug offenders.	Slow to moderate growth. Revenue based on court fines.
B35	HEALTH SERVICES	PUBLIC HEALTH - FIRST 5 DEDICATED FUND	\$15,526,612	\$11,835,555	Funding for programs that serve and support children age 0-5 .	To be used for programs that support children age 0-5.	Slow growth based on sales taxes charged on purchase of cigarettes and tobacco products.
B36	HEALTH SERVICES	PUBLIC HEALTH - FIRST 5	\$10,449,540	\$3,124,109	Funding for programs that serve and support children age 0-5 .	To be used for programs that support children age 0-5.	Slow growth based on sales taxes charged on purchase of cigarettes and tobacco products.
B37	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-RESIDENTIAL TX & DETOX	\$10,691	\$0	Fines collected by courts for AODS treatment.	To be used to provide alcohol and other drug treatment.	Slow to moderate growth. Revenue based on court fines.
B38	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-ALCOHOL ABUSE EDUCATION/PREVENTION	\$15,659	\$0	Fines collected by courts for AODS treatment/prev.	To be used to provide alcohol and other drug treatment and prevention.	Slow to moderate growth. Revenue based on court fines.
B39	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-DRUG ABUSE EDUC/PREV	\$3	\$3	Fines collected by courts for AODS treatment/prev.	To be used to provide alcohol and other drug treatment and prevention.	Slow to moderate growth. Revenue based on court fines.
B40	HEALTH SERVICES	ADM-MAA/TCM AUDIT RESERVE	\$1,665,554	\$1,716,276	Medicaid program; County has contracted with State.	To be used for MediCal Administrative and Targeted Case Management Activities.	Slow growth. Revenues based on reimbursement from the state for Medi-Cal related activities.
B41	HEALTH SERVICES	HEALTH SERVICES-DRUG MEDI-CAL; NON-DMC; DRUG COURT	\$0	\$0	2011 Realignment Funds for Mental Health Svcs and Non-Drug MediCal and Drug Court.	Only for 2011 Realignment eligible expenses in the selected programs.	Moderate growth based on sales tax and vehicle license fees.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B42	HEALTH SERVICES	HEALTH SVCS ADMINISTRATION	\$0	\$0	Grant Proceeds, State & Federal Statutes, fees collected for services approved by BOS, assigned amounts for a given activity delegated by the BOS.	To be used for the administration of Health Services in accordance with the reimbursement guidelines allowed by the various funding sources.	Operating fund with nearly zero growth.
B43	HEALTH SERVICES	HEALTH SVCS ADMINISTRATION	\$50,151	\$50,151	Health Services.	To be used for the administration of Health Services in accordance with the reimbursement guidelines allowed by the various funding sources.	Operating fund with nearly zero growth.
B44	HEALTH SERVICES	HEALTH REALIGNMENT- OPERATIONS	\$3,400,738	\$3,423,453	1991 Realignment Funds for Public Health Svcs.	To be used for providing health services specified by the state.	Moderate growth based on sales tax and vehicle license fees.
B45	HEALTH SERVICES	MENTAL HEALTH REALIGNMENT- OPERATING FUND	\$2,167,463	\$2,167,463	1991 Realignment Funds for Mental Health Svcs.	To be used for providing health services specified by the state.	Moderate growth based on sales tax and vehicle license fees.
B46	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT-CSS	\$1,550,302	\$222,568	Funding for programs for Community Service & Support.	To be used in accordance with the approved MHSA plan submitted to the State.	None
B47	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT- CAPITAL	\$1,662,913	\$862,628	Funding for Capital Projects- and Technology.	To be used in accordance with the approved MHSA plan submitted to the State.	None
B48	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT-EARLY INTERVENTION	\$3,612,109	\$3,222,433	Funding for Prevention & Early Intervention.	To be used in accordance with the approved MHSA plan submitted to the State.	None
B49	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT- ED/TRAINING	\$521,032	\$303,338	Funding for Workforce Education & Training.	To be used in accordance with the approved MHSA plan submitted to the State.	None
B50	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT- INNOVATION	\$910,364	\$87,319	Funding for new Innovative Programs.	To be used in accordance with the approved MHSA plan submitted to the State.	None
B51	HEALTH SERVICES	MENTAL HEALTH SERVICES ACT- PRUDENT RESERVE	\$904,878	\$904,878	Reserve Fund for MHSA programs.	To be used in accordance with the approved MHSA plan submitted to the State.	None
<i>Negative balance corrected through mid-year adjustments.</i>							
B52	HEALTH SERVICES	BEHAVIORAL HEALTH	\$120,567	-\$19,800	Records Receipt of State Sales Tax allocations to be spent for Behavioral Health programs	By statute, Revenue can only be used for specifically named Behavioral Health programs	Any Growth depends if there is an increase in State Sales Tax receipts.
Total Health Restricted by Source for Dept/Program			\$51,761,383	\$34,969,047			

**HEALTH SERVICES
Restricted by Source for Purpose**

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B53	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS - MEMORIAL FUND	\$18,384	\$8,868	Donations to be used for Orenda Center client's care. Used to help clients with living expenses when they are released from treatment.	Must be used in a manner prescribed by donor.	Slow growth. Based on donations.
B54	HEALTH SERVICES	MENTAL HEALTH - INTERIM FUND	\$36,122	\$28,422	Donations. To be used as described by donor. Used to help clients with living exp on an interim basis.	Can only be used to help with client living expenses on an interim basis.	Slow growth. Based on donations.
B55	HEALTH SERVICES	PUBLIC HEALTH - HEALTH PREPAREDNESS PLANNING	\$543	\$265	Hospital Preparedness Grant.	Funds must be used for disaster preparedness at healthcare facilities. Activities and expenses include: purchase of disaster supplies or equipment, trainings, exercises, and development of plans.	No growth. Revenues are received based on cost.
B56	HEALTH SERVICES	PUBLIC HEALTH - HEALTH PREPAREDNESS PLANNING-H1N1	\$0	\$0	Hospital Preparedness Grant.	Funds were awarded specifically for healthcare facility disaster response efforts for the H1N1 influenza pandemic. All of the funds were spent on personal protective equipment for healthcare workers and on care and treatment supplies.	No growth. Revenues are received based on cost.
B57	HEALTH SERVICES	PUBLIC HEALTH-EMERGENCY MEDICAL SERVICES FUND	\$200,834	\$206,202	Funds to reimburse physicians for indigent emergency medical care patients.	To be used to reimburse physicians who provide treatment to indigent emergency medical care patients.	Slow to no growth based on court fines received.
B58	HEALTH SERVICES	ENVIRONMENTAL HEALTH-SOLID WASTE-EAG	\$263	\$263	To protect public health, safety and the environment with regard to solid waste facilities.	Used for costs associated with Solid Waste Facility inspections.	No growth. Grant revenues based on actual cost of providing service.
B59	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-DRIVING UNDER THE INFLUENCE EDUCATION PROGRAM	\$53,826	\$53,826	Client paid fee for service - DUI program (Self-supporting pgm).	Used for operations of the DUI program.	No growth. Based on fees paid by clients.
B60	HEALTH SERVICES	ALCOHOL AND OTHER DRUGS-ASSEMENT FEES (AB 1916)	\$1	\$0	Fines collected by courts for AODS treatment.	Used to provide Alcohol and other drug treatment services.	Slow to no growth based on court fines received.
B61	HEALTH SERVICES	AODS-SUBSTANCE ABUSE AND CRIME PREVENTION ACT	\$22,959	\$22,959	Treatment for non-violent drug offenders.	Used to provide alcohol and other drug treatment services to non-violent drug offenders.	No growth. Act no longer being funed by state.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B62	HEALTH SERVICES	PUBLIC HEALTH-VITAL STATISTICS FUND	\$9,883	\$6,270	Fees for a certified copy of a fetal death or death record to be paid to the county's Children's Trust or the states' Children's Trust.	Health & Safety Code allows funds to be used for defraying costs of collecting & reporting Vital Stats. Each year, these funds offset the cost of a partial FTE Vital Stats position, and use of these funds is reported in an Annual Report to the State.	No growth. Revenues are based on fees paid for copies of death records.
B63	HEALTH SERVICES	PUBLIC HEALTH-SB 1773	\$221,967	\$215,304	Maddy Emergency Medical services Fund to be used to reimburse physicians and hospitals for indigent emergency medical services patients.	Used to reimburse physicians who provide treatment to indigent emergency medical care patients.	Slow to moderate growth. Revenue based on court fines.
B64	HEALTH SERVICES	ACC-PUBLIC EDUCATION FUND	\$78,003	\$78,003	Donations (used in the manner prescribed by the donor). Used for eventual replacement of MAC truck.	Must be used in the manner prescribed by the donor. Replacement Fund for MAC Truck.	Slow growth. Based on donations.
B65	HEALTH SERVICES	ACC-PUBLIC EDUCATION FUND	\$161,558	\$149,859	Donations (used in the manner prescribed by the donor). Used for Medical need, Media, Advertising, Medical Supplies.	Must be used in the manner prescribed by the donor.	Slow growth. Based on donations.
B66	HEALTH SERVICES	ANIMAL WELFARE FUND	\$249,039	\$117,115	BOS authorized ACC to solicit and accept donations. Some donations must be spend in the manner prescribed by the donor.	Must be used in the manner prescribed by the donor.	Slow growth. Based on donations.
<i>Negative balances corrected through mid-year adjustments</i>							
B67	HEALTH SERVICES	P&P-CHILD SAFETY SEATS	\$349	-\$6,416	Court fines on certain vehicle codes relating to child safety.	Per code sections, revenue must be used on child passenger restraint and bicycle safety education programs.	No anticipated growth. Revenue based on court fines.
B68	HEALTH SERVICES	PH - BIOTERRORISM PROGRAM	\$2,484	-\$26,183	Public Health Emergency Preparedness	Public Health Emergency Preparedness Cooperative Agreement Programs and CA H&S code 101315-101319.	No growth. Revenues are based on State allocations.
Total Health Restricted by Source for Purpose			\$1,056,216	\$854,757			

**HUMAN SERVICES
Discretionary but Designated for Programs**

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B69	HUMAN SERVICES	WELFARE PROGRAMS- FEDERAL ASSISTANCE RESERVE	\$157,348	\$157,348	Results of Federal Medical Assistance Payments from the ARRA funds that were provided to Human Services to offset the increases in welfare program service demands during the recession.	Can be used for any purpose.	One time funds which will not grow or reoccur.
Total Human Discretionary but Designated for Programs			\$157,348	\$157,348			
HUMAN SERVICES Restricted by Source for Dept/Program							
B70	HUMAN SERVICES	CHILDRENS FUND	\$92,818	\$92,818	This came to us when Human Services Commission came to Human Services. This is birth certificate \$ and donations that is then transferred to 159121 to pay for CBO contracts.	Restricted to use on child abuse prevention contracts.	No significant growth in recent years. Revenues are based on birth certificate fees.
B71	HUMAN SERVICES	HUMAN SERVICES REALIGNMENT- OPERATING FUND	\$2,127,669	\$2,127,669	Realignment 1991 \$'s.	Realigned \$'s for Human Services programs.	Moderate growth. Based on sales tax and vehicle license fees.
B72	HUMAN SERVICES	HUMAN SERVICES- CALWORKS MAINTENANCE OF EFFORT	\$24,282	\$24,282	Funds the CalWORKS assistance program.	Restricted to Human Services programs.	Revenues based on realignment sales tax.
B73	HUMAN SERVICES	WELFARE PROGRAMS- REALIGNMENT	\$684,696	\$318,226	Used for matching purposes for 1991 realignment.	Restricted to Human Services programs.	No growth. This fund is used for matching purposes for 1991 Realignment.
B74	HUMAN SERVICES	WP - WRAPAROUND	\$39,986	\$39,986	HSD WRAP savings	State requirement: any savings must be reinvested into a child welfare service program for direct services to CWS clients.	Growth varies based on WRAP population.
Total Human Services Restricted by Source for Dept/Program			\$2,969,450	\$2,602,981			
HUMAN SERVICES Restricted by Source for Purpose							
B75	HUMAN SERVICES	DEPENDENT CHILD FUND	\$51,288	\$51,288	Used for items for Valley of the Moon Children's Home kids.	Only to be used for Valley of the Moon Children's Home children.	Moderate growth. Based on donations to the VOMCH.
B76	HUMAN SERVICES	HUMAN SERVICES AB 118	\$11,879	\$11,879	AB 109 Realignment 2011.	Funds must be spent on Health and Human Services subaccount programs.	Results of annual allocation statewide.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department		Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
	Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
Total Human Services Restricted by Source for Purpose			\$63,167	\$63,167			
PRMD Restricted by Source for Dept/Program							
B77	PRMD	PRMD PLANNING ADMIN FUND	\$552,347	\$552,347	Fund a portion of costs to maintain required general plan and affiliated programs for work performed by PRMD staff and consultants. Created to accumulate fees for future General Plan work.	General Plan and affiliated programs only.	Slow growth from building permit fees.
Total PRMD Restricted by Source for Dept/Program			\$552,347	\$552,347			
PRMD Restricted by Source for Purpose							
B78	PRMD	SURVEY MONUMENT PRESERVATION	\$68,749	\$68,749	Fund retracement or remonument survey of major historical and division lines as authorized by the County Surveyor. Created to accumulate user fee for survey work projects.	County Survey Work.	Slow growth from fees charged on maps filed with the Recorder's Office.
Total PRMD Restricted by Source for Purpose			\$68,749	\$68,749			
PROBATION Restricted by Source for Dept/Program							
B79	PROBATION	PROBATION SERVICES AB 109	\$0	\$0	Realignment funding for local services in order to reduce the State Prison population. Local services funded include custody for non-violent, non-serious, non-sex offenders; local post-release supervision; and local planning.	Shall be used exclusively to fund provisions of AB 109 Realignment (2011). SB 87 one-time funds shall only be used for CCP-approved hiring, training, data mgmt, and planning.	Results of annual allocation statewide.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B80	PROBATION	PROBATION-YOUTHFUL OFFENDER BLOCK GRANT	\$984,142	\$570,211	Youthful Offender Block Grant funding for development and implementation of treatment programs and services for non-707(b) offenders who will no longer be sent to State facilities.	Shall be used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youthful offenders.	Grant funds based on SC proportional share of funds. Minimal growth.
B81	PROBATION	PROBATION-JUVENILE PROBATION & CAMP FUNDING	\$1,106,372	\$961,306	Juvenile Probation Funding for specified probation services for at-risk youth, juvenile offenders, and their families; and Camp Funding for operation of Juvenile camps/ranches.	Shall be used to target at-risk juvenile offenders and their families, and for juvenile camps.	Grant funds based on costs. Minimal growth.
B82	PROBATION	PROB-JUVENILE JUSTICE CRIME PREVENT ACT	\$560,776	\$366,275	Juvenile Justice Crime Prevention Act funds projects that have been proven to be effective in reducing crime and delinquency amount at-risk youth and young offenders.	Shall be used to implement programs targeted at prevention, intervention and suppression of juvenile criminal activity.	Grant funds based on SC proportional share of funds. Minimal growth.
B83	PROBATION	PROBATION-COMMUNITY CORRECTIONS PERFORMANCE INCENTIVE FUND (CCPIF)	\$795,719	\$298,778	Community Corrections Performance Incentives Fund (SB 678) for the purpose of improving local probation supervision practices (evidence-based practices) and capacities in order to reduce State Prison population.	Funds allocated shall be used to provide supervision and rehabilitative services for adult felony probationers and be spent on evidence-based practices and programs.	Revenues deposited to the Fund proceeds of state block grants based on the county's successful practices as compared to other counties in reducing the prison population by way of Evidence Based Practices that reduce recidivism.
B84	PROBATION	AB109 CONTINGENCY	\$3,051,039	\$3,051,039	Realignment funding for local services in order to reduce the State Prison population. Local services funded include custody for non-violent, non-serious, non-sex offenders; local post-release supervision; and local planning.	Shall be used exclusively to fund provisions of AB 109 Realignment (2011). SB 87 one-time funds shall only be used for CCP-approved hiring, training, data mgmt, and planning.	Results of annual allocation statewide that are unallocated or unspent.
Total Probation Restricted by Source for Dept/Program			\$6,498,048	\$5,247,609			

**PUBLIC DEFENDER
Restricted by Source for Purpose**

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B85	PUBLIC DEFENDER	PUBLIC DEFENDER REVOCATION	\$126,709	\$15,977	Public Defender cost related to defense of state parole and post-release community supervision clients.	Use restricted to the purpose of funds.	Funds come directly from a portion of state sales tax to fund revocation activities. Not expected to carry a fund balance.
Total Public Defender Restricted by Source for Purpose			\$126,709	\$15,977			
REGIONAL PARKS Restricted by Source for Dept/Program							
B86	REGIONAL PARKS	REG PARKS RESTRICTED DONATIONS	\$345,986	\$345,986	Developed for specific revenue sources dedicated to specific dept projects, programs or purposes.	Each category of funding has restrictions based on revenue source.	Funding based on development fees generated in a particular zone.
Total Regional Parks Restricted by Source for Dept/Program			\$345,986	\$345,986			
REGIONAL PARKS Restricted by Source for Purpose							
B87	REGIONAL PARKS	SONOMA/GUAL PARK MITIGATION	\$24,616	\$34,208	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
B88	REGIONAL PARKS	CLOVERDALE/HEALDS BURG PARK MITIGATION	\$137,812	\$50,080	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
B89	REGIONAL PARKS	RUSS RIV/SEB PARK MITIGATION	\$277,135	\$179,519	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B90	REGIONAL PARKS	SANTA ROSA PARK MITIGATION	\$371,245	\$242,014	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
B91	REGIONAL PARKS	ROHNERT PARK- COTATI/PETALUMA PARK MITIGATION	\$333,328	\$360,386	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
B92	REGIONAL PARKS	SONOMA VALLEY PARK MITIGATION	\$265,886	\$31,359	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
B93	REGIONAL PARKS	LARKFIELD-WIKKIUP SPEC PLAN PARK MITIGATION	-\$2,273	\$1,099	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Funding based on development fees generated in a particular zone.
Total Regional Parks Restricted by Source for Purpose			\$1,407,749	\$898,665			
SHERIFF Restricted by Source for Dept/Program							

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014			
B94	SHERIFF	SHERIFF-AB 1109 FEES	\$765,683	\$760,877	The special fund shall be expended to supplement the county's cost for vehicle fleet replacement and equipment, maintenance, and civil process operations. Established based on code to support and enhance the Sheriff civil programs.	The special fund shall be expended to supplement the county's cost for vehicle fleet replacement and equipment, maintenance, and civil process operations.	Funding includes interest earnings and fine and fee revenues. Slow growth.
B95	SHERIFF	SHERIFF-FEDERAL FORFITURE-DEPARTMENT OF JUSTICE	\$1,190,643	\$887,622	Fund was established to accumulate equitably shared funds that are restricted to use law enforcement activities. Typically funds are expended for one time project needs such as deputy housing, large equipment, transportation busses, command center replacement. LE training, drug education and awareness. Asset tracking and accounting.	Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only.	Growth based on unspent prior funds and new case activities.
B96	SHERIFF	SHERIFF-FEDERAL FORFITURE-U.S. TREASURY	\$5,453	\$5,497	Fund was established to accumulate equitably shared funds that are restricted to use law enforcement activities. Typically funds are expended for one time project needs such as deputy housing, large equipment, transportation busses, command center replacement. LE training, drug education and awareness. Asset tracking and accounting.	Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only.	Growth based on unspent prior funds and new case activities.
B97	SHERIFF	ASSET FORFEITURE FUND	\$1,420,575	\$1,423,575	Exclusive to support LE efforts. More broad use compared to other asset forfeiture funds. Used for projects that can not be funded by more restricted funds. No supplantation.	Proceeds distributed pursuant to section 11489, "shall not supplant any state or local funds that would [otherwise] be made available" to the agency. This limitation is an expression of legislative intent that forfeiture proceeds should enhance law enforcement and prosecution resources.	Growth based on unspent prior funds and new case activities.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B98	SHERIFF	SHERIFF LOCAL LAW ENFORCEMENT-BOOKING FEES	\$9,149	\$9,149	Fund set up to receive revenues from the state. Funds are transferred to General Fund to reduce general fund contribution for the cost of detention services.	Restricted to operational activities for detention of inmates.	State Law required the separation of realignment funds. These revenues are based on a state formula and will not accumulate but will be used annually to support the cost of jail operations.
B99	SHERIFF	SHF LOCAL COMM CORR AB 109 -LAW ENFORCEMENT DIVISION	\$0	\$0	Local Community Corrections Account which shall be used exclusively for Public Safety Services and programming.	Funds used to implement Community Corrections Partnership plan as approved by the Board of Supervisors.	Funds may show minimal growth if costs are less than appropriated. The ending fund balance will be used to offset costs in the following year. Funding is transferred into this SRF from a trust fund based on approved realignment plan and related budget.
B100	SHERIFF	SHF LOCAL COMM CORR AB 109 DETENTION DIVISION	\$0	\$0	Local Community Corrections Account which shall be used exclusively for Public Safety Services and programming.	Funds used to implement Community Corrections Partnership plan as approved by the Board of Supervisors.	Funds may show minimal growth if costs are less than appropriated. Funding is transferred into this SRF from a trust fund based on approved realignment plan and related budget.
Total Sheriff Restricted by Source for Dept/Program			\$3,391,504	\$3,086,720			
SHERIFF Restricted by Source for Purpose							
B101	SHERIFF	SHERIFF-AB 709 FEES	\$241,603	\$264,854	For purchase and maintenance of equipment and furnishings of civil Bureau. 5% can be used for department administration of the civil bureau. Established based on code to support and enhance the Sheriff civil programs.	Ninety-five percent of funds shall be expended to supplement the costs of implementation, maintenance, and purchase of equipment and furnishings the sheriff's civil program. Five percent of the moneys used for administrative costs for managing the civil program.	Funding includes interest earnings and fine and fee revenues. Slow growth.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B102	SHERIFF	SHERIFF-DMV ID FEE	\$1,412,866	\$459,548	Rand board determines use of funds (used for automated mobile and fixed identification devices and finger print identification).	Money allocated to a county shall be expended exclusively to fund programs that enhance the capacity of local law enforcement to provide automated mobile and fixed location fingerprint identification of individuals who may be involved in driving under the influence.	Fee Revenues designated by jurisdiction. Do not accumulate.
B103	SHERIFF	JUSTICE ASSISTANCE GRANT (JAG)	\$2	\$2	Set up to receive grant funding for various criminal justice based projects.	Bureau of Justice Assistance supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. Limited to the grant approved use.	No built in growth. Funding from JAG successful application and award within a given FY. May be minimal carry forward funds to be used on grant projects as approved.
B104	SHERIFF	DETENTION-JAIL INDUSTRIES	\$199,275	\$174,025	Fund was developed to receive and separate receipts from sale of commissary items to inmates. Funding used to provide services to inmates in detention facilities.	Funds in a Jail Industries Fund restricted for operation or expansion of the jail industry program or to cover operating and construction costs of county detention facilities, and operating and construction costs of county detention facilities.	Growth of funds are tied to commissary sales and other sale activities.
B105	SHERIFF	SHERIFF TRIAL COURT SECURITY	\$992,047	\$992,047	State revenue specifically allocated for the purpose of providing court security services to the Superior Court.	Trial Court Security Account which shall be used exclusively for Bailiff and security services provided to the Superior Court of Sonoma County.	State funds based on historical costs. Used in year received. Minimal carry forward balances but not expected to accumulate.
B106	SHERIFF	SHERIFF LOCAL LAW ENFORCEMENT-CAL-EMA	\$39,900	\$39,900	Narcotics related activities specific to grant funding application.	Funds shall be used exclusively for Public Safety Services, as defined, and for specific services, by creating a state-mandated local program. For narcotics enforcement.	Funds are not expected to accumulate and will be used for purposes specified in the grant application.
Total Sheriff Restricted by Source for Purpose			\$2,885,693	\$1,930,376			
TPW Discretionary but Designated for Programs							

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B107	TPW	PUB LIC EDUCATION GOVT ACCESS FEES (PEG)	\$477,448	\$738,398	To promote broader public access to cable television infrastructure and public media content.	Can only be used for expenses to support public, education, and government uses of cable television infrastructure.	Funding from cable provider revenues grows slowly.
Total TPW Discretionary but Designated for Programs			\$477,448	\$738,398			
TPW Restricted by Source for Dept/Program							
B108	TPW	ROAD	\$3,276,354	\$1,772,200	Road Fund General Operations.	Must be used for Roads, bridges and related purposes.	Results of savings from expenditures under budget and revenues over budget.
B109	TPW	BRIDGES	\$941,801	\$941,801	Bridge Capital Infrastructure.	Must be used for Roads, bridges and related purposes.	Funds are used to receive operating transfers to separate roads projects into types.
B110	TPW	OVERLAYS/ROAD IMPROVEMENTS	\$9,401,965	\$3,201,965	Roads Capital Infrastructure.	Must be used for Roads, bridges and related purposes.	Funds are used to receive operating transfers to separate roads projects into types.
B111	TPW	MAINTENANCE DIVISION	\$12,766,266	\$10,586,063	Roads Maintenance Operations.	Must be used for Roads, bridges and related purposes.	Funds are used to receive operating transfers to separate roads projects into types.
B112	TPW	CO-OPERATIVE CAPITAL PROJECTS	\$410,190	\$20,190	Aid to Others -Capital Infrastructure their assets.	Must be used for Roads, bridges and related purposes.	Funds are used to receive operating transfers to separate roads projects into types.
B113	TPW	STATE TRIBAL CASINO FUND	\$0	\$0	State Tribal Funds.	To offset impacts of tribal gaming on county roads around the casinos.	Stable growth. Based on agreements between tribal gaming institutions and the state.
Total TPW Restricted by Source for Dept/Program			\$26,796,577	\$16,522,219			
TPW Restricted by Source for Purpose							
B114	TPW	SONOMA VLY DEVELOPMENT FEE	\$937,638	\$325,638	Traffic Mitigations-interest bearing account. To finance road projects that increase daily average trip vehicle capacity.	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	Grows from fees on development activity in the area per the ordinance.
B115	TPW	MOORLAND AVE DEVELOPMENT FEE	\$71	\$71	Traffic Mitigations-interest bearing account.	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	Grows from fees on development activity in the area per the ordinance.

Attachment 3 - Exhibit B - Special Revenue Funds Summary

Fund Identifier	County Department Managing Fund	Title	Fund Balance Per		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	Adopted Budget as of 06/30/2014)			
B116	TPW	COUNTYWIDE DEVELOPMENT FEE	\$8,784,980	\$2,683,156	Traffic Mitigations-interest bearing account.	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	Grows from fees on development activity countywide per the ordinance.
Total TPW Restricted by Source for Purpose			\$9,722,689	\$3,008,865			
Total Special Revenue Funds			\$207,348,090	\$130,301,689			

Exhibit C

Enterprise Funds Summary

Enterprise Funds include proprietary funds and are operated in a manner similar to a private business enterprise. Examples of these fund sources include initiatives where fees are charged, such as the landfill, franchise fees, and other enterprise programs such as the airport, Spud Point Marina, Sonoma County Energy Independence Program (SCEIP), and others.

This group of funds (24 separate funds totaling \$23.6 million) is limited with respect to discretion of use. 19 funds have a total available fund balance of \$15.8 million which are restricted for specific purposes based upon the source of the funds, generally reflecting some fee for service, 5 with a total of \$7.8 million are pledged as revenue against various closed landfill leak clean-up obligations. The attachment shows each of these funds by managing department and category of discretionary use.

Attachment 3 - Exhibit C - Enterprise Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance Per Adopted Budget as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
ACTTC							
Restricted by Source for Purpose							
C1	ACTTC	SCEIP PROGRAM FUND	\$ 466,926	\$ 509,886	Operating Fund.	SCEIP Program only.	Based on program use, project assessment repayments and fees.
C2	ACTTC	SCEIP - CEC	\$ -	\$ -	CEC Grant Activities (through FY 11-12).	CEC Grant Activities only.	One-time grant only.
C3	ACTTC	SCEIP REVOLVING FUND	\$ 17,284	\$ 17,284	CEC Revolving Fund.	Energy Rebates, disbursements to property owners (meeting specific requirements), certain admin related expenses.	Based on program use, revolving fund, limited growth from interest income.
Total ACCTC Restricted by Source for Purpose			\$ 484,210	\$ 527,170			
REGIONAL PARKS							
Restricted by Source for Purpose							
C4	REGIONAL PARKS	MASON'S MARINA	\$ 1,103,895	\$ 1,103,895	This fund accounts for the operations of Mason's Marina.	Operations of Marina.	No growth, marina usage revenues spent for operations.
C5	REGIONAL PARKS	SPUD PT MARINA ENT	\$ 65,000	\$ 65,000	This fund accounts for the operations of Spud Point Marina.	This fund balance was reserved for the replacement of the ice machine.	Slow accumulation for replacement.
C6	REGIONAL PARKS	SPUD PT MARINA ENT	\$ 769,225	\$ 723,636	This fund accounts for the operations of Spud Point Marina.	Operations.	No growth, marina usage revenues spent for operations.
C7	REGIONAL PARKS	SPORT FISHING CENTER	\$ 333,308	\$ 311,923	This fund accounts for the operations of the Sport Fishing Center.	Operations.	No growth, center usage revenues spent for operations.
Total Regional Parks Restricted by Source for Purpose			\$ 2,271,429	\$ 2,204,454			
TPW							
Restricted by Source for Purpose							
C8	TPW	INTEGRATED WASTE	\$ 8,466,779	\$ 7,968,340	Primary Administrative operating Fund for Refuse Enterprise.	Refuse Enterprise costs only.	Limited growth from user fees and interest income, devoted to operations costs.
<i>Negative balances are covered within the Division's positive overall balance.</i>							
C9	TPW	SOLID WASTE OPERATIONS	\$ (1,339,134)	\$ (1,606,747)	To segregate operational activities related to transfer stations, buildings, landfill, and power plant.	None.	Limited growth from power sales and operation revenues, devoted to operations costs.
C10	TPW	REFUSE-ENVIRON COMP	\$ (169,956)	\$ (169,956)	To segregate funds related to Environmental Compliance requirements for closed landfills.	None.	No growth, contributions as needed from refuse operations.
C11	TPW	AIRPORT ENTERPRISE	\$ 762,352	\$ 332,266	Primary Operating Fund for Airport Enterprise.	Restricted to use on Airport Enterprise.	Limited growth from airport usage revenues devoted to operations costs.
C12	TPW	AIRPORT-PASSENGER FACILITY CHARGES	\$ 155,521	\$ 158,234	To segregate activity related to Passenger Facility Charges as required by FAA Regulations.	Funding may only be used for projects meeting specific criteria established by the FAA .	Slow growth from fees accumulated for project use.

Attachment 3 - Exhibit C - Enterprise Funds Summary

Fund Identifier	County Department Managing Fund	Title	Estimated Fund Balance Per Adopted Budget		Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
			Actual Fund Balance as of 06/30/2013	as of 06/30/2014)			
C13	TPW	NON AERONAUTICAL OPERATIONS	\$ 144,554	\$ 144,676	To segregate activity not related to Airport Operations.	Restricted to use on Airport Enterprise.	Limited growth from non-aeronautical airport usage revenues devoted to operations costs.
C14	TPW	AIRPORT-INDUSTRIAL PK-ENT	\$ 224,695	\$ 106,175	To segregate activity related to Airport Office Buildings.	Restricted to use on Airport Enterprise.	Limited growth from airport office building revenues devoted to operations costs.
C15	TPW	AIRPORT-WETLANDS MITIGATION	\$ 9,142	\$ 6,642	To segregate activity related to Wetlands.	Restricted to use on Airport Enterprise.	Limited growth from airport wetlands revenues devoted to operations costs.
C16	TPW	AIRPORT-LAND ACQUISITION	\$ -	\$ -	To segregate activity related to Land Acquisition.	Restricted to use on Airport Enterprise.	Occasional deposits from operations and grants for projects.
C17	TPW	AIRPORT-STORAGE HANGARS	\$ -	\$ -	To segregate activity related to Storage Hangars.	Restricted to use on Airport Enterprise.	Inactive.
C18	TPW	AIRPORT-1988 AIRFIELD IMPLEMENTATION	\$ 24,295,768	\$ 4,933,068	To segregate activity related to Airfield Improvement Projects not recorded within other Airport funds.	Restricted to use on Airport Enterprise.	Occasional deposits from operations and grants for projects.
C19	TPW	TRANSIT-GENERAL ADMINISTRATION-ART 4/ARTICLE 8	\$ 1,269,908	\$ 1,269,908	To fund County supported fixed-route transit services (Operations and Capital) and ADA paratransit services.	Funds can only be used for fixed-route transit operations and capital purposes and ADA paratransit services.	Limited growth from fares and state and federal transit funds used for operations.
Total TPW Restricted by Source for Purpose			\$ 33,819,629	\$ 13,142,606			
TPW							
Non-spendable/ No Discretion							
C20	TPW	REF-ENVIRONMENTAL RESPONSE	\$ 3,313	\$ 3,313	In compliance with GASB 18 a non-cash accounting liability is recognized to account for landfill's closure and post-closure potential costs.	Non-cash balance to account for potential liability.	Non-cash accounting entries adjusting to estimated liabilities.
C21	TPW	REF-HEALDSBURG LEAK FUND	\$ 2,567,504	\$ 2,567,504	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	Pledges of revenue as needed to meet estimated liabilities.
C22	TPW	REF-ANNAPOLIS LEAK FUND	\$ 704,490	\$ 704,490	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	Pledges of revenue as needed to meet estimated liabilities.
C23	TPW	REF-SONOMA LEAK FUND	\$ 2,170,837	\$ 2,170,837	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	Pledges of revenue as needed to meet estimated liabilities.
C24	TPW	REF-CENTRAL LEAK FUND	\$ 2,306,347	\$ 2,306,347	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	Pledges of revenue as needed to meet estimated liabilities.
Discretion			\$ 7,752,491	\$ 7,752,491			
Total Enterprise Funds			\$ 44,327,759	\$ 23,626,721			

Exhibit D

Internal Service Funds Summary

Internal Service Funds include resources for goods and services provided between County departments, such as Human Resources services provided to and paid for between departments. Examples include human resource service, workers compensation, heavy equipment replacement, and other purposes.

This group of funds (20 separate funds totaling \$40.2 million) is divided into three categories related to discretion of use: most discretionary -- previously designated for a particular purpose by the Board but could be used more broadly (3 separate funds totaling \$.3 million); some discretion but restricted by the source of funds in some way to a particular department or broad program use (10 separate funds totaling \$26.5 million); and limited discretion, restricted by source of funds to a specific purpose (7 funds totaling \$13.4 million). The attachment shows each of these funds first by the department that manages the funds because often the uses are associated with a particular department's functions and services and then by the category of discretionary use.

Attachment 3 - Exhibit D - Internal Service Funds Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance Per Adopted Budget as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
ACTTC							
Restricted by Source for Dept/Program							
D1	ACTTC	HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) ADMINISTRATION	\$ 6,102,754	\$ -	To annually collect user allo sufficient to pay for the operation of HRMS.	Amounts for HRMS only.	Intended to zero out each year.
D2	ACTTC	SCERA POB	\$ 9,045,957	\$ 9,045,957	Represents the amount that the Board Approved for Future Year Deposit from 1993 and 2003 POB Normal Cost advances.	Funds Reserved for Future Year Deposit with SCERA.	Grows only by Board policy decision to increase or decrease amount on deposit with SCERA earning interest for the County.
D3	ACTTC	SCERA POB	\$ -	\$ -	Carryover Balance due to estimation of payroll rates. Funds used for smoothing of future year rates.	Funds Reserved for Future Year Deposit with SCERA.	Grows or decreases based on differences between actual and estimated payroll upon which retirement rates are contributed.
D4	ACTTC	POB DEBT SVS RATE NORMALIZATION	\$ 2,071,819	\$ 2,071,819	Carryover Balance due to estimation of payroll rates. Funds used for smoothing of future year rates.	Funds restricted for payment of Debt Service.	Grows or decreases based on differences between actual and estimated payroll upon which retirement rates are contributed.
Total ACCTC Restricted by Source for Dept/Program			\$ 17,220,530	\$ 11,117,776			
ACTTC							
Restricted by Source for Purpose							
D5	ACTTC	UNEMPLOYMENT INS- INTERNAL SERVICE FUND	\$ 1,498,260	\$ 956,417	To collect sufficient revenue via payroll to facilitate unemployment insurance benefits.	For use of unemployment insurance benefits.	Grows or decreases annually reflecting premium income and claims expenses.
D6	ACTTC	ENTERPRISE FINANCIAL SYSTEM (EFS)	\$ 3,938,936	\$ 3,938,936	Project implementation, tracks operations and maintenance costs and the associated user cost allocation.	Fund designated specifically for system implementation and support.	Fluctuation based on implementation progress, and once fully implemented the fund should zero out at year-end since user fee allocation will offset actual expenses.
Total ACCTC Restricted by Source for Purpose			\$ 5,437,196	\$ 4,895,353			
Human Resources Discretionary but Designated for Programs							

Attachment 3 - Exhibit D - Internal Service Funds Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance Per Adopted Budget as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
D7	HUMAN RESOURCES	Video Display Terminal (VDT)-INTERNAL SERVICE FUND	\$ 30,505	\$ 30,505	Video Display Terminal (VDT) vision plan was terminated effective FY 10/11 as coverage was included in medical plan benefits. Remaining balance to pay for any outstanding claims.	Since Program has been discontinued for more than 1 year, remaining balance now available.	No longer growing.
D8	HUMAN RESOURCES	PROPERTY INSURANCE DEDUCTABLE-INTERNAL SERVICE FUND	\$ 200,000	\$ 200,000	\$200k balance to pay for property insurance premium deductibles. Amt is reimbursed annually from General Insurance 006304.	\$200k balance maintained in index.	Only sees income when baseline amount needs to be replenished.
D9	HUMAN RESOURCES	LONG TERM DISABILITY-SAFETY	\$ 77,896	\$ 77,896	Self funded Disability Program related to safety members.	In discussion with CAO regarding disbursement of fund balance.	No longer growing.
Total Discretionary but Designated for Programs			\$ 308,401	\$ 308,401			
Human Resources Restricted by Source for Dept/Program							
<i>Negative balances corrected through mid-year adjustments</i>							
D10	HUMAN RESOURCES	SELF FUNDED INSURANCE PROG-ADMIN	\$ (20,449)	\$ (15,984)	Administration costs for self-funded insurance programs.	To be used for administration costs only or returned to departments in rebate of insurance program rates.	Intended to zero out each year.
D11	HUMAN RESOURCES	BENEFITS	\$ 855	\$ (132,111)	Benefits administration rates for HR to administer for departments, somewhat new (3-4 years); set it up in ISF as net zero cost, but assumptions were off, allocated more costs to that so made it negative, but have it set up to recover over two years.	To be used for administration costs only or returned to departments in benefits administration rate rebates.	Intended to zero out each year; currently negative but will recover in two years and then net zero.
D12	HUMAN RESOURCES	DISABILITY INURANCE-INTERNAL SERVICE FUND P	\$ 329,663	\$ 329,663	Self-funded Disability Program General Members (discontinued effective 6/30/10).	Used to cover incurred but not reported claims which may occur over time from period of self insurance or to rebate purchased insurance rates.	No longer growing.
D13	HUMAN RESOURCES	CHP EUR	\$ 11,578,166	\$ 11,661,667	County Health Plan Economic Uncertainty Reserve - comprised of employer contributions for health benefits.	To cover expenses when available sources of revenue develop at less than projected levels due to country and state recession or other changes to expected revenues.	Not anticipated to grow.
Total Restricted by Source for Dept/Program			\$ 11,888,235	\$ 11,843,235			
Human Resources Restricted by Source for Purpose							

Attachment 3 - Exhibit D - Internal Service Funds Summary (2/25/2014)

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance Per Adopted Budget as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
D14	HUMAN RESOURCES	HEALTH INSURANCE-INTERNAL SERVICE FUND	\$ 8,933,165	\$ 5,289,517	County Health Plan - Self-funded insurance medical plan.	Fund balance is comprised of employee and employer contributions and has been reduced for incurred claims that have not been paid as of 6/30/12. The Plan actuary also recommends an additional reserve (of 7.7 mil for 11/12) for claims fluctuations.	Grows or decreases annually reflecting premium income and claims expenses.
D15	HUMAN RESOURCES	WORKERS' COMP-INTERNAL SERVICE FUND	\$ 6,184,700	\$ (998,761)	Self-funded insurance Workers' Compensation program.	Only for outstanding liability in worker's compensation claims costs and future rate rebates should claims result in lower cost than estimated.	Grows or decreases annually reflecting premium income and claims expenses.
D16	HUMAN RESOURCES	MALPRACTICE INSURANCE-INTERNAL SERVICE FUND	\$ 3,844,589	\$ 3,832,865	Self-funded insurance expense and prior years deductible expense for medical malpractice and general liability matters for Community Hospital.	Reserve to be maintained to fund open and incurred but not reported (IBNR) claims incurred prior to changes in the program through liability period (2016).	No longer growing.
D17	HUMAN RESOURCES	GENERAL LIABILITY-INTERNAL SERVICE FUND	\$ 3,312,329	\$ (385)	<i>Negative balance corrected through mid-year adjustments.</i> Self-funded Liability Program.	Only for outstanding liability in overall liability insurance program costs and future rate rebates should claims result in lower cost than estimated.	Grows or decreases annually reflecting premium income and claims expenses.
D18	HUMAN RESOURCES	NON-TORT LIABILITY	\$ 333,972	\$ 333,972			
Total Restricted by Source for Purpose			\$ 22,608,754	\$ 8,457,208			
TPW Restricted by Source for Dept/Program							
D19	TPW	HEAVY EQUIP-OPERATIONS	\$ 281,466	\$ 185,893	Internal Service fund-Heavy Equipment operations; fixing and fueling equipment.	Roads Equipment Operations.	Limited growth based upon usage rates charged on equipment for future replacement.
D20	TPW	HEAVY EQUIP-REPLACEMENT	\$ 3,918,669	\$ 3,403,169	Internal Service fund-Heavy Equipment Replacement; fund build up until equipment is needed to replace.	Roads Equipment Replacement.	Limited growth based upon usage rates charged on equipment for future replacement.
Total Restricted by Source for Dept/Program			\$ 4,200,135	\$ 3,589,062			
TOTAL INTERNAL SERVICE AND DEBT SERVICE FUNDS			\$ 61,663,252	\$ 40,211,035			

Exhibit E

Special District Funds Summary

Special District Funds are independent units of government, where the Board typically has no discretion over funds, except when acting as another authority, such as the Board of Directors of the Water Agency; the County acts as the fiscal treasurer/agent with no authority. Examples include Community Development Commission funds, Library funds, Open Space District funds, and other similar entities.

This group of funds (188 funds totaling \$114 million) is divided into four categories with respect to discretion the Board or the governing body of the district or agency has regarding the use of the funds. The first category reflects that there is some discretion though the funds have previously been designated by the Board of Supervisors or the district or agency's governing board within an agency or broad program area (11 funds, \$4.5 million). The second category is for funds with some discretion but restricted by the source of funds to a particular department or broad program use (20 funds, \$33 million). The third category of funds includes those over which there is very limited discretion within a purpose associated with the source of funds (127 funds, \$64.6 million). The fourth category is for those funds over which there is a specific legal obligation and there is no discretion in the use (30 funds, \$11.9 million). The attachment shows each of these funds first by the department, district or agency that manages them and then by the category of discretionary use.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
CDC Discretionary but Designated for Programs							
E1	COM DEV COMM	HOUSING ELEMENT/OTHER COUNTY PROG	0	0	To implement County Housing Element programs, and support programs that affordable housing/community development objectives but does not provide adequate administrative funding for viability. Comprised of the annual County GF contribution.	Restricted by Board and Commission Policy and CDC Executive Decisions.	No fund balance carry overs. Any fund balance at the end of the year is absorbed by the County for the next year's revenue.
E2	COM DEV COMM	COUNTY FUND FOR HOUSING	\$ 1,424,513	\$ 925,414	To create, preserve, or promote affordable housing within Sonoma County. Funds are used for new housing rehabilitation loans as eligible applications are received, and for administrative costs to implement the program.	Restricted to loans to developments providing affordable housing opportunities that either increase or preserve the affordable housing stock in the County.	The fund balance increases and decreases from year to year as PRMD permit fees are received and as grants and loans are made.
Total CDC Discretionary but Designated for Programs			\$ 1,424,513	\$ 925,414			
CDC Restricted by Source for Dept/Program							
E3	COM DEV COMM	CDC HOUSING FUND	\$ 3,093,114	\$ 2,894,146	To administer local housing programs such as Density Bonus monitoring, 1st Time Homebuyer, and other Deferred-Payment loan programs. Funds are used for home buyer loans as eligible units are resold, and to pay admin costs.	Restricted by Commission Policy for affordable housing programs as authorized by the Board of Commissioners.	The fund balance increases and decreases from year to year, depending on level of loan activity and admin costs that are charged for related housing programs.
E4	COM DEV COMM	HMIS	\$ 12,104	\$ 12,104	To operate the Homeless Information Management System (HMIS) for the local Continuum of Care. Funds are used for administration, management, and data collection for the HMIS.	Restricted to data collection and management of the HMIS.	The fund balance increases or decreases from year to year as new grant funds are received and administrative costs are incurred.
E5	COM DEV COMM	CDC HOUSING FUND	\$ 671,982	\$ 671,982	To administer local housing programs such as Density Bonus monitoring, 1st Time Homebuyer, and other Deferred-Payment loan programs. Funds are used for home buyer loans as eligible units are resold, and to pay admin costs.	Restricted by Commission Policy for affordable housing programs as authorized by the Board of Commissioners.	The fund balance increases and decreases from year to year, depending on level of loan activity and admin costs that are charged for related housing programs.
Total CDC Restricted by Source for Dept/Program			\$ 3,777,201	\$ 3,578,232			

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
CDC Restricted by Source for Purpose							
E6	COM DEV COMM	CALHOME REHAB	\$ 35,784	\$ 35,784	Provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County. Funds committed to projects prior to the start of the FY; fund balance reserved for the specific projects committed, and for admin costs.	Restricted to providing loans to qualified State of California Housing and Community Development Funding Restrictions and local program design. Homeowners to complete health and safety modification and repairs to their homes.	The fund balance increases or decreases from year to year depending on how quickly funded projects are completed.
E7	COM DEV COMM	MCC PROGRAM	\$ 7,203	\$ 7,020	To administer a County-wide Mortgage Credit Certificate Program. Funds are used for the administration of the MCC Program as administrative costs are incurred.	Restricted to administration of the Sonoma County Mortgage Credit Certificate Program.	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.
E8	COM DEV COMM	VOUCHERS	\$ -	\$ -	HUD Housing Choice Voucher Program - Restricted to use for the Housing Choice Rental Assistance. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Restricted to use for the Housing Choice Voucher (Section 8) rental assistance program.	The fund balance increases and decreases from year to year depending on the level of funds received and the number, size, income level & rents charged for assisted households changes.
E9	COM DEV COMM	VOUCHERS	\$ 1,111,847	\$ 1,111,847	HUD Housing Choice Voucher Program - Restricted to use for the Housing Choice Rental Assistance. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Restricted to use for the Housing Choice Voucher (Section 8) rental assistance program.	The fund balance increases and decreases from year to year depending on the level of funds received and the number, size, income level & rents charged for assisted households changes.
E10	COM DEV COMM	CDC GENERAL ADMIN	\$ 10,548	\$ 10,548	To collect expenditures for CDC and then apply the costs in accordance with current allocation schedules.	Restricted to all uses of other CDC funds.	This is a "clearing" fund to which expenses are initially charged, and from which they are subsequently distributed to other CDC funds as appropriate.
E11	COM DEV COMM	MOBILE HOME PROGRAMS	\$ 302,967	\$ 302,150	To administer the Mobile Home Space Rent Ordinance in the unincorporated County and in several local cities. Funds are used to pay administrative and legal costs as they are incurred to implement the MHRSO ordinances in the County and several cities.	Restricted to administration of Mobile Home Space Rent Ordinances (MHRSO).	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E12	COM DEV COMM	HAC	\$ 26,401	\$ 25,467	To administer "penny per hour" housing assistance programs for County, Agency, and Special District employees represented by SEIU, Local 1021. Funds are used to pay administrative and legal costs incurred to implement the HAC trust fund programs.	Restricted to administration of the Housing Assistance Committee loan programs for SEIU employees.	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.
E13	COM DEV COMM	CDBG	\$ 667,894	\$ 667,894	To provide loans and grants to eligible sub recipients for affordable housing, community development, economic development, and public services for lower income persons and lower-income neighborhoods.	Restricted to specified target populations, geographic areas, and eligible uses pursuant to federal regulation.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
E14	COM DEV COMM	HOME	\$ -	\$ -	Loans to developers and sub recipients for affordable housing. Funds are committed to projects prior to the start of the fiscal year; the fund balance is reserved for the specific projects for which funds were committed and for admin costs to implement.	Restricted to specified target populations, geographic areas, and eligible uses pursuant too federal regulation housing within the community.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
E15	COM DEV COMM	FESG	\$ -	\$ -	Provide grants to sub recipients for homeless prevention and assistance. Funds are committed to projects prior to the start of the fiscal year; fund balance is reserved for the specific projects for which funds were committed and for admin costs.	Restricted to general administration and program delivery via grants to local non-profit homeless services agencies.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
E16	COM DEV COMM	FLOOD ELEVATION	\$ 103,416	\$ 103,416	To provide grants to elevate flood-prone structures, particularly in the lower Russian River area.	Restricted to assist pre-approved structures at-risk of future riverine flood damage.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
E17	COM DEV COMM	CALHOME REHAB	\$ (35,839)	\$ (35,839)	To provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County.	Restricted to providing loans to qualified homeowners to complete health and safety modification and repairs to their homes.	The fund increases or decreases based on loan activity.

Negative balance to be corrected via mid-year adjustments.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E18	COM DEV COMM	SHELTER PLUS CARE	\$ -	\$ -	To provide rental assistance in connection with supportive services for homeless people with disabilities. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Use of funding is restricted to Shelter Plus Care program administration.	The fund balance increases or decreases over time as grants are received and the number, size, & income level, and rents charge for assisted households changes.
E19	COM DEV COMM	VOUCHERS	\$ 1,804,466	\$ 684,579	HUD Housing Choice Voucher Program Rental Assistance. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Restricted to use for the Housing Choice Voucher (Section 8) rental assistance program.	The fund balance increases or decreases over time as grants are received and the number, size, & income level, and rents charge for assisted households changes.
E20	COM DEV COMM	LMIHAF - SONOMA CITY	\$ 1,043,001	\$ 1,035,003	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sonoma by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	Fund balance increases or decreases as loans are made and paid off and rental revenue and expense is incurred.
E21	COM DEV COMM	LMIHAF - ROSELAND	\$ 134,605	\$ 59,761	Low-Mod Income Housing Asset Fund for assets transferred from the Roseland RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	Fund balance increases or decreases as loans are made and paid off and rental revenue and expense is incurred.
E22	COM DEV COMM	LMIHAF - SONOMA VALLEY	\$ 523,236	\$ 649,369	Low-Mod Income Housing Asset Fund for assets transferred from the Springs RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	Fund balance increases or decreases as loans are made or paid off.
E23	COM DEV COMM	LMIHAF - RUSSIAN RIVER	\$ 108,593	\$ 109,541	Low-Mod Income Housing Asset fund for assets transferred from the Russian River RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	Fund balance increases or decreases as loans are made or paid off.
E24	COM DEV COMM	LMIHAF - RUSSIAN RIVER	\$ 108,593	\$ 109,541	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sebastopol by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	Fund balance increases or decreases as loans are made and paid off and rental revenue and expense is incurred.
Total CDC Restricted by Source for Purpose			\$ 5,952,716	\$ 4,876,081			
CDC No Discretion							
E25	COM DEV COMM	ROSELAND-REDEVELOPMENT	\$ -	\$ -	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E26	COM DEV COMM	SO VLY-SET ASIDE	\$ -	\$ -	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E27	COM DEV COMM	ROSELAND	\$ 1,792,015	\$ 221,227	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E28	COM DEV COMM	ROSELAND DEBT SERVICE	\$ 165,676	\$ 165,676	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E29	COM DEV COMM	ROSELAND UNENCUMBERED LMIHF	\$ 981	\$ 981	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E30	COM DEV COMM	SONOMA VALLEY	\$ 8,651,124	\$ 1,218,359	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E31	COM DEV COMM	SONOMA VALLEY DEBT SERVICE	\$ (12,609,896)	\$ 1,300,770	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	This is a debt service fund where fund balance will increase as debt is paid through the ROPS process.
E32	COM DEV COMM	SONOMA VALLEY UNENCUMBERED LMIHF	\$ 10,598	\$ 10,598	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E33	COM DEV COMM	RUSSIAN RIVER	\$ 2,747,349	\$ 1,466,315	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
E34	COM DEV COMM	RUSSIAN RIVER UNENCUMBERED LMIHF	\$ 3,748	\$ 3,748	To close former Sonoma County Community Redevelopment Agency effective 1/31/2012.	Restricted to enforceable obligations per the State.	Will decrease as obligations are met.
Total CDC No Discretion			\$ 761,594	\$ 4,387,674			
EMERGENCY SVCS							
Restricted by Source for Purpose							
E35	EMERGENCY SVCS	CSA #40 FIRE SERVICES	\$ 2,269,970	\$ 2,015,570	For Fire Protection within CSA#40.	For Fire Protection within CSA#40.	Operational fund, limited growth from tax revenues.
E36	EMERGENCY SVCS	CSA #40-FS-DRY CREEK	\$ 150,181	\$ 150,181	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	Operational fund, limited growth from tax revenues.
E37	EMERGENCY SVCS	CSA #40-FS-SEA RANCH	\$ 337,002	\$ 245,051	For Enhanced Fire Protection in the CSA#40 FS-Sea Ranch.	For Enhanced Fire Protection in the CSA#40 FS-Sea Ranch.	Operational fund, limited growth from tax revenues.
E38	EMERGENCY SVCS	CSA #40-FS-FITCH MTN	\$ 145,657	\$ 40,857	For Enhanced Fire Protection in the CSA#40 FS-Fitch Mountain.	For Enhanced Fire Protection in the CSA#40 FS-Fitch Mountain.	Operational fund, limited growth from tax revenues.
E39	EMERGENCY SVCS	CSA #40-FS-WILMAR	\$ 75,859	\$ 75,859	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	Operational fund, limited growth from tax revenues.
E40	EMERGENCY SVCS	CFD #7-MAYACAMAS	\$ 55,986	\$ 55,986	For Enhanced Fire Protection in the CSA#40 FS-Mayacamas.	For Enhanced Fire Protection in the CSA#40 FS-Mayacamas.	Operational fund, limited growth from tax revenues.
E41	EMERGENCY SVCS	CFD #4-WILMAR	\$ 10,890	\$ 10,890	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	Operational fund, limited growth from tax revenues.
E42	EMERGENCY SVCS	CFD #5-DRY CREEK	\$ 11,171	\$ 11,171	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	Operational fund, limited growth from tax revenues.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
		Total Emergency Services Restricted by \$ Source for Purpose	3,056,715	\$ 2,605,565			

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
HUMAN SERVICES							
Restricted by Source for Dept/Purpose							
E43	HUMAN SERVICES	IN HOME SUPPORT SERVICES PUBLIC AUTHORITY	\$ 619,266	\$ -	Established to be employer of record for in-home supportive services.	Must be used to provide in-home supportive services.	No growth intended to zero out annually. Operational fund.
Total Human Services Restricted by Source for Dept/Purpose			\$ 619,266	\$ -			
LIBRARY							
Restricted by Source for Dept/Program							
E44	LIBRARY	TC/TR-SONOMA CO LIBRARY-JT PWRS	\$ 5,977,360	\$ 5,057,599	Established for Library operations.	Operations and maintenance.	Fluctuates per the level of property tax revenues and the associated budget designations.
Total Library Restricted by Source for Dept/Program			\$ 5,977,360	\$ 5,057,599			
LIBRARY							
Restricted by Source for Purpose							
E45	LIBRARY	GIFTS & DONATIONS	\$ 708,036	\$ 659,986	Various Programs & Services.	Use of funds is designated by the donors .	Moderate growth. Based on donations.
E46	LIBRARY	LIBRARY & BRANCH PROJECTS	\$ 2,024,050	\$ 1,838,650	Bequest funds to be used for the enrichment of various libraries.	Some funds are branch specific, others to be used system wide.	Slow to no growth. Based on donations for specific projects.
E47	LIBRARY	CROMWELL BEQUEST	\$ 738,210	\$ 729,210	Funds to be used for substantial enrichment of the Petaluma Library.	Funds to be used in the areas of facilities, collections and services.	Slow to no growth. Based on interest earnings.
E48	LIBRARY	WINE LIBRARY	\$ 10,049	\$ 23,274	Funds to be used for enrichment of the Healdsburg Wine Library.	Funds provided for books, periodicals, supplies, and resources for the Wine Online project.	Slow to no growth. Based on donations.
E49	LIBRARY	LIBRARY-BUILDING IMPROVEMENT	\$ -	\$ -	Expansion and/or improvement of buildings/facilities.	Funds used for the Sebastopol Library remodel.	No growth. Moneys are transferred into this fund for specific improvement projects.
Total Library Restricted by Source for Purpose			\$ 3,480,345	\$ 3,251,120			
PRMD							
Restricted by Source for Purpose							
E50	PRMD	CSA #41-SAN-SEA RANCH-Z2	\$ 375,073	\$ 375,073	Fund ongoing monitoring, maintenance and inspection of septic waste water treatment systems in Sea Ranch Zone2 serving properties that are not connected to sewer. Operations and management of septic waste water treatment systems.	Operations and management of septic waste water treatment systems in the zone.	Varies, funded by resident charges, expended when appropriate projects and necessities arise.
Total PRMD Restricted by Source for Purpose			\$ 375,073	\$ 375,073			

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
REGIONAL PARKS							
Restricted by Source for Dept/Program							
E51	REGIONAL PARKS	CSA #41-PK-SONOMA VLY	\$ 287,150	\$ 247,111	Offset operational and maintenance expense at five Sonoma Valley Parks.	For O & M at Larson, Ernie Smith, Moran Goodman.	Slow to no growth. Revenues based on property tax receipts.
Total Regional Parks Restricted by Source for Dept/Program			\$ 287,150	\$ 247,111			
REGIONAL PARKS							
Restricted by Source for Purpose							
E52	REGIONAL PARKS	CSA #41-PK-SV-ERNIE SMITH	\$ 33,833	\$ 33,833	Capital improvements at Ernie Smith.	Capital Improvements.	No growth. Fund used to pay for specific capital projects.
E53	REGIONAL PARKS	CSA #41-PK-SV-LARSON	\$ 1,882	\$ 1,474	Capital improvements at Larson.	Capital Improvements.	No discernible growth.
Total Regional Parks Restricted by Source for Purpose			\$ 35,715	\$ 35,307			
SAPOSD							
Discretionary but Designated for Programs							
E54	SAPOSD	SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT-INSTALLMENT PYMTS	\$ 1,573	\$ 1,573	Remaining funds after close of installment acquisition.	Will be transferred to the Open Space Special Tax Account at year end.	No growth. Revenues are from interest earnings only.
E55	SAPOSD	SANTA ROSA CREEK SPEC FUND	\$ 49,379	\$ 49,379	Remaining funds after close of acquisition.	Will be transferred to the Open Space Special Tax Account at year end.	
Total SAPOSD Discretionary but Designated for Programs			\$ 50,952	\$ 50,952			
SAPOSD							
Restricted by Source for Dept/Program							
E56	SAPOSD	SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT-STEWARDSHIP RESERVE	\$ 9,702,860	\$ 10,362,860	Established prior to June of 1998 for the stewardship of conservation easements (CE) and fee lands not yet opened for public recreation, which are held by the District beyond the District's lifespan.	The stewardship of conservation easements and fee lands not yet opened for public recreation, which are held by the District beyond the District's lifespan.	Slow growth. Based on interest earnings of fund balance.
E57	SAPOSD	SCAPOSD COOLEY RESERVE	\$ 158,915	\$ 158,915	Established for public recreational outings on Cooley Ranch. Last transfer from Authority in January 2002. Donation from seller at closing for the purpose of educational outings.	Educational field outings on Cooley Ranch in Northern Sonoma County.	Slow growth. Based on interest earnings of fund balance.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E58	SAPOSD	LAND ACQUISITIONS	\$ 479,171	\$ 479,171	The index is for acquisitions using Measure C sales tax revenue. Measure C expired on March 31, 2011.	Restricted by Measure C thru March 31, 2011 and now by Measure F.	No growth.
E59	SAPOSD	OSD LAND ACQUISITIONS- MEASURE F	\$ 76,793	\$ 76,793	The index was used for land acquisitions using Measure F bond proceeds. Measure F Bond proceeds were exhausted during FY 2009-10.	Restricted by Measure C .	No growth.
Total SAPOSD Restricted by Source for Dept/Program			\$ 10,417,739	\$ 11,077,739			
SAPOSD Restricted by Source for Purpose							
E60	SAPOSD	SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT- ACQUISITIONS	\$ (1,793,501)	\$ (1,772,420)	The purpose of the fund is for District operations and acquisitions.	Restricted by Measure F.	
E61	SAPOSD	MOORE GRANT- CONSERVATION BENEFITS	\$ 99,214	\$ -	Began on 12/1/11: The grant is to be used to support an initiative in Sonoma and Santa Cruz Counties that will evaluate the economic benefits of conservation and educate decision-makers and community leaders about these economic benefits in order to enhance and expand investment in conservation. One of the grant requirements is to calculate and apply interest earnings towards the grant efforts. To ease the financial reporting and the interest apportionment, a separate index was established. The grant has a three-year term with a final financial report due on January 15, 2015. The \$750K check arrived at the County Treasury on December 15, 2011 (AU1205587).	Grant funds for a conservation valuation program.	Moderate growth. Based on interest earnings and donations.
Total SAPOSD Restricted by Source for Purpose			\$ (1,694,288)	\$ (1,772,420)			

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
SCWA Discretionary but Designated for Programs							
E62	SCWA	GENERAL FUND	\$ 5,713,341	\$ 1,873,841	Provide for general Agency overhead expenses; all Agency Labor; and ultimate emergency reserve for the Agency. Levels and uses set per Dec 18, 2003 memo to CAO and Auditor-Controller.	Property tax allocation is primary source of revenue. Other restrictions only from Agency Charter and general restrictions on uses of government funds.	Growth dependent on Property Tax Revenues.
E63	SCWA	SONOMA VALLEY-EXP	\$ (208,855)	\$ 200,000	Expansion/improvement of sewer systems & facilities.	Expansion/improvement of sewer systems & facilities in district.	Fund would temporarily grow if a capital project was being built in Sonoma Valley service area.
E64	SCWA	SUSTAINABILITY-RENEWABLE ENERGY	\$ 486,104	\$ 340,279	Investigate and implement renewable energy projects for the Water Agency.	Property tax allocation transferred to the fund from the Agency General Fund.	Fund is dependent on Agency General Fund and will have changes in fund balance based on projects being funded.
E65	SCWA	RECYCLED WATER FUND	\$ 427,243	\$ 424,608	Transfer from the General Fund. In the past this fund was used to promote recycled water projects.	Designated for recycled water projects but could be repurposed.	Small fund balance maintained .
E66	SCWA	SAN ZONE-PENNGROVE CONST	\$ 361,090	\$ 313,430	Expansion/improvement of sewer systems & facilities	Restricted to construction projects within Penngrove district.	Will depend on projects, but no big projects are anticipated at this time.
E67	SCWA	SAN ZONE-GEYSERVILLE	\$ 287,311	\$ 227,063	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Total WA Discretionary but Designated for Programs			\$ 7,066,234	\$ 3,379,221			
SCWA Restricted by Source for Dept/Program							
E68	SCWA	SONOMA VALLEY SAN-GEN	\$ 1,281,058	\$ 125,359	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E69	SCWA	SPRING LAKE PARK	\$ 1,794,495	\$ 1,554,363	Provide for the maintenance, operations, and capital expenses associated with Spring Lake Park. County Parks operates the park and Water Agency owns it as a flood control project.	Property taxes, Fees for Services, Concession Revenue for the fund purpose.	The Agency through the flood control zone, owns Spring Lake Park and we pay County Parks to operate it. The fund should be stable at roughly 3 months of expenses per Dec 18, 2003 memo to CAO and Auditor-Controller.
E70	SCWA	WASTE/RECYCLED WATER LOAN	\$ 584,485	\$ 588,190	To provide interim financing for Waste/Recycled water projects.	Used for encumbrances.	In active at this time. If used again it will be funded out of the Agency General Fund.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E71	SCWA	AGENCY-WATER TRANS SYSTEM	\$ 12,438,163	\$ 7,992,601	Operate and Maintain the water production and distribution systems. Capital projects associated with the water production and distribution system. Wholesale water charges, sale of hydro-electric power, and bond financing.	Collection of all wholesale water charges and transfer of revenue to sub-funds per the Restructured Agreement and purpose of the funds.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller
E72	SCWA	STORAGE FACILITIES	\$ (1,688,286)	\$ 734,436	Finance capital projects for Storage Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Finance capital projects for Storage Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Funds built up via water sales to fund Storage projects.
E73	SCWA	EQUIPMENT FUND	\$ 2,087,677	\$ 1,298,577	Charges for equipment usage. Internal service fund to consolidate and socialize equipment purchases, management overhead, and associated capital project expenditures for equipment used within the Water Agency and its enterprises.	Internal service fund designated for equipment usage and charges for the agency and various districts, like a pass through/accounting fund.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E74	SCWA	FACILITIES FUND	\$ 411,467	\$ 185,287	Charges for facility rents. Internal service fund to consolidate and socialize facility debt service, overhead, maintenance and services purchases, for buildings used by the Water Agency and its enterprises.	Internal service fund designated for facilities costs and charges for the agency and various districts, like a pass through/accounting fund.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Total WA Restricted by Source for Dept/Program			\$ 16,909,059	\$ 12,478,813			
SCWA Restricted by Source for Purpose							
E75	SCWA	OCCIDENTAL SAN-GEN	\$ 439,884	\$ 178,380	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	In most years the O&M costs are greater than revenues and the Agency General Fund supports this fund.
E76	SCWA	OCCIDENTAL SAN-GEN	\$ 52,844	\$ 52,844	These funds were contributed to the District from the Water Agency to fund the District's Conservation Program. This balance is adjusted each year based upon actual conservation expenses incurred by the District offset by any additional Agency contributions.	Dedicated to expenses Occidental Districts incurs related to the Conservation Program.	Fluctuates based on expenses.
E77	SCWA	OCCIDENTAL-EXP CONST	\$ 108,653	\$ 409,141	Expansion/improvement of sewer systems & facilities.	For purpose of fund.	Fund would temporarily grow if a capital project was being built in Occidental service area.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E78	SCWA	RUSSIAN RIVER SAN-GEN	\$ 1,440,257	\$ 891,799	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E79	SCWA	RUSSIAN RIVER EXP	\$ 2,486,826	\$ 10,386	Expansion/improvement of sewer systems & facilities.	For purpose of fund.	Fund would temporarily grow if a capital project was being built in Russian River service area.
E80	SCWA	SOUTH PARK SAN-GEN	\$ 2,232,740	\$ 1,042,257	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E81	SCWA	SOUTH PARK EXP	\$ 5,729,929	\$ 1,629,690	Expansion/improvement of sewer systems & facilities.	Sewer service and related in the specified area.	Fund would temporarily grow if a capital project was being built in South Park service area.
E82	SCWA	ZONE 1A LAGUNA MARK	\$ 3,255,958	\$ 3,024,081	Flood control in specified geographic region.	Property tax allocation for fund purpose.	The fund goes up and down depending on the cost of projects and timing of permits, etc.
E83	SCWA	ZONE 2A PETALUMA	\$ 8,419,438	\$ 5,493,450	Flood control in specified geographic region.	Property tax allocation for fund purpose.	The fund goes up and down depending on the cost of projects and timing of permits, etc.
E84	SCWA	ZONE 3A VLY MOON	\$ 3,297,612	\$ 1,965,862	Flood control in specified geographic region.	Property tax allocation for fund purpose.	N/A
E85	SCWA	ZONE 5A LOW RUSS RIV	\$ 2,083,259	\$ 1,645,711	Flood control in specified geographic region.	Property tax allocation for fund purpose.	The fund goes up and down depending on the cost of projects and timing of permits, etc.
E86	SCWA	ZONE 7A NO COAST	\$ 73,193	\$ 63,453	Flood control in specified geographic region.	Property tax allocation for fund purpose.	The fund goes up and down depending on the cost of projects and timing of permits, etc.
E87	SCWA	ZONE 8A SO COAST	\$ 2,081,054	\$ 1,993,606	Flood control in specified geographic region.	Property tax allocation for fund purpose.	The fund goes up and down depending on the cost of projects and timing of permits, etc.
E88	SCWA	WARM SPRINGS DAM	\$ 7,618,646	\$ 4,391,649	Operation and maintenance portion of Warm Springs Dam and the Dry Creek channel immediately below the dam for both water supply and flood control.	O & M expenses for WSD and Dry Creek channel - transfer of tax proceeds to debt service fund.	This fund is not growing. It is paying for the Dry Creek Habitat Restoration projects per the Biological Opinion. It also transfers money from the sale of Treasury Strips to the Debt Service Fund to pay the USACE for building WSD.
E89	SCWA	RUSSIAN RIVER PROJECTS	\$ 2,262,429	\$ 915,011	Charges to Marin Municipal Water and North Marin Water in lieu of property taxes paid by Sonoma County for construction of Warm Springs Dam.	Management of the Russian River system flows and related projects.	Fund balance reserve target set by Dec 18, 2003 memo from Randy Poole and Rod Dole to Mike Chrystal.
E90	SCWA	SR AQUEDUCT CAPITAL	\$ 3,537,789	\$ 3,969,741	Financing and prefunding of capital projects associated with the Santa Rosa Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Santa Rosa Aqueduct for the purpose of the fund.	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E91	SCWA	PETALUMA AQUED CAPITAL	\$ 5,603,507	\$ 6,466,299	Financing and prefunding of capital projects associated with the Petaluma Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Petaluma Aqueduct for the purpose of the fund.	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.
E92	SCWA	SONOMA AQUED CAPITAL	\$ 266,725	\$ 527,386	Financing and prefunding of capital projects associated with the Sonoma Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Sonoma Aqueduct for the purpose of the fund.	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.
E93	SCWA	PIPELINE FACILITIES	\$ (56,832)	\$ 132,761	Finance capital projects for Pipeline Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund and various Aqueduct Capital Funds, and grants.	Restricted for purposes of the bond proceeds, specifically for various aqueduct capital projects.	Funds transferred from Santa Rosa, Petaluma, and Sonoma Aqueduct funds, for pipeline capital projects. Build up and spend down should be nearly simultaneous. Fund balances should only be temporary while construction is in progress.
E94	SCWA	COMMON FACILITIES	\$ 3,221,676	\$ 3,317,789	Finance capital projects for Common Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Restricted for purposes of the bond proceeds, specifically for various capital facilities projects per agreement.	Funds should only be available during construction of Common Facilities projects.
E95	SCWA	NORTH MARIN WTR DEPOSIT	\$ 12,822	\$ 12,931	North Marin deposit of funds in lieu of participation in debt service for financing Common Facility capital projects.	North Marin's share of Common Facility construction costs.	No significant build up of fund balance.
E96	SCWA	WATER MGMT PLANNING	\$ 357,801	\$ 363,038	Water sales revenue for fund expenses associated with Water Planning, including the Urban Water Management Plan.	Restricted to functions related to the Urban Water Management Plan.	Funds flowing through this will increase as the next Urban Water Management Plan is worked on in about three years.
E97	SCWA	WATERSHED PLANNING/ RESTORATION	\$ 2,973,611	\$ 2,922,908	Water sales revenue for fund expenses associated with Watershed Planning and Restoration for which the Water Contractors are responsible, including compliance with parts of the Biological Opinion .	Restricted to functions for water contractor work on watershed planning and restoration.	Funds and flows through will increase as water contractors pay for the elements of the Biological Opinion which are their responsibility.
E98	SCWA	RECYCLED WATER & LOCAL SUPPLY	\$ 958,788	\$ 363,202	Water sales revenue for fund expenses associated with development of Recycled Water use programs and improvements to Local Water Supply for which the Water Contractors are responsible.	Designated for recycled water projects.	No increases anticipated.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E99	SCWA	RECYCLED WATER & LOCAL SUPPLY	\$ 163,194	\$ 163,194	Water sales revenue for fund expenses associated with development of Recycled Water use programs and improvements to Local Water Supply for which the Water Contractors are responsible.	Projects specific to use of revenues from Town of Windsor for directly diverted water	No increases anticipated. This amount represents a recycled water reserve account for the Town of Windsor and is adjusted each year based upon qualifying expenses offset by additional revenues received from the Town of Windsor
E100	SCWA	WATER CONSERVATION	\$ (185,935)	\$ 103,988	Water sales revenue for fund expenses associated with development of water conservation projects for which the Water Contractors are responsible.	Designated to fund conservation projects with water contractors.	Temporary increases may occur if water contractors start making payments ahead of when they do projects.
E101	SCWA	WATER CONSERVATION	\$ 340,027	\$ 340,027	Water sales revenue for fund expenses associated with development of water conservation projects for which the Water Contractors are responsible.	Projects specific to use of revenues from Town of Windsor for directly diverted water.	No increases anticipated. This amount represents a water conservation reserve account for the Town of Windsor and is adjusted each year based upon qualifying expenses offset by additional revenues received from the Town of Windsor.
E102	SCWA	SAN ZONE 1-SEA RANCH	\$ 463,881	\$ 415,730	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E103	SCWA	SAN ZONE 1-SEA RANCH CONST	\$ 154,183	\$ 55,093	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within Sea Ranch district.	Fund balance reserve target set by Dec 18, 2003 memo fromto CAO and Auditor-Controller.
E104	SCWA	SAN ZONE-PENNGROVE	\$ 252,630	\$ 152,374	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo fromto CAO and Auditor-Controller.
E105	SCWA	SAN ZONE-GEYSERVILLE CONST	\$ 318,807	\$ 290,757	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within Geyserville district.	Will depend on projects, but no big projects are anticipated at this time.
E106	SCWA	SAN ZONE-A.L.W.	\$ 270,795	\$ 39,610	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
E107	SCWA	SAN ZONE-A.L.W. CONST	\$ 939,904	\$ 739,833	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within ALW district.	Will depend on projects, but no big projects are anticipated at this time.
E108	SCWA	FACILITIES FUND	2,228,000	2,228,000	Accumulation of resources for balloon payment on capital lease due in FY 15-16.	Should be used for balloon payment on capital lease due in FY 15-16 or will create liability.	Accumulating \$557,000 annually for final balloon payment due on capital lease in FY15-16.
E109	SCWA	POWER RESOURCES	\$ 420,767	\$ 95,375	Internal service fund to consolidate and socialize all electrical power purchases, management overhead, and associated capital project expenditures for power used within the Water Agency and its enterprises.	Internal service fund designated for power costs and charges for the agency and various districts, like a pass through/accounting fund.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller. While this fund was not contemplated at the time of the memo, the rationale applies and the guideline has been adopted.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
Total WA Restricted by Source for Purpose			\$ 63,824,862	\$ 46,407,356			
SCWA No Discretion							
E110	SCWA	RUSSIAN RIVER BONDS	\$ 318,384	\$ 324,382	Accumulate and disburse funds for repayment of 1979 general obligation bonds.	Debt service.	Only used to pay debt service. No growth expected.
E111	SCWA	RUSSIAN RIVER REV BONDS	\$ 279,562	\$ 281,837	Accumulate and disburse funds for repayment of 1981 revenue bonds.	Debt service.	Only used to pay debt service. No growth expected.
E112	SCWA	RUSS RIV REV BDS-RES	\$ 121,250	\$ 121,250	Required reserve per State funding agreement.	Required reserve.	No growth expected once 1 year of debt service has been accumulated.
E113	SCWA	RUSS RIVER-ST LOAN RESERVE	\$ -	\$ -	Required reserve per loan documents with State Water Resources Control Board.	Required reserve.	No growth expected once 1 year of debt service has been accumulated.
E114	SCWA	SONOMA VLY-OUTFALL LINE	\$ (28,266)	\$ 1,684	Payment of State loan which financed construction of the SV outfall line.	Debt service.	Only used to pay debt service. No growth expected.
E115	SCWA	SONOMA VLY-GLEN ELLEN BDS	\$ 3,435	\$ 4,109	Accumulate and disburse funds for payment of general obligation bonds.	Debt service.	Only used to pay debt service. No growth expected.
E116	SCWA	SONOMA VLY-1998 REV BONDS	\$ 1,005,928	\$ 1,079,695	Accumulate and disburse funds for payment of 1998 and 2005 revenue bonds.	Debt service.	Only used to pay debt service. No growth expected.
E117	SCWA	SONOMA VLY-SRF LOAN	\$ 178,175	\$ 181,750	Payment of State loan which financed tertiary treatment upgrades at SV treatment plant.	Debt service.	Only used to pay debt service. No growth expected.
E118	SCWA	SONOMA VLY-SRF LOAN RESERVE	\$ 214,980	\$ 251,069	Accumulation of required loan reserve amount.	Debt service.	No growth expected once 1 year of debt service has been accumulated.
E119	SCWA	SONOMA VLY-ST LOAN RESERVE	\$ 151,670	\$ 152,645	Required reserve per loan documents with State Water Resources Control Board.	Debt service.	No growth expected once 1 year of debt service has been accumulated.
E120	SCWA	SOUTH PARK SAN-2000 REV BDS	\$ 21,247	\$ 37,177	Accumulate and disburse funds for payment of 2005 refunding revenue bonds.	Debt service.	No growth expected once 1 year of debt service has been accumulated.
E121	SCWA	WARM SPRINGS DAM DEBT SERVICE	\$ 4,142,421	\$ 4,023,598	Debt service for funding of Warm Springs Dam payments to US Army Corp of Engineers.	Debt service to USACE.	Fund is declining over time as the USACE is paid for WSD.
E122	SCWA	SCWA-ST DWR-DEBT CX107	\$ 538,091	\$ 698,676	Water sales revenue. Debt service for State Loan for Collector 6.	Debt service.	No significant build up of fund balance.
E123	SCWA	SCWA-ST DWR-RES CX107	\$ -	\$ -	Accumulation of required loan reserve amount.	Required reserves.	Only to the required 1 year annual debt service.
<i>Negative balance corrected through mid-year adjustments.</i>							
E124	SCWA	COMMON FACILITIES REV BONDS	\$ 171,492	\$ (232,261)	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service	No significant build up of fund balance.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E125	SCWA	STORAGE FACILITIES REV BONDS	\$ 273,193	\$ 29,828	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service.	No significant build up of fund balance.
E126	SCWA	SONOMA AQUEDUCT REV BONDS	\$ 530,928	\$ 370,485	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service.	No significant build up of fund balance.
E127	SCWA	STORAGE FACILITIES REV BD 2006	\$ 411,213	\$ 170,713	Water sales revenue for 2006 Revenue Bond debt service.	Debt service.	No significant build up of fund balance.
E128	SCWA	COMMON FACILITIES REV BD 2006	\$ 238,110	\$ 6,174	Water sales revenue for 2006 Revenue Bond debt service.	Debt service.	No significant build up of fund balance.
E129	SCWA	SAN ZONE-PENNGROVE BONDS	\$ (7,564)	\$ 399	Accumulate and disburse funds for repayment of general obligation bonds.	Debt service.	No increases anticipated.
E130	SCWA	2005-1 SCWA ACQUISITION FUND	\$ 1,575	\$ 1,575	Distribute proceeds of lease funding of photovoltaic system @ 404 Aviation Blvd	distribute proceeds for construction - unused amounts to be returned as additional principal payment	
Total WA No Discretion			\$ 8,565,824	\$ 7,504,785			
TPW Discretionary but Designated for Programs							
E131	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT-COMMUNITY PROGRAMS FUND	\$ 191,837	\$ 142,952	This fund was created by the Board as a mechanism to address community concerns related to air pollution. Its revenues derive from penalties assessed against facilities that have violated District regulations, and from grants.	Funds may be used to measure or otherwise study air pollution in communities, and to implement projects to mitigate the impacts of air pollution on communities.	Limited accumulation for projects.
Total TPW Discretionary but Designated for Programs			\$ 191,837	\$ 142,952			
TPW Restricted by Source for Dept/Program							
E132	TPW	RIO NIDO GHAD	\$ 109,476	\$ 100,184	Geological Hazardous Abatement Dist. Improv-Maint.	Yes.	Original funding deposit, now interest only, limited growth.
E133	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT	\$ 200	\$ 200	Petty cash.	Petty cash to be used for small misc. purchases.	This fund is maintained at \$200 and replenished to that level as necessary.
E134	TPW	CANON MANOR MAINT/OPERATIONS	\$ 553,296	\$ 418,740	Road Maint. /Operations-Private Roads.	Yes.	Limited growth from property assessments only.
Total TPW Restricted by Source for Dept/Program			\$ 662,972	\$ 519,124			
TPW							

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
Restricted by Source for Purpose							
E135	TPW	CSA #41-LIGHT-ROSELAND	\$ 206,425	\$ 234,354	Lighting District.	Lighting maintenance in Roseland area district.	Limited growth from property taxes for operations and replacement costs.
E136	TPW	CSA #41-LIGHT-MEADOWLARK	\$ 18,341	\$ 18,649	Lighting Assessment District.	Lighting maintenance in Meadowlark area district.	Limited growth from property taxes for operations and replacement costs.
E137	TPW	CSA #41-WAT-FITCH MTN	\$ 153,397	\$ 191,716	Water District.	Fitch Mountain Water District Maintenance.	limited growth from water sales for operational costs.
<i>Negative balances to be corrected through mid-year adjustments</i>							
E138	TPW	CSA #41-WAT-FITCH MTN-D.S.	\$ (691,879)	\$ (525,776)	Water District.	Fitch Mountain Water District Debt Service.	Assessments and liability for debt service.
E139	TPW	CSA #41-WAT-FITCH MTN-CONST	\$ 7,250	\$ 7,297	Water District.	Fitch Mountain Water District Construction.	Limited growth for occasional projects.
E140	TPW	CSA #41-WAT-FITCH MTN-RES	\$ 127,574	\$ 127,574	Water District.	Fitch Mountain Water District Reserve Fund.	Limited growth for occasional projects.
E141	TPW	CSA #41-LIGHT-A.L.W.-ZN 5	\$ 26,191	\$ 53,618	Lighting District.	lighting maintenance in Airport Larkfield Wikiup Zone 5.	Limited growth from property taxes for operations and replacement costs.
E142	TPW	CSA #41-WAT-SALMON CRK	\$ 19,921	\$ 18,305	Water District.	Salmon Creek Water District Operations.	Limited growth from water sales for operational costs.
<i>Negative balances to be corrected through mid-year adjustments</i>							
E143	TPW	CSA #41-WAT-SALMON CRK D.S.	\$ (111,201)	\$ (85,413)	Water District.	Salmon Creek Water District Debt Service.	Assessments and liability for debt service.
E144	TPW	CSA #41-WAT-SALMON CRK-CONST	\$ 44,596	\$ 122,932	Water District.	Salmon Creek Water District Construction.	Limited growth for occasional projects.
E145	TPW	CSA #41-WAT-SALMON CRK-RES	\$ 32,536	\$ 32,536	Water District.	Salmon Creek Water District Reserve.	Limited growth for occasional projects.
E146	TPW	CSA #41-WAT-FREESTONE	\$ 44,709	\$ 29,319	Water District.	Freestone Water District Operations.	Limited growth from water sales for operational costs.
E147	TPW	CSA #41-WAT-FREESTONE-D.S.	\$ -	\$ -	Water District.	Freestone loan was defeased in 11-12.	Assessments and liability for debt service.
E148	TPW	CSA #41-WAT-FREESTONE-CONST	\$ 3,787	\$ 3,787	Water District.	Freestone Water District Construction.	Limited growth for occasional projects.
E149	TPW	CSA #41-WAT-FREESTONE-RES	\$ -	\$ -	Water District.	Freestone loan was defeased in 11-12.	Limited growth for occasional projects.
E150	TPW	CSA #41-WAT-JENNER	\$ 58,548	\$ 40,256	Water District.	Jenner Water District Operations.	Limited growth from water sales for operational costs.
<i>Negative balances to be corrected through mid-year adjustments</i>							
E151	TPW	CSA #41-JENNER-D.S. FUND #2	\$ (96,095)	\$ (91,188)	Water District.	Jenner Water District Debt Service 2 payments.	Assessments and liability for debt service.
E152	TPW	CSA #41-JENNER-RESERVE FUND #2	\$ 3,053	\$ 3,821	Water District.	Jenner Water District Reserve 2 to be held until loan defeasance.	Limited growth for occasional projects.
<i>Negative balances to be corrected through mid-year adjustments</i>							
E153	TPW	CSA #41-WAT-JENNER-D.S.	\$ (292,163)	\$ (249,327)	Water District.	Jenner Water District Debt Service payments.	Assessments and liability for debt service.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E154	TPW	CSA #41-WAT-JENNER-CONST	\$ 11,009	\$ 11,080	Water District.	Jenner Water District Construction.	Limited growth for occasional projects.
E155	TPW	CSA #41-WAT-JENNER-RES	\$ 52,571	\$ 52,571	Water District.	Jenner Water District Reserve to be held until loan defeasance.	Limited growth for occasional projects.
E156	TPW	CSA #41-LIGHT-ABC	\$ 89,611	\$ 106,439	Lighting District.	Lighting maintenance in Airport Business Center.	Limited growth from property taxes for operations and replacement costs.
E157	TPW	SO SR LIGHT/LANDSCAPING	\$ 110,210	\$ 117,276	Lighting District	Lighting maintenance.	Limited growth from property taxes for operations and replacement costs.
E158	TPW	CSA #41 - COUNTYWIDE LTG DIST	\$ 562,893	\$ 630,736	Lighting District	Lighting maintenance.	Limited growth from property taxes for operations and replacement costs.
E159	TPW	CSA #41 - BELMONT TERRACE LTG DIST	\$ 39,827	\$ 39,827	Lighting maintenance in Belmont Terrace.	Lighting maintenance in Belmont Terrace.	Limited growth from property taxes for operations and replacement costs.
E160	TPW	CSA #41 - CARMET LTG DIST	\$ 106,861	\$ 106,861	Lighting maintenance in Carmet.	Lighting maintenance in Carmet.	Limited growth from property taxes for operations and replacement costs.
E161	TPW	CSA #41 - CINNABAR LTG DIST	\$ 160,725	\$ 160,725	Lighting maintenance in Cinnabar.	Lighting maintenance in Cinnabar.	Limited growth from property taxes for operations and replacement costs.
E162	TPW	CSA #41 - COUNTRYSIDE MANOR LTG DIST	\$ 13,259	\$ 13,259	Lighting maintenance in Countryside Manor.	Lighting maintenance in Countryside Manor.	Limited growth from property taxes for operations and replacement costs.
E163	TPW	CSA #41 - FORESTVILLE LTG DIST	\$ 161,668	\$ 161,668	Lighting maintenance in Forestville.	Lighting maintenance in Forestville.	Limited growth from property taxes for operations and replacement costs.
E164	TPW	CSA #41 - GEYSERVILLE LTG DIST	\$ 99,658	\$ 99,658	Lighting maintenance in Geyserville.	Lighting maintenance in Geyserville.	Limited growth from property taxes for operations and replacement costs.
E165	TPW	CSA #41 - GRATON LTG DIST	\$ 300,266	\$ 300,266	Lighting maintenance in Graton.	Lighting maintenance in Graton.	Limited growth from property taxes for operations and replacement costs.
E166	TPW	CSA #41 - GUERNEVILLE LTG DIST	\$ 994,925	\$ 903,714	Lighting maintenance in Guerneville.	Lighting maintenance in Guerneville.	Limited growth from property taxes for operations and replacement costs.
E167	TPW	CSA #41 - JENNER LTG DIST	\$ 200,674	\$ 200,674	Lighting maintenance in Jenner.	Lighting maintenance in Jenner.	Limited growth from property taxes for operations and replacement costs.
E168	TPW	CSA #41 - MADRONE ACRES LTG DIST	\$ 195,355	\$ 195,355	Lighting maintenance in Madrone Acres.	Lighting maintenance in Madrone Acres.	Limited growth from property taxes for operations and replacement costs.
E169	TPW	CSA #41 - MONTE RIO LTG DIST	\$ 271,430	\$ 271,430	Lighting maintenance in Monte Rio.	Lighting maintenance in Monte Rio.	Limited growth from property taxes for operations and replacement costs.
E170	TPW	CSA #41 - PACIFIC VIEW LTG DIST	\$ 5,532	\$ 5,532	Lighting maintenance in Pacific View.	Lighting maintenance in Pacific View.	Limited growth from property taxes for operations and replacement costs.
E171	TPW	CSA #41 - PENNGROVE LTG DIST	\$ 181,179	\$ 181,179	Lighting maintenance in Penngrove.	Lighting maintenance in Penngrove.	Limited growth from property taxes for operations and replacement costs.
E172	TPW	CSA #41 - RIO NIDO LTG DIST	\$ 411,136	\$ 411,136	Lighting maintenance in Rio Nido.	Lighting maintenance in Rio Nido.	Limited growth from property taxes for operations and replacement costs.
E173	TPW	CSA #41 - SOUTH PARK LTG DIST	\$ 36,438	\$ 36,438	Lighting maintenance in South Park.	Lighting maintenance in South Park.	Limited growth from property taxes for operations and replacement costs.
E174	TPW	CSA #41 - SUMMER HOME PARK LTG DIST	\$ 60,256	\$ 60,256	Lighting maintenance in Summer Home Park.	Lighting maintenance in Summer Home Park.	Limited growth from property taxes for operations and replacement costs.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E175	TPW	CSA #41 - VALLEY OF THE MOON LTG DIST	\$ 2,514,119	\$ 2,449,119	Lighting maintenance in Valley of the Moon.	Lighting maintenance in Valley of the Moon.	Limited growth from property taxes for operations and replacement costs.
E176	TPW	CSA #41 - WEST SIDE LTG DIST	\$ 8,065	\$ 8,065	Lighting maintenance in West Side.	Lighting maintenance in West Side.	Limited growth from property taxes for operations and replacement costs.
E177	TPW	CSA #41 - WOODSIDE LTG DIST	\$ 49,997	\$ 49,997	Lighting maintenance in Woodside Club.	Lighting maintenance in Woodside Club.	Limited growth from property taxes for operations and replacement costs.
E178	TPW	CSA #41 - WAT-SALMON CRK - D.S.#2	\$ 30,383	\$ 64,546	Lighting maintenance in WAT-Salmon Creek.	Lighting maintenance in WAT-Salmon Creek.	Limited growth from property taxes for operations and replacement costs.
E179	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT	\$ 1,079,325	\$ 834,868	This is the District's operational fund, out of which the majority of air district programs are implemented, including costs for personnel, facilities, and materials.	Revenue is derived from permit fees, state grants and special programs, and state reimbursements. Funds are restricted to NSCAPCD programs.	Limited growth from taxes and air quality permit fees, operational fund.
E180	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT-VPMP	\$ 946,825	\$ 728,679	This fund supports the District's air monitoring program for smog and particle pollution, and provides grants for projects that reduce motor vehicle related emissions, consistent with state guidelines.	Funds are restricted to programs specifically for vehicle pollution mitigation. It is funded through a \$4 surcharge on motor vehicle registration for specified purposes.	Limited growth from state funds, interest and air quality permit fees, operational fund.
E181	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT-DMV MOYER FUND	\$ 503,861	\$ 423,992	This is a single-purpose fund, revenues derive from a \$2 surcharge on motor vehicle registration to fund reductions in emissions from eligible heavy-duty diesel engines.	Funds restricted to programs that focus on reductions in emissions from heavy duty diesel engines.	Limited growth from state funds and interest, operational fund.
<i>Negative balances to be corrected through mid-year adjustments</i>							
E182	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT-CARL MOYER FUND	\$ 107,401	\$ (8,800)	This is a single-purpose fund, revenues derive from State grants to fund reductions in emissions from eligible heavy-duty diesel engines.	Funds restricted to programs that focus on reductions in emissions from heavy duty diesel engines.	Limited growth from state funds and interest, operational fund.
E183	TPW	NORTHERN SONOMA COUNTY AIR POLLUTION CONTROL DISTRICT-GAMP	\$ 172,343	\$ 133,866	This is a single-purpose fund that supports the air monitoring network in the Geysers.	Funds restricted to the monitoring of the Geysers.	Limited growth from monitoring fees and interest, operational fund.
E184	TPW	BITTNER LN PERM RD	\$ 13,453	\$ 11,272	Road maintenance on non-county road.	Road maintenance on Bittner Lane.	Limited growth from property taxes for maintenance and replacement costs.
E185	TPW	MILL CREEK LN PERM RD	\$ 107,327	\$ 110,763	Road maintenance on non-county road.	Road maintenance on Mill Creek Lane.	Limited growth from property taxes for maintenance and replacement costs.
E186	TPW	MIRABEL HEIGHTS PERM RD	\$ 14,212	\$ 11,863	Road maintenance on non-county road.	Road maintenance on Mirabel Heights.	Limited growth from property taxes for maintenance and replacement costs.
E187	TPW	MONTE ROSA DIV #1 PERM RD	\$ 18,072	\$ 15,930	Road maintenance on non-county road.	Road maintenance in Monte Rosa Division #1.	Limited growth from property taxes for maintenance and replacement costs.

Attachment 3 - Exhibit E - Special Districts Funds Summary

Fund Identifier	County Department Managing Fund	Title	Actual Fund Balance as of 06/30/2013	Estimated Fund Balance as of 06/30/2014)	Purpose of Fund	Restrictions on Use of Fund Balance	Annual Growth or Contribution
E188	TPW	PEAKS PIKE PERM RD	\$ 17,681	\$ 17,055	Road maintenance on non-county road.	Road maintenance on Peaks Pike Rd.	Limited growth from property taxes for maintenance and replacement costs.
Total TPW Restricted by Source for Purpose			\$ 9,203,535	\$ 8,849,755			
Total Special Districts			\$ 140,946,375	\$ 113,977,453			

Attachment 4: FISCAL FORECAST 2/25/2014

	Adopted FY 13-14	FY 13-14 10/22/13 Revised	FY 13-14 Estimated	Preliminary FY 14-15	Projected FY 15-16	Projected FY 16-17	Projected FY 17-18	Projected FY 18-19
Taxes	201,483,723	201,483,723	208,641,974	213,447,836	218,410,000	223,260,000	228,230,000	233,330,000
<i>Secured Property Tax</i>	<i>180,295,522</i>	<i>180,295,522</i>	<i>184,601,860</i>	<i>188,293,897</i>	<i>193,000,000</i>	<i>196,860,000</i>	<i>200,800,000</i>	<i>204,820,000</i>
<i>Redevelopment Increment</i>	<i>(7,600,000)</i>	<i>(7,600,000)</i>	<i>(7,913,295)</i>	<i>(8,071,561)</i>	<i>(8,270,000)</i>	<i>(8,440,000)</i>	<i>(8,610,000)</i>	<i>(8,780,000)</i>
<i>Residual Property Tax RPTTF</i>	<i>2,500,000</i>	<i>2,500,000</i>	<i>2,500,000</i>	<i>2,500,000</i>	<i>1,900,000</i>	<i>1,900,000</i>	<i>1,900,000</i>	<i>1,900,000</i>
<i>Supplemental Property Tax</i>	<i>1,000,000</i>	<i>1,000,000</i>	<i>2,593,407</i>	<i>2,000,000</i>	<i>2,100,000</i>	<i>2,210,000</i>	<i>2,320,000</i>	<i>2,440,000</i>
<i>Unsecured Property Tax</i>	<i>5,000,000</i>	<i>5,000,000</i>	<i>5,173,154</i>	<i>5,300,000</i>	<i>5,460,000</i>	<i>5,650,000</i>	<i>5,850,000</i>	<i>6,050,000</i>
<i>Documentary Transfer Tax</i>	<i>3,175,000</i>	<i>3,175,000</i>	<i>3,500,000</i>	<i>4,300,000</i>	<i>4,300,000</i>	<i>4,300,000</i>	<i>4,300,000</i>	<i>4,300,000</i>
<i>Sales Tax</i>	<i>14,588,184</i>	<i>14,588,184</i>	<i>15,639,220</i>	<i>16,230,000</i>	<i>16,880,000</i>	<i>17,560,000</i>	<i>18,260,000</i>	<i>18,990,000</i>
Other Taxes (mainly TOT)	<i>2,525,017</i>	<i>2,525,017</i>	<i>2,547,628</i>	<i>2,895,500</i>	<i>3,040,000</i>	<i>3,220,000</i>	<i>3,410,000</i>	<i>3,610,000</i>
Licenses/Permits/Franchises	10,654,091	10,721,970	11,876,166	10,960,444	11,280,000	11,280,000	11,330,000	11,370,000
Fines/Forfeitures/Penalties	8,133,181	8,138,040	7,175,506	8,156,506	8,240,000	8,320,000	8,400,000	8,480,000
Use of Money/Property	6,548,968	6,548,968	4,738,854	6,518,308	6,580,000	6,600,000	6,620,000	6,640,000
State and Federal Funds	82,176,992	83,686,998	77,084,912	72,639,662	73,370,000	75,200,000	77,080,000	79,010,000
Charges for Services	40,968,775	43,095,207	43,827,759	41,944,011	42,360,000	42,370,000	41,060,000	41,210,000
Miscellaneous Revenues	4,253,972	4,302,309	4,287,066	4,331,773	4,380,000	4,420,000	4,460,000	4,500,000
Other Financing Sources	14,498,556	25,154,258	25,949,071	15,562,513	15,720,000	15,890,000	16,070,000	16,250,000
Total Sources	368,718,258	383,131,473	383,581,308	373,561,053	380,340,000	387,340,000	393,250,000	400,790,000
Salaries & Benefits	272,629,700	273,600,719	267,964,955	277,748,124	285,850,000	286,260,000	292,510,000	297,760,000
Services & Supplies	92,872,962	97,514,145	99,783,153	96,448,755	99,840,000	102,840,000	104,430,000	107,560,000
Other Charges	17,987,294	26,521,645	24,381,072	18,133,211	18,940,000	19,270,000	20,230,000	20,460,000
Fixed Assets	5,521,447	6,374,647	5,301,513	5,581,885	5,750,000	5,920,000	6,100,000	6,280,000
Operating Transfers	75,051,370	80,015,846	75,645,822	53,138,256	54,730,000	56,370,000	58,060,000	59,800,000
Reimbursements	(76,025,177)	(77,381,920)	(75,065,428)	(77,334,127)	(79,650,000)	(82,040,000)	(84,500,000)	(87,040,000)
Contingencies	3,260,000	2,606,045	1,606,045	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000
Total Expenditures	391,297,596	409,251,127	399,617,132	377,216,104	388,960,000	392,120,000	400,330,000	408,320,000
Cancel Acc. Leave Designation	8,294,981	8,294,981	8,294,981	-				
YE Savings for New Budget	14,284,357	14,573,311	14,573,311	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
YE Savings Designations		3,251,362	3,251,362	-				
		26,119,654	26,119,654	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Baseline Surplus/(Deficit)	-	-	10,083,830	6,344,949	1,380,000	5,220,000	2,920,000	2,470,000
Board Priority: Roads				8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
Net Surplus/(Deficit)	-	-	10,083,830	(1,655,051)	(6,620,000)	(2,780,000)	(5,080,000)	(5,530,000)

Attachment 4: FISCAL FORECAST 2/25/2014

UNFUNDED NEEDS (partial list):	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Enterprise Financial System (one-time)	3,000,000	1,500,000			
Enterprise Financial System (ongoing)	200,000	200,000	1,500,000	1,500,000	1,500,000
PRMD New System & Ombudsman	650,000				
Jail Management System	2,400,000				
Community Corrections Center					5,600,000
Voting Ballot System	3,800,000				
Additional Facilities Maint.	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
Comprehensive County Facilities Plan	???	???	???	???	???
Workforce Succession	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Integrated Justice System Interface		5,000,000			
Employer ACA Impact				2,000,000	2,000,000
Buy Down UAAL	16,000,000	18,200,000	20,700,000	23,800,000	23,800,000
Build GF Reserves	4,804,756	5,008,639	5,355,639	5,795,139	5,316,639
Community Resiliancy Projects	???	???	???	???	???
UNFUNDED NEEDS TOTAL	33,854,756	32,908,639	30,555,639	36,095,139	41,216,639
Excess/(Shortfall) Net Unfunded Needs	(34,920,911)	(31,528,639)	(25,335,639)	(33,175,139)	(38,746,639)

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

Annually, the Board of Supervisors/Board of Directors provide policy direction to guide the County Administrator in the development of the Recommended Budget. The policy document is organized into basic fiscal principles and general government accounting standards.

BASIC FISCAL PRINCIPLES

Balanced Budget and Fiscal Discipline

- The budget must balance resources with expenditure appropriations. The County must live within its own means and avoid disturbing other local jurisdictions' revenue sources to resolve its deficiencies. Furthermore, any deviation from a balanced budget is not permitted by the California State Government Code, which states: "In the recommended, adopted, and final budgets the funding sources shall equal the financing uses." (Government Code §29009).
- All County departments/agencies must, when directed by the County Administrator, submit recommended options for reducing their net county costs as part of their annual budget submittal. These reduction options will be the primary source for balancing the County Administrator's recommended budget as submitted to the Board of Supervisors during difficult financial times. Reduction options will be accompanied by each department's analysis of the impact on services. Depending upon state budgetary impacts on Sonoma County, additional reductions may be requested from the County departments.
- Mid-year and third quarter reports of actual revenues and expenditures, with projections for the remainder of the year compared to revised budget, will be submitted by departments to the County Administrator, and on to the Board of Supervisors with recommendations, if necessary, for current year budget adjustments.
- In response to declining property tax and other revenues resulting from the "Great Recession", the County had been operating under a Board of Supervisors approved hiring freeze. The approved policy requires the County Administrator's approval for filling any permanent or extra-help vacant management positions. In addition, all positions held vacant for 12 months or more will be deleted as part of the annual recommended budget.

Long Range Planning

- Recognizing cyclical economic downturns will occur in the future, and to maintain fiscal sustainability, program budgets will not be automatically restored as a result of fiscal recovery and/or discretionary revenue growth. Instead a review of the current public needs compared to efficiencies implemented must be completed before program and/or service expansion is considered.
- Annual budgets will not be increased or changed to the point that ongoing operating costs become overly reliant on one-time or cyclical, unreliable revenues.
- Annual budgets will be compiled with long-term sustainability in mind to operate within available ongoing revenues, except as part of a Board of Supervisors approved plan in response to unilateral state budgeting actions that may include reducing costs over a specified number of years.
- Proposed new services, public facilities, significant infrastructure and system changes, and major strategy changes should/will be analyzed for their long term impacts on operations, funding, liability and maintenance before seeking Board of Supervisors approval. New programs or services will generally not be recommended unless they further Strategic Plan goals, objectives, or strategies; are provided with a reliable funding stream sufficient to finance their costs; and the Board of Supervisors can be assured the County can control both the quality and level of services provided.

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

- The County Administrator, in conjunction with the County Auditor-Controller, will submit a 5 year, multi-year financial projection and solicit budget policy direction prior to compiling the Recommended Budget.
- One-time funding sources (i.e. fund balance, cyclical increases to revenues, grants) will be used to fund one-time expenditures (i.e. fixed assets, infrastructure, grant programs, Economic Uncertainty Reserves, and special one-time needs programs). An exception to this policy will be when reducing ongoing costs in accordance with a Board of Supervisors approved multi-year plan to reach a new reduced ongoing financing base as a result of state budgetary action. This plan will be called out separately in the budget message.

Expenditure Management and Control

- Sonoma County, in conjunction with employee groups, will consider temporary salary and benefit cost saving programs (e.g. Mandatory Time Off, Voluntary Time Off) in lieu of service reductions or layoffs when the fiscal problem is of a temporary nature where one can reasonably predict when the fiscal problem will end.
- Federal and state program reductions will not be backfilled with County discretionary revenues except by Board of Supervisors direction. The Board of Supervisors typically does not backfill these programs due to their sheer size and magnitude on the County's financial position.
- Board policy direction is required prior to changing one-time expenses into ongoing expenses. In addition, departments will not engage in internal cost shifting to the County General Fund.

Treasury Management

- Other than amounts held with trustees under bond indenture or other restrictive agreements, the County's cash and investments shall be invested by the County Treasurer. The Treasury Oversight Committee has regulatory oversight for all monies deposited in the Treasury Pool. Such amounts are invested in accordance with investment policy guidelines established by the County Treasurer and reviewed by the Board of Supervisors. The objectives of the policy are, in order of priority, safety of principal, liquidity, and yield. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.
- Debt is incurred for the purpose of spreading capital project costs to the years in which the improvement will benefit. Debt is also incurred to reduce future costs such as refinancing (pension obligation bonds, general obligation bonds, certificates of participation) at lower interest rates.
- Sonoma County will not exceed its legal maximum debt amount. This amount calculated annually based on 2% of the County's total assessed valuation. Sonoma County currently has no debt applicable to the legal maximum debt, leaving a 100% debt margin.
- Debt issuance and management is also subject to a separate set of policies established by the Board of Supervisors and available from the Auditor-Controller-Treasurer-Tax Collector's office.

Revenue Management

- Sonoma County will continue to advocate for more discretion over its revenue sources and to diversify and maximize discretionary revenue sources in order to resist state erosion to local revenues and improve the County's ability to manage individual revenue fluctuations.
- Programs financed by charges for services, fees, grants, and special revenue fund sources shall pay their full and fair share of all direct and indirect costs to the extent feasible and legally permitted. Including cost recovery towards future assets and/or system replacement.
- Departments requesting new or increased revenues from fees, permits and user charges shall submit these requests to the Board of Supervisors for consideration during the Board's annual fee hearing process. Requested fee increases shall include annual service improvement plans to identify efficiency and productivity measures taken or planned to

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

minimize the level of rate increases, while improving customer service. If permissible by law, fees and charges should cover all costs of the services provided, unless otherwise directed by the Board of Supervisors, to provide for public benefit.

- Staff will use conservative but defensible estimates for major revenue sources and not unduly anticipate changes in revenue trends.

Minimum Fund Balance Policies

- Sonoma County will create and maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Funds will be assigned and balances will be maintained to finance anticipated future one-time expenditure needs and to allow time for the County to respond to major actions of the State of California that materially affect the County's financial position. Periodic review and updates of the County's Directory of Funds balances in excess of \$5 million, as of prior fiscal year end, will be incorporated as part of the Board of Supervisors Budget Policy workshop. Also, disposition of accumulated year-end fund balances will occur when there has been no activity in the past year and the County Administrator and Auditor-Controller-Treasurer-Tax Collector have identified them as no longer needed for their original purpose.
- Consistent with best practice recommendations from the Government Finance Officers Association of the United States and Canada, the County will strive to maintain total General Fund discretionary reserves equal to 5%-15% of annual General Fund operating revenues. This range will be further subdivided into "traffic light" increments as follows:

5-10% represents the red light signaling that no further use of reserves should be made except in dire emergencies or where almost immediate replenishment is assured. Further, priority should be given to increase reserve levels.

The 10-15% increment of the range represents the yellow light signaling that caution should be exercised in the use of reserves and only for one-time costs. In addition, consideration should be given to increase reserve levels should resources become available.

Above 15%, a green light is given, adequate reserve levels have been achieved. Additional resources need not be set aside at this time for economic uncertainties but used to further other Board of Supervisors goals.

- Fund balance, created as a result of actual revenue and expenditure deviations from the budget, will be used to achieve and maintain the County's reserve goals and to balance the next year's budget. Reliance upon fund balance for budget balancing will be managed judiciously, taking into account its volatility and past actual activity.
- The Tax Loss Reserve Fund (TLRF) shall maintain as a restricted reserve an amount equal to 2% of the levy. The County Administrator in conjunction with the Auditor-Controller-Treasurer-Tax Collector may recommend the use of funds in excess of the established reserve to the Board of Supervisors for the purpose of balancing the budget.
- Tobacco Securitization proceeds shall be maintained in two separate funds. The first shall contain the portion of the proceeds to be used only for capital improvements and shall be used for those improvements that exceed the normal level of repair and replacement needed to maintain County facilities with priority funding for planned criminal justice services projects and the completion of the Americans with Disabilities Act Transition projects. On the latter, funding will be available only AFTER all other funding sources have been exhausted. The second shall contain the portion of the proceeds that, once de-allocated, can be used for general government purposes. Given the one-time nature of these funds, the latter shall only be used for one-time investments as opposed to financing any on-going operating costs.
- Refuse Franchise Fees shall be accounted for in the same manner as other franchise fees in the County General Fund revenues. They shall be recorded in a separate account in order to ensure that any fund balance does not roll into County General Fund carryover balance at year-end so that the County can designate use of the funds for solid waste obligations, roads infrastructure preservation, and other Board of Supervisors priorities. If used for road infrastructure

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

preservation, these funds are not intended to supplant on-going County General Fund contributions nor are they intended to increase any external maintenance of effort requirements imposed by outside funding sources, but may be used to satisfy previously established maintenance of effort levels.

- Tribal Development Impact Mitigation Funds shall be accounted for separately, so that when budgeting, only those monies received in the current year shall be relied upon for financing costs in the coming budget. The Board of Supervisors shall make a determination, as new tribal developments occur, on the best uses of these funds to mitigate impacts and maintain the high quality of life in surrounding or affected communities.
- Health Services-Medical System Expansion funds minimum reserve level is established at \$1 million. The Board of Supervisors recognized and confirmed the remainder of the fund balance will be spent in accordance with the Partnership Health Plan of California Memorandum of Understanding spending plan agreement. Health Services staff will coordinate with the County Administrator's Office and the Partnership Health Plan to review and update the spending plan as a part of the annual budget.
- County Health Plan-Economic Uncertainty Reserve is established based on actuarial valuation to cover unforeseen changes in expenditures and/or revenues. In light of the upcoming implementation of the federal Affordable Care Act, Human Resources staff will provide fund balance use recommendations as part of the annual recommended budget while maintaining a minimum level of economic uncertainty reserve consistent with Actuary's valuation and as recommended by the County Administrator.
- Water Agency - Flood Zone 2A (Petaluma) will maintain a minimum of 6 months of operating expenditures. Funds in excess of the minimum required may accumulate to address future capital needs as approved by the Board of Directors in the annual Capital Project Plan.
- Water Agency - Water Transmission System is to maintain a minimum of 3-4 months of operating expenditures. Funds in excess of the minimum required may accumulate to address future capital needs as approved by the Board of Directors in the annual Capital Project Plan.
- Reinvest and Revitalization funds accumulated from dissolved redevelopment project areas residual funds and asset liquidation distribution proceeds are segregated into a separate committed fund for specific investment purposes guided by the Reinvest & Revitalization Funds Use Policy pending approval. Accumulated use of resources will be presented as part of the annual Recommended Budget. Funding should be considered first to continue or complete the public benefit originally intended by the former redevelopment project, second to benefit the community where the former project area was located, and third for economic development investments.

GOVERNMENT ACCOUNTING STANDARDS

Fund Balance Classifications

- Government Accounting Standards Board (GASB) Statement #54 was issued to improve the usefulness and understandability of governmental fund balance information. The statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. The statement only impacts governmental fund types (General, Special Revenue, Capital Projects and Debt Service). The following more clearly defines the new fund balance classifications and examples of fund balance amounts that would generally be reported within these classifications.
 - Nonspendable Fund Balance – amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples include inventory, prepaid amounts, long-term accounts receivable, and any other amounts that are not expected to be converted to cash.
 - Restricted Fund Balance – amounts are restricted by external parties (i.e. creditors, grantors, contributors or laws/regulations of other governments) or restricted by law through constitutional provisions or enabling

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

legislation. The majority of the County’s Special Revenue Funds (i.e. Health & Human Services, Child Support Services, Road Fund, etc.) and Debt Service Funds have restricted fund balances.

- **Committed Fund Balance** – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority. An example of committed fund balance is the Board of Supervisors’ commitment to use 75% of Transient Occupancy Tax (TOT) revenues to provide funding to promote county economic development and tourism.
- **Assigned Fund Balance** – amounts constrained by the government’s intent to be used for specific purposes that are neither restricted nor committed. Assigned fund balance can also be used to eliminate the projected budgetary deficit in the subsequent year’s budget. The intent can be expressed by a) the governing body itself or b) a body or official to which the governing body has delegated the authority. General Fund carryover fund balance, Accumulated Capital Outlay (ACO) funds, and Capital Project Funds are examples of balances that can be assigned for specific purposes.
- **Unassigned Fund Balance** – a residual classification for the General Fund. The total fund balance, less restricted, committed or assigned funds, equals unassigned fund balance. The general fund is the only fund that should report a positive unassigned fund balance amount. A negative fund balance is possible in other governmental funds. Examples of unassigned fund balance include the general reserve fund and other discretionary general fund economic uncertainty funds.

Asset Inventory/Protection

Sonoma County will regularly assess the condition of its assets that support delivery of County services (i.e. public facilities, infrastructure, technology, vehicle fleet, etc.) and plan for their maintenance and eventual replacement.

- Assets with an initial cost of more than \$5,000 to \$100,000 will be capitalized as summarized in the table below:

<u>Capital Asset Type</u>	<u>Capitalization Threshold</u>	<u>Depreciation/Amortization Period</u>
Land	All costs	Non-Depreciable
Buildings	\$25,000	50 years
Building Improvements	\$25,000	50 years
Infrastructure	\$100,000	30-50 years
Software	\$100,000	7 years
Non-Amortizable Intangibles	\$5,000	Non-Amortizable
Machinery and Equipment	\$5,000	5 years

- Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Capital assets used in operations will be depreciated or amortized using the straight-line method over the lesser of the capital lease period or their estimated useful lives.
- The Board of Supervisors requires all departments to certify a detailed listing of all fixed asset inventory within their possession no later than December 15 of every other year.
- Capital replacement funds will be used to accumulate financial resources for future replacement of assets that will be retired from service. In addition, when feasible, replacement funding contributions will be included in applicable service charges from all system users. Specifically, the policy covers the following major system categories:
- **Building & Fixed Facilities**

As part of the annual Capital Project Plan and no less than every 5 years, and guided by Comprehensive County Facilities Plan, the General Services Director will regularly assess and adjust funding requests for each facility. The funding contributions would be placed in separate funds for each set of facilities and managed by the assigned department or agency director in conjunction with the County Administrator. Contributions for these funds will be

FINANCIAL POLICIES FOR FY 2014-15 BUDGET DEVELOPMENT

included in service charge rates (including outside partner agencies) and grant costs where feasible and would be prioritized for available discretionary funding in the annual budget process. Consideration will always be given to annual operational maintenance funding (as opposed to contributions for future major repairs) necessary to preserve health and safety and overall asset life. Project funding recommendations will follow the priority criteria in the current Administrative Policy 5-2 which includes:

- a. Required to meet compelling health, safety, legal or code compliance, a mandate of the Board of Supervisors, or a court order.
 - b. Previously approved phases of a project, which are integral to completing its initial scope.
 - c. Required to keep an existing building, facility, or complex operational. Provides measurable economic benefit or avoids economic loss to the County. Serves to maintain or improve infrastructure of the County as a general benefit to County operations and services.
 - d. Alleviates constraints and impediments to effective public access and service such as improvements regarding space limitations or inefficient layout of space in County buildings or facilities, provisions for expanded or changed programs or services, or improvements to heating, ventilation or other work environment conditions.
 - e. Improves the environmental quality or aesthetics of County facilities and complexes.
- Information Technology Assets

The policy directs the Director of Information Systems in conjunction with the County Administrator's office to develop a plan to replace system components with the infrastructure contribution funding stream and potential one-time contributions within the remaining useful life of each component. The policy also directs a full infrastructure valuation of the computer and telephone communication systems every 5 years.

The Public Safety radio infrastructure replacement review and funding request is the responsibility of the Sheriff's Office in conjunction with General Services, Information Systems, and the County Administrator.



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: February 25, 2014

Vote Requirement: Majority

Department or Agency Name(s): Regional Parks

Staff Name and Phone Number:

Caryl Hart (707) 565-2041

Supervisorial District(s):

All Districts

Title: Deferred Maintenance in Sonoma County Regional Parks

Recommended Actions:

Accept report on Deferred Maintenance Needs for Sonoma County Regional Parks.

Executive Summary:

Sonoma County Regional Parks has completed an assessment of deferred maintenance projects in our park system. The purpose of the report is to document deferred maintenance projects both quantitatively (e.g., number and cost of the projects) and qualitatively (e.g., types of projects). In addition, the report provides information regarding a recommended approach to addressing deferred maintenance needs as we prepare for the future transfer of recreational fee properties from the Sonoma County Agricultural Preservation and Open Space District (SCAPOS).

Sonoma County's extensive network of park land, open space, and outdoor recreation facilities make a significant contribution to the high quality of life in Sonoma County and are an important draw for tourism. Sonoma County regional parks are also a critical element of the Bay Area's regional recreation and habitat conservation infrastructure. Park visitation has steadily increased at Regional Parks over the past decade. The Department attributes this to the continued expansion of new and improved park facilities, trails that link unincorporated areas to cities, and significant local efforts promoting healthy outdoor recreation.

Regional Parks currently manages 50 parks covering 11,372 acres of developed and undeveloped land. Regional Parks manages 140 miles of trails (including 29 miles of paved trails), 170 buildings, 54 bridges, 43 parking lots covering more than 1.5 million square feet, more than 700,000 square feet of paved roads, 25 sports facilities, and 10 playgrounds. Most of these assets have an expected useful life of 10 to 15 years before they require major maintenance or replacement.

The attached "Deferred Maintenance Needs for Sonoma County Regional Parks" report provides a description of the amount, type, and estimated cost of routine and deferred maintenance in Regional

Parks. The method used to conduct this needs assessment is based on field observations made in spring and summer 2013, maintenance records, professional quotes and determination of comparable costs based on plans and specifications for similar projects or repairs. Actual costs may vary from estimates based on several factors including the timing of the project, and would be incorporated into the budget at the time repairs/maintenance is performed.

Primary considerations for the prioritization of park projects are:

1. Health and safety of park visitors and employees,
2. Annual visitation and park visitor experiences,
3. Current ongoing maintenance and operational costs at each facility,
4. The ability to sustain or increase revenues to support maintenance and operations.

Deferred maintenance projects identified as Priority I (recommended for near term funding in the next 1-3 years) reflect health and safety concerns, especially at our most visited facilities. Projects include restroom renovations at Doran and Healdsburg Veteran's Memorial Beach, erosion control at Doran and Hood Mountain, pavement repairs on the Joe Rodota Trail, replacement of the water system at Gualala Point, and other needed repairs to buildings at Healdsburg Veteran's Memorial Beach. The Priority II list (recommended for funding over the next 4-7 years) includes the balance of deferred maintenance projects.

As of November 26, 2013, deferred maintenance includes \$955,300 to complete 25 Priority I Projects, and \$5,701,564 for 132 Priority II Projects, for a total estimated deferred parks maintenance need of approximately \$6,656,864 to complete 157 maintenance projects. Regional Parks has included capitalizable projects in the Department's Capital Improvement Projects (CIP) plan. This report further identifies future long term Routine Maintenance needs of \$10,601,500 for 150 projects that should be addressed through an appropriately funded routine maintenance program over the next 20 years.

Regional Parks will continue working closely with the CAO's Office to identify funding strategies to meet the Department's highest priority short term maintenance needs.

Prior Board Actions:

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):

Funding for Regional Parks comes from user fees, grants, donations, County General Fund contributions, and other county, state and federal government agencies. As appropriate and necessary, Regional Parks may request additional funding from the County General Fund to meet critical short term maintenance needs for major maintenance projects.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

Attachments:

Deferred Maintenance Needs for Sonoma County Regional Parks.pdf

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

Exhibit A Deferred Maintenance by Priority.xlsx

Deferred Maintenance Needs

Sonoma County Regional Parks



November 26, 2013

Deferred Maintenance Needs for Sonoma County Regional Parks

Executive Summary

Sonoma County Regional Parks has developed this needs assessment of deferred maintenance in County parks to update the Sonoma County Board of Supervisors and County Administrator's Office on present and future funding needed to maintain a large and growing park system. The purpose of the assessment is to document deferred maintenance projects both quantitatively (e.g., number and cost of the projects) and qualitatively (e.g., types of projects).

This report provides a description of the amount, type, and estimated cost of deferred maintenance in Regional Parks. The descriptions and cost estimates are based on field observations, maintenance records, professional quotes and comparable costs based on plans and specifications for the projects.

As of November 26, 2013, the total Deferred Parks Maintenance Need is \$6,656,864; with \$955,300 of Priority I Projects, (recommended for near term funding in the next 1-3 years) and \$5,701,564 of Priority II Projects (recommended for funding over the next 4-7 years). In addition there are identified future maintenance needs of \$10,601,500 that should be addressed through an appropriately funded routine maintenance program over the next 20 years. Much of this is maintenance of park roads, parking lots and paved trails.

Asset Inventory & Prioritization

During summer and fall of 2013, Regional Parks' staff completed an inventory and evaluation of the County's park facilities. Each park's individual assets were evaluated based on age, usefulness, and condition. Exhibit A shows deferred maintenance projects based on priority for funding; near term (1-3 years), short term (4-7 years), and routine.

There are numerous variables that affect the prioritization of these deferred maintenance projects. The primary considerations used are shown below.

1. Health and safety of park visitors and employees,
2. Annual visitation/demand and park visitor experiences,
3. Current ongoing maintenance and operational costs at each facility,
4. Ability to sustain or increase revenues to support maintenance and operations.

It is important to note that just because an asset may be reaching the end of its useful life, it does not mean it will be a top priority for immediate funding.

Findings

Like most park systems, Regional Parks has a backlog of deferred maintenance. Due to budget reductions taken over the last several years, Regional Park's investment in maintenance personnel and materials was reduced significantly. The loss of that funding and the increase in maintenance costs over the intervening years have been factors contributing significantly to the growth in deferred maintenance.

Left unaddressed, deferred maintenance in Sonoma County parks will increase over time, with the potential for some visitor facilities becoming unavailable for use. The report includes the following findings:

- 1. Deferred maintenance of park assets affects all kinds of park activities and park visitors.** The Sonoma County Regional Park system is extremely diverse and includes wildlands, community parks, beaches, ball fields, trails and destination parks that are utilized by hikers, runners, cyclists, equestrians, campers, picnickers, boaters, swimmers, bird watchers and dog walkers. Regional Parks receives over 5 million visitors annually and has almost 20,000 Park Members. Residents and visitors of all ages, backgrounds and abilities utilize our Parks.
- 2. Grants, donations, volunteer services and other funding helps address compelling deferred maintenance issues.** Regional Parks and the Regional Parks Foundation have been successful in obtaining grants and donations that restore or replace some park assets that have declined to a point of requiring immediate repairs to remain useable or to prevent loss of public assets. A network of committed volunteers help keep trails and parks open, but increased maintenance project complexity requires additional skills and funding resources.
- 3. A growing backlog of deferred maintenance projects can become a hurdle to Regional Parks becoming financially sustainable, in spite of our success in increasing revenue and fundraising.** The Sonoma County Board of Supervisors has directed Regional Parks to focus on financial sustainability and cost recovery. Regional Parks has increased its revenue collections successfully, achieving the goal of reducing the General Fund contribution to 25% of total Park Department operating costs. Funding for acquiring and developing new facilities comes from the Sonoma County Agricultural Preservation and Open Space District, Sonoma County Water Agency, other county departments, park mitigation fees, donations, and grants. Grants are the primary source of funding for new facilities. In the last ten years, Regional Parks has been awarded more than \$28M in public and private grants to develop and improve park facilities. Nevertheless, there is insufficient funding to address the ongoing aging of park amenities and infrastructure.
- 4. If left unaddressed, deferred maintenance issues could make some park facilities unavailable for use.** A significant number of maintenance projects have been deferred for five or more years and will require major maintenance sooner rather than later. If Regional Parks continues to defer maintenance, infrastructure will deteriorate further increasing both routine and deferred maintenance costs.

5. **Regular, on-going maintenance extends the useful life of park assets and saves taxpayer dollars in the long run.** Painting buildings, sealing asphalt, cleaning rain gutters and other regular maintenance activities can double or triple the life of an asset at a fraction of the cost of replacement.

6. **Regional Parks is preparing for an expansion of the Regional Park system.** The Department expects significant growth in the coming years as Class I countywide trail systems continue to be developed and as properties are transferred to Regional Parks from the Ag Preservation and Open Space District, the Sonoma Land Trust, and through other acquisitions.

Conclusions/Recommendations

Based on the information contained in this report, staff has identified a need for approximately \$320,000 in additional funding per year, spread over three years, to address Priority I Deferred Maintenance projects, and a need for approximately \$500,000 annually for personnel and materials to begin to address the Priority II Deferred Maintenance projects.

Staff recommends that the Board direct Regional Parks to work closely with the County Administrator to develop a funding strategy Priority I projects, and return to the Board with recommendations during the FY 14-15 Recommended Budget process and as part of the 2014-2019 Capital Improvement Plan, or mid-year as new revenue streams are identified. Parks and County Administrator staff will also work on a long-term plan to fund maintenance personnel and materials to more appropriately address Routine Maintenance requirements.

Report

Background

Sonoma County's extensive network of park land, open space, and outdoor recreation facilities make a significant contribution to the high quality of life in Sonoma County and are an important draw for tourism. Sonoma County Regional Parks are also a critical element of the Bay Area's regional recreation and habitat conservation infrastructure.

Park visitation has steadily increased at Regional Parks over the past decade. The Department attributes this to the continued expansion of new and improved park facilities, trails that link unincorporated areas to cities, and significant local efforts promoting healthy outdoor recreation.

Regional Parks currently manages 50 parks covering 11,372 acres of developed and undeveloped land. Within the land owned by Regional Parks are 140 miles of trails (of which 29 miles are paved), 170 buildings, 54 bridges, 43 parking lots covering more than 1.5 million square feet, more than 700,000 square feet of paved roads, 25 sports facilities, and 10 playgrounds. Most of these assets have an expected useful life of 10 to 15 years before they

require major maintenance or replacement. Many of these assets have not been replaced, repaired or resurfaced since 2000 and are currently reaching the end of their useful life. The 2010 Regional Parks Management Review found that “aging infrastructure in many parks is an issue that must be addressed through a prioritized capital investment approach. Although daily routine maintenance appears to be sufficient, the lack of a sufficient investment in long term preventative maintenance is glaring”.

In addition to the foregoing, Regional Parks’ infrastructure has also grown significantly over the last 13 years, by expanding existing parks, extending trails, adding new parks and improving existing facilities. Since 2000 Regional Parks has added Cloverdale River Park, Sunset Beach, Riverfront Park, Tolay Lake Park, Guerneville River Park, Taylor Mountain Park, Hunter Creek Trail, Santa Rosa Creek Trail, and the Laguna Trail. As these new facilities age, they will also need regular maintenance, a topic which is addressed by our request for additional routine maintenance funding.

Deferred Maintenance Assessment

Assessment Methods

The method used to conduct this needs assessment for deferred and routine maintenance is based on field observations, maintenance records, professional quotes and determination of comparable costs based on plans and specifications for similar projects or repairs.

The goal of this report is to create an inventory of existing park assets and facilities and to provide an analysis of the condition of park assets and facilities. This report can be utilized to determine short-term maintenance requirements necessary to maintain current facilities at the status quo, as well as long term needs.

The Department has received funding to develop the Sonoma County Integrated Parks Plan (SCIPP) which will include a more comprehensive analysis of: 1) park economic opportunities, 2) transfer of recreational lands owned by the Sonoma County Agricultural Preservation and Open Space District, and, 3) recreational and economic connections with state, city and other recreational facilities. As part of completion of the SCIPP, the Department will be better positioned to recommend the desired condition and levels of service for specific park locations and services, and to make long term decisions regarding the prioritization of new park amenities versus maintenance of existing facilities.

Deferred Maintenance

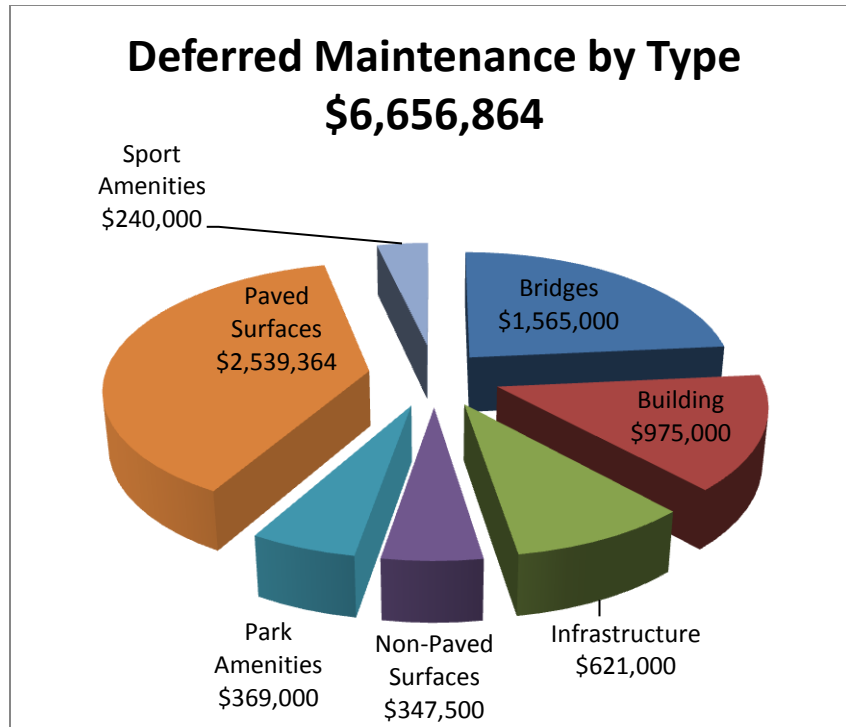
By definition, deferred maintenance is the practice of postponing maintenance activities in order to save costs, to meet budget-funding levels, or to realign available budget monies. The inability to fund and complete needed repairs typically leads to asset deterioration and ultimately asset impairment. For the purposes of this report, deferred maintenance has been defined as a backlog of projects that address an unmet maintenance need for an existing facility or park amenity.

For this report, Regional Parks excluded projects which have as their primary purpose the expansion of a facility to meet increased demands, to meet the requirements of ADA or current building codes, redevelopment projects, and projects solely meant to improve visitor experience or the financial sustainability of a park. In addition, this report does not document the replacement of maintenance equipment such as trucks, backhoes and mowers, but does include equipment replacement related to facility infrastructure such as well pumps, water systems equipment and fixture upgrades.

Park Assets by Type

To provide a sense of the types of maintenance needed, the Department has grouped the Deferred Maintenance Projects into seven types based on the type of asset, its use, and similarities with other park assets. Examples by type of deferred maintenance projects include:

- **Paved Surfaces** are generally parking lots and trails that require sealing or repaving on a regular basis.
- **Infrastructure** includes mechanical systems, plumbing, fencing, gates and other structures that are either beyond their useful lifespan or were substandard when acquired by the County.
- **Buildings** including restrooms, staff offices, workshops, entry kiosks, and park residences that require roofing, painting, interior finishes or other refurbishment to remain operable.
- **Park Amenities** including BBQ's, fire rings, tables, benches, play structures, drinking fountains, wood fencing and docks which require routine maintenance and have a relatively short lifespan of 10 years or less before replacement.
- **Bridges** along Class I trails, park roads and remote backcountry areas that have deteriorating surfaces and decaying structural components.
- **Sports fields** and landscape areas with aging irrigation systems that frequently break and do not contain the latest technologies to conserve water and maximize watering coverage.
- **Non-Paved Surfaces** such as gravel driveways, trails and trail shoulders that require frequent routine maintenance and additional materials and grading to remain useable.



Asset Inventory & Prioritization

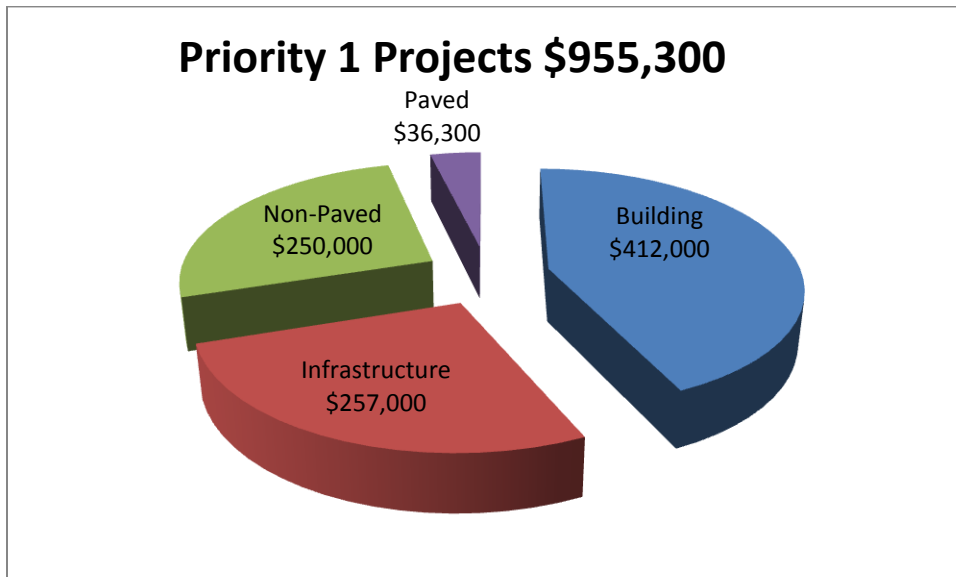
During summer and fall of 2013, Regional Parks' staff completed an inventory and evaluation of the County's park facilities. Each park's individual assets were evaluated based on age, usefulness, and condition. Exhibit A shows deferred maintenance projects based on priority for funding; Priority I for near-term funding (1–3 years), Priority II short term (4-7 years), and Routine maintenance projects based solely on condition of the asset.

There are numerous variables that affect the prioritization of these deferred maintenance projects. The primary considerations used by Parks Staff are shown below.

1. Health and safety of park visitors and employees.
2. Annual visitation/demand and park visitor experiences
3. Current ongoing maintenance and operational costs at each facility
4. Ability to sustain or increase revenues to support maintenance and operations

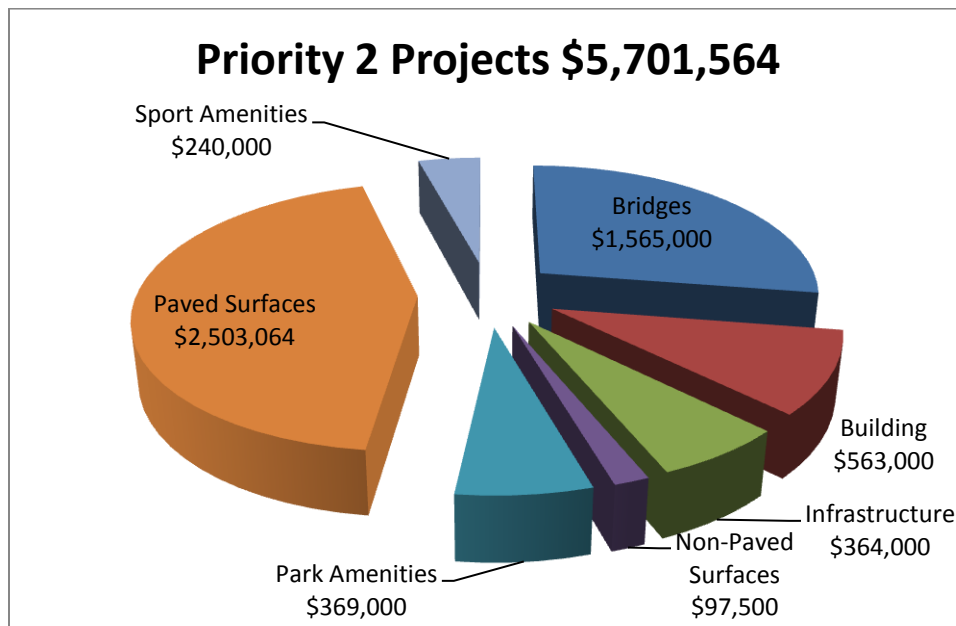
- **Priority I (1-3 years)** - projects and infrastructure maintenance necessary to maintain viable park assets and the health and safety of park visitors and employees. If maintenance repairs continue to be deferred, critical system failures could disrupt park operations or cause the closure of park features and amenities. See Exhibit A for complete lists of projects. Specific projects are:

- **Doran Beach:** rotting restroom buildings with plumbing and sewer issues, replace shoreline riprap for erosion control, and renovate Ranger office. Repairs estimated at \$715,000.
- **Gualala Point:** campground drinking water system needs to be replaced, estimated at \$100,000
- **Healdsburg Beach:** repair concession building, restroom and entry kiosk. Repairs estimated at \$54,000.
- **Hood Mountain:** erosion repair and drainage work required on fire roads needed to make them accessible year round. Repairs estimated at \$50,000.
- **Joe Rodota Trail:** repair trail and pavement edges. Repairs estimated at \$36,300.



- **Priority II (within next 4-7 years)** needs commonly include major renovation of aging park infrastructure and preventative maintenance to extend useful life of existing improvements. These projects have typically been deferred for the past 5-10 years but have some service life and are unlikely to fail in the immediate future. Costs are likely to increase dramatically if these projects/repairs are not completed in the next 4-7 years. See Exhibit A for complete lists of projects. Selected examples include:

- **Doran Park:** repave Jetty parking lot & dump station, replace storage shed and dumpster enclosures. Repairs estimated at \$289,000.
- **Hudeman Slough:** replace boat ramp and repave parking area. Repairs estimated at \$311,400.
- **Joe Rodota Trail:** replace bridges and repair pavement. Repairs estimated at \$1,576,300.
- **Ragle Ranch:** reseal pavement and repair restrooms, irrigation pond, and ranger residence. Repairs estimated at \$208,530.
- **Westside Park:** repave campground and replace kiosk windows. Repairs estimated at \$913,600.



Deferred Maintenance Strategies

Regional Parks has implemented numerous new strategies over the past three years to become more financially self-sustainable. The Department has improved its visibility, increased park visitation, attracted new Park Members, and partnered with the Regional Parks Foundation and numerous local businesses and organizations to support the parks. These additional funds have been used to maintain basic park operations and support maintenance and services, but have been unable to address all of the needs of the park system.

- Grants
 - Community Development Block Grants – since 2003, this has funded \$720,000 in mandated ADA improvements, including removal of architectural barriers and improvements to path of travel at multiple park facilities including Foothill, Gualala, Spring Lake, Doran Beach, Steelhead Beach, Maxwell Farms, Sport Fishing Center, Ragle Play Area, Healdsburg, Ernie Smith, Larson, and Hudeman Slough
 - Hudeman Slough re-development – Wildlife Conservation Board (WCB) \$50,000 for design and environmental review for project, development funding will be requested from WCB, Division of Boating and Waterways (DBW), and ABAG Boating Trails.
 - Doran and Westside Boat launches - DBW \$350,000 in grants funding design and construction documents for replacement and expansion of both boat launches and support facilities. Requested \$1.8 million from DBW for Westside Boat Launch construction and will request DBW funding for Doran launch in 2014.
 - Larson Park - parking lot repaved as a local match to \$50,500 State Park and \$50,000 regional transportation funding for Central Sonoma Valley Trail construction.
- Donations – Watson School (\$200,000), Ragle playground (\$15,381), Ragle sports field irrigation (\$5,000), Fort Ross school house (\$12,500), Kenwood Plaza gazebo (\$22,728), HVMB dam (\$25,000).
- Doran Road rebuild – Transportation and Public Works
- Major Maintenance Project Teams
 - Steelhead restroom water line, parking area and future camp host site.
 - Ragle Field 1, swale, volleyball court and Lyons Grove picnic area
 - Doran boat dock
- Park Revitalization Projects
 - Doran Beach
 - Ragle Ranch
 - Maxwell Farms
 - Healdsburg Veterans Memorial Beach
 - Steelhead Beach
- Partnerships – work with other organizations including the Boy Scouts of America, VoCal, LandPaths, and the Sonoma County Trails Council to expand volunteer resources

Next Steps

To build upon the successes of the past three years, Regional Parks will:

1. Continue to prioritize deferred maintenance projects with an emphasis on the health and safety of the general public and employees, and fundraise for these projects.
2. Continue to focus on high visitation facilities and campgrounds.
3. Develop a professional maintenance management systems and workforce.
4. Continue to increase internal staffing capacities to manage and perform skilled maintenance activities including drinking water systems, irrigation systems, septic systems, environmental permitting, building mechanical systems and pavement management.
5. Work closely with General Services and Transportation and Public Works to incorporate best practices related to preventative and deferred maintenance in buildings and pavement.

Exhibits

- A. Deferred Maintenance Projects by Priority