

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

**TUESDAY**

**APRIL 4, 2017**

**8:30 A.M.**

---

**(The regular afternoon session commences at 1:30 p.m.)**

Susan Gorin	First District	Sheryl Bratton	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
James Gore	Fourth District		
Lynda Hopkins	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 or [bos@sonoma-county.org](mailto:bos@sonoma-county.org) 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 public 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 time 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.

**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. CONSENT CALENDAR**

**AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR**

1. 2016-17 Property Tax Impound.  
Approve Resolution authorizing the Auditor-Controller Treasurer-Tax Collector to impound \$2,307,855 of 2016-17 property taxes derived from the assessment of business impounds to ensure availability of funds in the event tax refunds are issued.
2. 2016-17 Property Tax Administration Charge.  
Approve Resolution Authorizing Property Tax Administration Charge to local taxing agencies to reimburse the County for costs incurred to process property taxes for 2016-17.

**COUNTY CLERK-RECORDER-ASSESSOR**

3. Adopt resolution adopting the official canvass of the vote for the March 7, 2017, Special Election.

**HUMAN SERVICES**

4. Caltrans - Metropolitan Transportation Commission Senior Transportation Grant Proposal.  
Execute a Resolution of Authority allowing the Director of Human Services to sign grant proposal applications and attachments on behalf of the Area Agency on Aging to receive Federal Transportation Authority (FTA) funding for senior transportation programs. The Resolution of Authority will enable the Director of Human Services to sign documents required before grant award.
5. Approve travel to Washington, DC for Oscar Chavez, Assistant Director – Human Services Department, to participate in the American Bar Association Commission on Homelessness and Poverty, from April 6-7, 2017.

## **HUMAN RESOURCES**

6. Enterprise Risk Management Information System Enhancement.  
Authorize the Director of Human Resources to execute the Participating Entity Service Agreement with the California State Association of Counties – Excess Insurance Authority, to add a workers compensation claim module to the Systema Software LLC’s Risk Management Information System to ensure accurate claims data is maintained and State and Federal financial reporting and audit requirements are met, at a one-time cost of \$303,750, and adding an annual license and system support fee of \$67,600 and renews annually unless terminated with 60 days notice.
  
7. Miscellaneous Classification and Allocation Changes and Budgetary Adjustments.
  - (A) Adopt concurrent resolution amending the Department Allocation Lists for the County Administrator’s Office to reflect deleting 1.0 full-time equivalent Senior Office Assistant and adding 1.0 full-time equivalent Secretary allocation; the Community Development Commission to reflect deleting 1.0 full-time equivalent Account Clerk II, 1.0 full-time equivalent Assistant Executive Director – CDC, and 1.0 full-time equivalent Community Development Associate allocations as well as adding 1.0 full-time equivalent Controller - CDC and 1.0 full-time equivalent Community Development Manager allocations; the Department of Health Services to reflect deleting 3.0 full-time equivalent Eligibility Worker II and 1.0 full-time equivalent Eligibility Worker III allocations and adding 4.0 full-time equivalent Social Service Worker II allocations; and for the General Services Department to reflect deleting 1.0 full-time equivalent Automotive Technician and 1.0 full-time equivalent Heavy Equipment Mechanic II, as well as adding 1.0 full-time equivalent Lead Automotive Technician and 1.0 full-time equivalent Senior Heavy Equipment Mechanic allocations, respectively, effective April 4, 2017.
  - (B) Adopt resolution of the Board of Supervisors authorizing use of General Fund Contingencies and budgetary adjustments to the 2016-2017 Final Budget for the General Services Department in the amount of \$4,903.

## **TRANSPORTATION AND PUBLIC WORKS**

8. Fiscal Year 2016 California Transit Security Grant Program.  
Approve resolution authorizing the Director of Transportation and Public Works to execute for and on behalf of the County any actions necessary for the purpose of obtaining funding in the amount of \$31,815 provided by the California Office of Emergency Services for Sonoma County Transit’s Video Security System project, and authorizing the Chair to execute the Authorized Agent Form required under the program.
  
9. Moffat & Nichol Engineers Second Amendment.  
Approve and authorize Chair to execute the Second Amendment to the agreement with Moffatt & Nichol Engineers to add design services for Valley of the Moon waterline relocation, design revisions, and design services during construction for the Boyes Boulevard Bridge over Sonoma Creek, increasing the contract amount by \$257,452, which includes a 10% contingency, for a new not to exceed amount of \$877,730 with no change to term ending June 30, 2019.

**APPOINTMENTS/ REAPPOINTMENTS**

10. Reappoint Ramon Meraz to the Commission on Human Rights for a two-year term beginning February 28th, 2017 and ending February 28th, 2019. (Fifth District)
11. Reappoint Terry Kelley to the Advisory Council to Area Agency for a two-year term beginning on April 14, 2017 and ending on April 13, 2019. (Fifth District)

**PRESENTATIONS/GOLD RESOLUTIONS**

**PRESENTATIONS AT THE BOARD MEETING**

(Gold resolutions are presented in the afternoon session at 1:30 P.M.)

12. Adopt a Gold Resolution proclaiming April 2, 2017, through April 8, 2017, as National Crime Victims' Rights Week.
13. Present a Gold Resolution recognizing Jackson Family Wines, recipients of the EPA's 2016 Green Power Leadership Award for their leadership and commitment to sustainable energy use that was approved at the March 7th Board of Supervisors Meeting. (Fourth District)

**PRESENTATION ON A DIFFERENT DATE**

14. Adopt a Gold Resolution Thanking Matt Martin For His Eight Years Of Service As Chief Executive At Social Advocates For Youth. (Third District)
15. Adopt a Resolution Congratulating CASA on 20 years of outstanding dedication to the youth of Sonoma County (First District)

**III. REGULAR CALENDAR**

**COUNTY ADMINISTRATOR**

16. County Strategic Priorities.  
Adopt the County's Strategic Priorities: Healthy Watersheds, Housing for All, Rebuilding our Infrastructure, and Securing our Safety Net, and provide direction to staff to implement recommended projects, develop outcome measures, and provide routine progress reporting to the Board of Supervisors.

**COMMUNITY DEVELOPMENT COMMISSION**

(Commissioners: Gorin, Rabbitt, Zane, Gore, Hopkins)

17. Renewing critical funding from US Department of Housing and Urban Development.  
17(a) Sonoma County Housing Authority Annual Plan  
Adopt a Resolution accepting the Sonoma County Public Housing Agency Annual Plan for the period of July 1, 2017 – June 30, 2018, authorizing the Chair of the Commission to sign the required certifications and authorizing submission to the U.S. Department of Housing and Urban Development.
- 17(b) Continuum of Care 2016 Awards  
(A) Approve the Commission’s acceptance of \$1,802,480 in nine Housing and Urban Development Continuum of Care 2016 awards, to maintain a combined \$1,174,980 in Rental Assistance to homeless persons with disabilities; a combined \$187,907 in funds to continue operations of the Homeless Management Information System; a combined \$349,991 to sustain the continued development of Sonoma County’s Coordinated Intake system for homeless persons; and \$89,602 to support management of the Continuum of Care planning effort.  
(B) Authorize the Executive Director of the Community Development Commission to execute initial and renewal contracts with Housing and Urban Development for the above Continuum of Care services, each for a one-year period beginning in calendar 2017 and ending in calendar 2018.

18. **PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**IV. CLOSED SESSION CALENDAR**

19. The Board of Supervisors will consider the following in closed session: Initiation of litigation – Chelene N. Reynolds 11620 Skyline Road, Forestville. (Government Code Section 54956.9(d)(4)).

**V. REGULAR AFTERNOON CALENDAR**

20. **RECONVENE FROM CLOSED SESSION**

21. **REPORT ON CLOSED SESSION**

**VI. BOARD MEMBER REPORTS ON ASSIGNED BOARDS, COUNCILS, COMMISSIONS OR OTHER ATTENDED MEETINGS**

**VII. 1:30 P.M. - PRESENTATIONS/GOLD RESOLUTIONS**

22. **2:00 P.M. - PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD AND ON BOARD MEMBER REPORTS**

(Comments are restricted to matters within the Board's jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Each person is usually granted time at the discretion of the Chair. 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.)

**TRANSPORTATION AND PUBLIC WORKS**

23. **2:20 P.M.** - Establishment of an Underground Utility District on Fulton Road between Guerneville Road and Piner Road.  
Hold a Public Hearing and consider adoption of the Resolution of Establishment, for the unincorporated County of Sonoma portion, of the Underground Utility District on Fulton Road between Guerneville Road and Piner Road. (Fourth District)

24. Permit and Resource Management Department: Review and possible action on the following:  
Acts and Determinations of Planning Commission/Board of Zoning Adjustments  
Acts and Determinations of Project Review and Advisory Committee  
Acts and Determinations of Design Review Committee  
Acts and Determinations of Landmarks Commission  
Administrative Determinations of the Director of Permit and Resource Management

(All materials related to these actions and determinations can be reviewed at:  
<http://www.sonoma-county.org/prmd/b-c/index.htm>)

25. **ADJOURNMENT**

**NOTE: The next Board Meeting will be a Regular Meeting held on April 11, 2017 at 8:30 a.m.**

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

**April 11, 2017** - Establish No Parking Restrictions on Agua Caliente Road – Ordinance – Transportation and Public Works.

**April 11, 2017** - Consideration of an Amended and Restated Joint Exercise of Powers Agreement for the Sonoma County Waste Management Agency – Transportation and Public Works.



## 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 Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Brooke Koop (707) 565-3294

**Supervisorial District(s):**

All

**Title:** 2016-17 Property Tax Impound

**Recommended Actions:**

Approve Resolution authorizing the Auditor-Controller Treasurer-Tax Collector to impound \$2,307,855 of 2016-17 property taxes derived from the assessment of business impounds to ensure availability of funds in the event tax refunds are issued.

**Executive Summary:**

In accordance with California Government Code Section 26906.1, the County Auditor, with the approval of the Board of Supervisors, may impound the disputed revenues of any tax upon secured or unsecured property, levied and collected by the County for the County or any revenue district, whenever a claim or action is filed for the return of the revenues, or the Auditor reasonably anticipates that the tax may be refunded in whole or in part. This action is taken to ensure availability of funds in the event tax refunds are issued.

The recommended impound amount of \$2,307,855 is based on appeals with a significant change in assessed values greater than \$20 million.

**Discussion:**

The Assessor's Office has the role of providing property assessments. If the property owner disagrees with the property tax assessment, they have the right to file an application for changed assessment to dispute the assessed value, which is referred to as an appeal.

The Auditor's office works with the Assessor to review all appeals with a significant change in assessed value. Changes greater than \$20 million in the assessed value have been recommended for tax impounding. After reviewing the appeals with the County Assessor and taking into consideration settlements of business and geothermal appeals, we recommend impounding a total of \$2,307,855 in the current fiscal year for business appeals and \$0 for geothermal assessment appeals. Recommended impound amounts represent appeals by 6 property owners and are a result of a disagreement in

valuation for the applicable parcels. These amounts are based on the County Assessor’s projected outcomes for appeals related to FY 2016-17 that are expected to generate a large decrease in assessed value. A total of \$2,032,624 of property taxes were impounded during FY15-16.

Property taxes related to business and geothermal assessment appeals are proportionally impounded from all Prop 13 taxing agencies. Impounded funds are trued-up annually to insure balances pertain to outstanding appeals. The County Auditor maintains the impounded revenues until the final disposition of the claim or action, or a refund of the tax is no longer anticipated.

**Prior Board Actions:**

FY 15-16: Resolution #16-0127 - \$2,032,624 Impounded

**Strategic Plan Alignment**      Goal 2: Economic and Environmental Stewardship

This impound supports the maintenance of fiscal predictability for the entities receiving property tax revenue.

**Fiscal Summary**

<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**



<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution authorizing the Impound of \$2,307,855 of 2016-17 property taxes Attachment A – 2016-17 Property Tax Impound Attachment B – History of Board Action of Property Tax Impounds			
<b>Related Items “On File” with the Clerk of the Board:</b>			

## ATTACHMENT A

2016-17 PROPERTY TAX IMPOUND	BUSINESS APPEAL IMPOUND SECURED	BUSINESS APPEAL IMPOUND UNSECURED	BUSINESS APPEAL IMPOUND TOTAL
	<b>1,281,771.00</b>	<b>1,026,084.00</b>	<b>2,307,855.00</b>
COUNTY GENERAL	273,439.47	218,893.95	492,333.42
COUNTY LIBRARY	28,752.42	23,016.90	51,769.32
EDUC REV AUGM TR (ERAF)	166,605.44	133,371.08	299,976.52
GREEN VALLEY CEMETERY	17.32	13.86	31.18
SHILOH CEMETERY	705.56	564.82	1,270.38
CLOVERDALE FIRE	1,099.54	880.21	1,979.75
BENNETT VALLEY FIRE	980.12	784.61	1,764.73
BODEGA BAY FIRE	438.29	350.86	789.15
FORESTVILLE FIRE	1,852.45	1,482.93	3,335.38
GLEN ELLEN FIRE	1,559.18	1,248.16	2,807.34
GRATON FIRE	1,155.99	925.39	2,081.38
RUSSIAN RIVER FIRE PROTECTION DIST	1,523.80	1,219.83	2,743.63
KENWOOD FIRE	1,263.84	1,011.73	2,275.57
MONTE RIO FIRE	669.92	536.28	1,206.20
RINCON VALLEY FIRE	7,066.08	5,656.54	12,722.62
ROSELAND FIRE	1,268.77	1,015.68	2,284.45
SHELL-VISTA FIRE	1,351.00	1,081.50	2,432.50
VALLEY OF THE MOON FIRE	6,654.33	5,326.93	11,981.26
WINDSOR FIRE	1,991.03	1,593.86	3,584.89
GOLD RIDGE FIRE	2,313.24	1,851.79	4,165.03
RANCHO ADOBE FIRE	5,067.43	4,056.58	9,124.01
TIMBER COVE FIRE	207.33	165.97	373.30
GEYSERVILLE FIRE	1,355.27	1,084.92	2,440.19
GENERAL #1 WATER	10,609.59	8,493.19	19,102.78
SPRING LAKE PARK WATER	3,422.84	2,740.05	6,162.89
ZN 1A LAGUNA-MARK WEST WATER	10,499.35	8,404.94	18,904.29
ZN 2A PETALUMA BASIN WATER	2,943.78	2,356.56	5,300.34
ZONE 3A VALLEY OF MOON WATER	1,824.84	1,460.83	3,285.67
ZN 5A LOWER RUSSIAN RIVER WATER	353.23	282.77	636.00
ZONE 8A SOUTH COASTAL WATER	263.42	210.87	474.29
CLOVERDALE HEALTH CARE DISTRICT	55.53	44.45	99.98
TOWN OF WIND-BLUEBIRD (LGT)	4.90	3.92	8.82
TOWN OF WIND-STARR VIEW (LGT)	7.24	5.80	13.04
MARIN-SONOMA MOSQ & VECTOR CTRL	4,001.69	3,203.43	7,205.12
BITTNER LAND-LAND PERM RDS	3.27	2.62	5.89
MILL CREEK LAND-LAND PRM RDS	22.25	17.81	40.06
MIRABEL HEIGHTS-LAND PERM RDS	2.54	2.03	4.57
MONTE ROSA DIV #1-LND PERM RDS	3.78	3.03	6.81
PEAKS PIKE - LAND PERM RDS	7.47	5.98	13.45
BAY AREA AIR QUALITY MGMT	2,276.60	1,822.47	4,099.07
N S C AIR POLL CNTRL	224.10	179.40	403.50
CAMP MEEKER REC&PARK	113.58	90.92	204.50
DEL RIO WOODS REC&PARK	125.95	100.82	226.77
MONTE RIO REC&PARK	309.60	247.84	557.44
RUSSIAN RIVER REC&PARK	579.96	464.27	1,044.23
GOLD RIDGE - LAND RES CONS	44.04	35.26	79.30
SONOMA RESOURCE CONSERV DIST	203.11	162.59	365.70
CAZADERO COMM SVC	393.98	315.39	709.37
OCCIDENTAL COMM SVC ZN1	36.58	29.28	65.86

## ATTACHMENT A

2016-17 PROPERTY TAX IMPOUND	BUSINESS APPEAL IMPOUND SECURED	BUSINESS APPEAL IMPOUND UNSECURED	BUSINESS APPEAL IMPOUND TOTAL
	<b>1,281,771.00</b>	<b>1,026,084.00</b>	<b>2,307,855.00</b>
OCCIDENTAL CSD ZN2 FIRE	384.69	307.95	692.64
FORESTVILLE WATER	235.26	188.33	423.59
SONOMA MOUNTAIN WATER	9.34	7.48	16.82
BODEGA BAY PUB UTILITY	612.78	490.54	1,103.32
CSA #41-LGT-ROSELAND (#3)	125.02	100.08	225.10
CSA #41-Pk-SONOMA VALLEY ( #35)	256.16	205.06	461.22
CSA #40 FIRE SERVICES (COUNTY)	5,312.83	4,253.03	9,565.86
CSA#41 MULTI SVCS-LIGHTING	1,670.19	1,337.02	3,007.21
ALEXANDER VALLEY UN ELEM	1,790.11	1,433.02	3,223.13
BELLEVUE UN ELEM	6,722.26	5,381.31	12,103.57
BENNETT VALLEY UN ELEM	3,237.54	2,591.71	5,829.25
CINNABAR ELEM	859.25	687.85	1,547.10
DUNHAM ELEM	51.28	41.05	92.33
FORESTVILLE UN ELEM	2,575.44	2,061.69	4,637.13
FORT ROSS ELEM	361.64	289.50	651.14
GRAVENSTEIN UN ELEM	2,086.38	1,670.19	3,756.57
GUERNEVILLE ELEM	1,476.55	1,182.01	2,658.56
HARMONY UN ELEM	2,220.22	1,777.33	3,997.55
HORICON ELEM	1,645.19	1,317.01	2,962.20
KENWOOD ELEM	2,459.12	1,968.57	4,427.69
LIBERTY ELEM	590.96	473.08	1,064.04
MARK WEST SPRINGS ELEM	7,033.90	5,630.78	12,664.68
MONTE RIO UN ELEM	972.89	778.82	1,751.71
MONTGOMERY ELEM	504.53	403.89	908.42
OAK GROVE UN ELEM	2,433.44	1,948.02	4,381.46
OLD ADOBE UN ELEM	10,262.22	8,215.12	18,477.34
PETALUMA CITY ELEM	12,761.61	10,215.93	22,977.54
PINER-OLIVET ELEM	4,426.88	3,543.81	7,970.69
RINCON VALLEY UN ELEM	12,548.01	10,044.94	22,592.95
ROSELAND ELEM	2,044.04	1,636.30	3,680.34
SANTA ROSA CITY ELEM	22,542.05	18,045.37	40,587.42
WINDSOR UNIF SDGF '93	26,598.13	21,292.35	47,890.48
SEBASTOPOL UN ELEM	4,834.11	3,869.80	8,703.91
TWIN HILLS UN ELEM	2,346.95	1,878.78	4,225.73
WAUGH ELEM	1,709.69	1,368.64	3,078.33
WEST SIDE UN ELEM	1,350.27	1,080.92	2,431.19
WILMAR UN ELEM	1,091.35	873.65	1,965.00
WRIGHT ELEM	3,956.24	3,167.05	7,123.29
WEST SON CTY UN HSD (ANALY)	15,373.56	12,306.85	27,680.41
HEALDSBURG UNIFIED (UN HIGH)	26,056.62	20,858.86	46,915.48
PETALUMA CITY JT HIGH	35,565.88	28,471.21	64,037.09
SANTA ROSA CITY HIGH	92,007.94	73,654.25	165,662.19
CLOVERDALE UNIF	2,320.61	1,857.69	4,178.30
COTATI-ROHNERT PARK UNIF	30,681.30	24,561.01	55,242.31
GEYSERVILLE UNIF	1,146.83	918.06	2,064.89
SONOMA VALLEY UNIF	62,282.44	49,858.38	112,140.82
SONOMA COUNTY JC	80,781.11	64,666.93	145,448.04
SCHOOL SERVICE	28,634.06	22,922.15	51,556.21
W. SON CTY UHSD AWUF (ANALY)	14,375.32	11,507.74	25,883.06

## ATTACHMENT A

2016-17 PROPERTY TAX IMPOUND	BUSINESS APPEAL IMPOUND SECURED	BUSINESS APPEAL IMPOUND UNSECURED	BUSINESS APPEAL IMPOUND TOTAL
	<b>1,281,771.00</b>	<b>1,026,084.00</b>	<b>2,307,855.00</b>
HEALDSBURG HI ELEM AWUF	9,464.49	7,576.52	17,041.01
PETALUMA HI ELEM AWUF	22,319.85	17,867.50	40,187.35
SANTA ROSA HI ELEM AWUF	40,888.24	32,731.87	73,620.11
POINT ARENA HI ELEM AWUF	1,904.37	1,524.48	3,428.85
CLOVERDALE AWUF	7,254.07	5,807.03	13,061.10
GEYSERVILLE AWUF	4,445.76	3,558.92	8,004.68
SCHOOL EQUALIZATION AID	4,657.25	3,728.22	8,385.47
LAGUNA JT GENERAL	2.49	1.99	4.48
UNION JT GENERAL	2.51	2.01	4.52
MARIN CO SCHOOL SVC ADMIN	258.78	207.16	465.94
SHORELINE JT UNIF GEN	4,988.41	3,993.32	8,981.73
POINT ARENA HI GENERAL	2,900.28	2,321.73	5,222.01
MENDO CO SCHOOL SVC ADMIN	172.56	138.14	310.70
CALISTOGA JT UNIF GEN	2,131.88	1,706.61	3,838.49
NAPA JT JR COLL GEN	371.75	297.60	669.35
NAPA CO SCHOOL SVC ADMIN	138.74	111.06	249.80
CLOVERDALE CITY	3,318.81	2,656.78	5,975.59
COTATI CITY	1,810.13	1,449.05	3,259.18
HEALDSBURG CITY	4,642.16	3,716.15	8,358.31
PETALUMA CITY	17,197.93	13,767.30	30,965.23
ROHNERT PARK CITY	8,713.16	6,975.06	15,688.22
SANTA ROSA CITY	41,030.90	32,846.08	73,876.98
SEBASTOPOL CITY	2,946.07	2,358.39	5,304.46
SONOMA CITY	5,169.59	4,138.36	9,307.95
SONOMA CITY ANNEX AREA	191.50	153.30	344.80
TOWN OF WINDSOR	7,854.09	6,287.36	14,141.45
<b>GRAND TOTALS</b>	<b>1,281,771.00</b>	<b>1,026,084.00</b>	<b>2,307,855.00</b>

## ATTACHMENT B

### History of Board Action:

- #1 4-17-84 Resolution authorizing the Auditor-Controller to impound \$4,101,408 county-wide for Geothermal-Tax Litigation 1983-1984.
- #2 4-17-84 Resolution amending #1 for Cloverdale and Geyserville School Districts canceling 1983-1984 impounds of \$1,146,581 and impounding \$2,511,214 from fiscal years 1980-1981, 1981-1982, 1982-1983.
- #3 6-30-84 Resolution amending #1 for the County General, Library, & Fire Service Funds canceling 1983-1984 impounds of \$2,329,618 and placing in reserve \$4,666,267 for County General & Library Funds and \$485,289 for County Fire Service Fund covering fiscal years 1980-1981, 1981-1982, 1982-1983, and 1983-1984 plus estimated interest.
- #4 8-28-84 Adopted fiscal year 1984-1985 final budget reserving an additional \$1,200,000 for County General and Library Funds for fiscal year 1984-1985.
- #5 12-18-84 Resolution authorizing Auditor-Controller to impound or place in reserve \$4,280,334 county-wide for Geothermal-Tax Litigation 1984-1985.
- #6 6-25-85 Resolution amending #4 for the County General and Library Funds canceling 1984-1985 reserves and impounding \$2,865,054 for Geothermal-Tax Litigation 1984-1985.
- #7 8-27-85 Adopted fiscal year 1985-1986 final budget reserving an additional \$2,300,000 for County General and Library Funds and \$200,000 for County Fire Service Fund for fiscal year 1985-1986.
- #8 86-0203 Resolution authorizing the Auditor-Controller to impound or place in reserves \$3,045,993 for certain taxes for the 1985-1986 fiscal year derived from the assessment of geothermal properties.
- #9 87-0608 Resolution authorizing Auditor-Controller to impound \$1,372,069 for the 1986-1987 fiscal year derived from the assessment of geothermal properties.
- #10 88-0420 Resolution authorizing Auditor-Controller to impound \$1,286,366 for the 1987-1988 fiscal year derived from the assessment of geothermal properties.
- #11 89-0597 Resolution authorizing Auditor-Controller to impound \$1,627,771 for the 1988-1989 fiscal year derived from the assessment of geothermal properties.

- #12 90-0605 Resolution authorizing Auditor-Controller to impound \$1,716,048 for the 1989-1990 fiscal year derived from the assessment of geothermal properties.
- #13 91-0669 Resolution authorizing Auditor-Controller to impound \$3,066,059 for the 1990-1991 fiscal year derived from the assessment of geothermal properties. This impound includes appeals by NCPA.
- #14 92-0484 Resolution authorizing Auditor-Controller to impound \$2,597,369 for the 1991-1992 fiscal year derived from the assessment of geothermal properties. This impound excludes NCPA appeals.
- #15 93-0555 Resolution authorizing Auditor-Controller to impound \$1,658,246 for the 1992-1993 fiscal year derived from the assessment of geothermal properties.
- #16 94-0501 Resolution authorizing Auditor-Controller to impound \$1,664,816 for the 1993-94 fiscal year derived from the assessment of geothermal properties.
- #17 95-0525 Resolution authorizing Auditor-Controller to impound \$6,307,406 for the 1994-1995 fiscal year derived from the assessment of geothermal properties.
- #18 96-0402 Resolution authorizing Auditor-Controller to impound \$7,947,861 for the 1995-1996 fiscal year derived from the assessment of geothermal and non-geothermal properties.
- #19 97-0408 Resolution authorizing Auditor-Controller to impound \$998,165 for the 1996-1997 fiscal year derived from the assessment of geothermal properties.
- #20 98-0412 Resolution authorizing Auditor-Controller to impound \$1,857,580 for the 1997-1998 fiscal year derived from the assessment of geothermal properties.
- #21 99-0403 Resolution authorizing Auditor-Controller to impound \$1,469,783 for the 1998-1999 fiscal year derived from the assessment of geothermal and non-geothermal properties.
- #22 00-0257 Resolution authorizing Auditor-Controller to impound \$350,817 for the 1999-2000 fiscal year derived from the assessment of geothermal properties.
- #23 01-0380 Resolution authorizing Auditor-Controller to impound \$3,873,583 for the 2000-2001 fiscal year derived from the assessment of geothermal properties and oak barrel claim for refunds.

- #24 02-0293 Resolution authorizing Auditor-Controller to impound \$1,858,060 for the 2001-2002 fiscal year derived from the assessment of geothermal properties and oak barrel claim for refunds.
- #25 03-0331 Resolution authorizing Auditor-Controller to impound \$3,586,159 for the 2002-2003 fiscal year derived from the assessment of geothermal properties and oak barrel claim for refunds.
- #26 04-0238 Resolution authorizing Auditor-Controller to impound \$3,408,421 for the 2003-2004 fiscal year derived from the assessment of geothermal and business properties.
- #27 05-0228 Resolution authorizing Auditor-Controller to impound \$3,429,815 for the 2004-05 fiscal year derived from the assessment of geothermal and business properties.
- #28 06-0291 Resolution authorizing Auditor-Controller to impound \$1,544,699 for the 2005-06 fiscal year derived from the assessment of geothermal and business properties.
- #29 07-0251 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$1,907,979 for the 2006-07 fiscal year derived from the assessment of geothermal and business properties.
- #30 08-0316 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$1,860,835 for the 2007-08 fiscal year derived from the assessment of geothermal and business properties.
- #31 09-0325 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$2,445,476 for the 2008-09 fiscal year derived from the assessment of geothermal and business properties.
- #32 10-0292 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$2,950,643 for the 2009-10 fiscal year derived from the assessment of geothermal and business properties.
- #33 11-0164 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$2,168,000 for the 2010-11 fiscal year derived from the assessment of geothermal and business properties.
- #34 13-0136 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$2,225,586 for the 2012-13 fiscal year derived from the assessment of geothermal and business

properties.

- #35 14-0137 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$1,690,485 for the 2013-14 fiscal year derived from the assessment of business properties.
  
- #36 16-0127 Resolution authorizing Auditor-Controller-Treasurer-Tax Collector to impound \$2,032,624 for the 2015-16 fiscal year derived from the assessment of business properties.





County of Sonoma  
State of California

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Auditor-Controller-Treasurer-Tax Collector To Impound \$2,307,855 Of 2016-17 Property Taxes Derived From The Assessment Of Business Appeals In Accordance With Section 26906.1 Of The Government Code, State Of California.**

**Whereas**, assessment appeals have been filed on certain business and geothermal properties located in Sonoma County, and

**Whereas**, these assessment appeals could have a financial impact on the various taxing entities if sustained and upheld by a court, and

**Whereas**, the Auditor-Controller Treasurer-Tax Collector is recommending that a portion of these business property taxes amounting to \$2,307,855 be impounded out of the second secured property tax installment, due on April 10, 2017.

**Now, Therefore, Be It Resolved** by the Board of Supervisors, County of Sonoma that the Auditor-Controller Treasurer-Tax Collector be and is hereby authorized and directed to impound property taxes in the amounts listed on Attachment "A", in accordance with Section 26906.1 of the Government Code, State of California.

**Supervisors:**

Gorin:                      Rabbitt:                      Gore:                      Hopkins:                      Zane:

Ayes:                                  Noes:                                  Absent:                                  Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Brooke Koop (707) 565-3294

**Supervisorial District(s):**

Countywide

**Title:** 2016-17 Property Tax Administration Charge

### **Recommended Actions:**

Approve Resolution Authorizing Property Tax Administration Charge to local taxing agencies to reimburse the County for costs incurred to process property taxes for 2016-17.

### **Executive Summary:**

During 1990-1991, the State Legislature gave Counties the authority, under SB2557, to collect Property Tax Administration Costs from local taxing agencies as reimbursement for processing their property taxes. This authorization was codified in Section 97 of the Revenue and Taxation Code (now Section 95 of the Revenue and Taxation Code). The purpose of this action is for the County Auditor to report the charges for Property Tax Administration Costs in 2016-17 to the Board of Supervisors and any other jurisdiction or person that requests the information.

### **Discussion:**

The 2016-2017 Property Tax Administration charge of \$10,291,723 increased by \$580,350 or 5.98% compared to the 2015-2016 charge, and is equivalent to 1.2% of the total property tax levy. The increase is attributable to a \$564,572 or 4.5% increase in reimbursable property tax administration costs and a \$15,778 or 0.5% decrease in offsetting revenue.

In accordance with the Revenue and Taxation Code, jurisdictions will be charged in 2016-2017 based on actual costs attributable to tax administration provided by the Auditor-Controller-Treasurer-Tax Collector, Assessor's Offices and Assessment Appeals Board for 2015-2016. Costs are allocated based on each jurisdiction's proportionate share of annual property taxes. A worksheet is provided in Attachment 1 that summarizes the actual Property Tax Administration Costs from 2015-16 for the 2016-2017 charges and Attachment 2 shows the distribution to each taxing jurisdiction in 2016-2017, along with a comparison to 2015-2016 charges.

As with years past, in accordance with Revenue and Taxation 95.3, the County Auditor will not charge county school districts, community college districts, Educational Revenue Augmentation Fund (ERAF), and county offices of education for their proportionate amounts of property tax administrative costs.

This practice began during 1991-92 when the State Legislature exempted schools from the list of agencies to be charged annually. (Please note that Attachment 2 includes school amounts for information only.)

The \$10,291,723 cost for Property Tax Administration is distributed between the districts, cities and redevelopment successor agencies (\$2,523,551) and the County General Fund (\$7,768,172). If schools were not exempted from these charges by State action, schools would pay \$5,890,262 of the amount paid by the County General Fund, and would reduce the County's costs to \$1,877,910.

**Prior Board Actions:**

October 23, 1990: First established a charge for Property Tax Administration. Each year thereafter annual approval of Property Tax Administration Charges.

**Strategic Plan Alignment**      Goal 3: Invest in the Future

Approval of an annual Property Tax Administration Charge enables the County to recover, from local taxing agencies, the administrative costs related to processing their property taxes.

**Fiscal Summary**

<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

The Auditor-Controller-Treasurer-Tax Collector, Assessor's Offices and Assessment Appeals Board have incurred a total of \$10.3M in costs in their respective department budgets related to Tax Administration. Of these costs \$2.5M are recovered through the Property Tax Administration charge.

This revenue is recorded in the General Fund under the Non-Prop 4 department ID and is collected from special districts, cities and redevelopment successor agencies. The remaining \$7.8M in costs are a use of fund balance in the General Fund, \$1.9M representing the County's share of tax administration related expenses, and \$5.9M attributable to school districts.

<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution authorizing Property Tax Administrative Charge for 2016-17 Attachment #1 – FY 2015-2016 Costs of Tax Administration for Calculating 2016-2017 SB2557 Charges Attachment #2 – FY 2016-2017 SB2557 Property Tax Administration Fee Schedule			
<b>Related Items “On File” with the Clerk of the Board:</b>			
County Property Tax Administrative Costs (SB 2557) Guidelines from the California Property Tax Manual.			

ATTACHMENT 1

ACTUAL 2015-2016 COSTS OF TAX ADMINISTRATION  
FOR CALCULATING 2016-2017 SB 2557 CHARGES

DEPARTMENTAL COSTS

Assessor .....	\$	9,877,149
Auditor-Controller-Treasurer-Tax Collector .....		3,091,315
Property Characteristics .....		9,313
Assessment Appeals .....		<u>174,039</u>
Total Cost .....	\$	<u>13,151,816</u>

OFFSETTING REVENUE

Supplemental Tax Admin .....	\$	1,122,475
Delinquency Fees .....		204,859
Redemption Fees .....		22,520
Flat Charge Fees .....		546,295
Assessment/Tax Collector Fees .....		100,822
Assessors Fees .....		3,907
Sale of Property (Real & Tax Def.) .....		36,713
Treasury Admin Fee .....		175,381
Redevelopment Dissolution Admin Fee .....		212,514
Unsecured Collection Fees .....		334,458
Sale of Maps & Prop. Char. Data.....		23,111
Assessment Appeals Filing Fees....		20,280
Other .....		<u>56,758</u>
Less Total Revenue .....	\$	<u>2,860,093</u>

NET COST \$ 10,291,723

ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
COUNTY SHARE	1,877,910.14	1,779,725.70
AGENCIES CHARGED	2,523,551.05	2,353,852.27
AGENCIES NOT CHARGED	5,890,261.81	5,577,795.03
<b>TOTAL</b>	<b>10,291,723.00</b>	<b>9,711,373.00</b>
<hr/>		
<b><u>FUND TITLE</u></b>		
COUNTY LIBRARY	206,421.09	195,557.92
<b><u>SPECIAL DISTRICTS UNDER BOARD OF SUPERVISORS</u></b>		
GENERAL #1 SOCO WATER AGENCY	75,376.58	71,417.44
SPRING LAKE PARK SCWA	24,319.34	23,035.38
ZONE 1A LAGUNA-MARK WEST	75,870.58	71,893.29
ZONE 2A PETALUMA BASIN	19,883.61	18,772.08
ZONE 3A VALLEY OF THE MOON	12,988.15	12,216.91
ZONE 5A LOWER RUSSIAN RIVER	2,562.64	2,418.13
ZONE 8A SO COASTAL WATER SHED	2,109.80	1,971.41
TOTAL WATER AGENCY	213,110.70	201,724.64
CSA #41 MULTI-SVCS LIGHTING	9,756.55	9,235.52
BLUEBIRD MEADOWS LIGHTING	10.29	9.71
STARR VIEW LIGHTING	10.29	9.71
TOTAL LIGHTING DISTRICTS	9,777.13	9,254.94
BITTNER LANE PERMANENT RD	30.88	19.42
MILL CREEK LANE PERMANENT RD	174.96	165.09
MIRABEL HEIGHTS PERMANENT RD	20.58	19.42
MONTE ROSA DIV #1 PERMANENT RD	30.88	29.13
PEAKS PIKE PERMANENT ROAD	61.75	58.27
TOTAL PERMANENT RD DISTRICTS	319.05	291.33
NO SO CO AIR POLLUTION	1,512.88	1,446.99
CSA #41, ZONE 3 ROSELAND	421.96	427.30
CSA #41, ZONE35 SO VLY REC & PK	1,729.01	1,621.80
CSA #40 FIRE SERVICES	43,441.36	41,525.83
TOTAL COUNTY SERVICE AREAS	45,592.33	43,574.93
<b>TOTAL SPECIAL DISTRICTS UNDER BOARD OF SUPERVISORS</b>	<b>270,312.09</b>	<b>256,292.83</b>

**SPECIAL DISTRICTS UNDER LOCAL BOARDS**

ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
GREEN VALLEY CEMETERY	133.79	135.96
SHILOH CEMETERY	5,207.61	4,933.38
TOTAL CEMETERY DISTRICTS	5,341.40	5,069.34
CLOVERDALE FIRE	6,823.41	6,642.58
BENNETT VALLEY FIRE	7,852.58	7,361.22
BODEGA BAY FIRE	3,509.48	3,311.58
FORESTVILLE FIRE	14,840.66	13,867.84
GLEN ELLEN FIRE	12,463.28	11,682.78
GRATON FIRE	9,252.26	8,720.81
RUSSIAN RIVER FIRE	6,699.91	6,428.93
KENWOOD FIRE	10,116.76	9,682.24
MONTE RIO FIRE	3,334.52	3,253.31
RINCON VALLEY FIRE	56,686.81	53,771.87
ROSELAND FIRE	5,855.99	5,729.71
SHELL-VISTA FIRE	10,723.98	10,080.41
VALLEY OF THE MOON FIRE	48,885.68	45,692.01
WINDSOR FIRE	14,326.08	13,615.34
GOLD RIDGE FIRE	18,504.52	17,305.67
RANCHO ADOBE FIRE	34,477.27	31,775.61
TIMBER COVE FIRE	1,698.13	1,621.80
GEYSERVILLE FIRE	11,084.19	10,517.42
OCCIDENTAL CSD ZNII - FIRE	3,149.27	2,923.12
TOTAL FIRE DISTRICTS	280,284.78	263,984.25
CLOVERDALE HOSPITAL	411.67	398.17
MARIN-SONOMA MOSQ. ABATEMENT	28,528.66	26,939.35
BAY AREA AIR QUALITY MANAGEMENT	16,332.96	15,450.79
CAMP MEEKER RECREATION & PARK	905.67	854.60
DEL RIO WOODS RECREATION & PARK	1,008.59	951.71
MONTE RIO RECREATION & PARK	1,162.96	1,145.94
RUSSIAN RIVER RECREATION & PARK	2,325.93	2,233.62
TOTAL RECREATION & PARK DISTRICTS	5,403.15	5,185.87
GOLD RIDGE RES. CONSERVATION	319.04	301.05
SONOMA RCD	1,430.55	1,349.88
TOTAL RES. CONSERVATION DISTRICTS	1,749.59	1,650.93
OCCIDENTAL COMMUNITY SVC, ZONE 1	308.75	291.34
CAZADERO COMMUNITY SERVICE	3,169.85	3,020.24
TOTAL COMMUNITY SERVICE DISTRICTS	3,478.60	3,311.58
FORESTVILLE WATER DISTRICT	1,903.97	1,757.76
SONOMA MOUNTAIN WATER	72.04	67.98

ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
TOTAL COUNTY WATER DISTRICTS	1,976.01	1,825.74
BODEGA BAY PUBLIC UTILITY	4,909.15	4,671.17
<b>TOTAL SPECIAL DISTRICTS UNDER LOCAL BOARDS</b>	<b>348,415.97</b>	<b>328,487.19</b>
<b>TOTAL ALL SPECIAL DISTRICTS</b>	<b>618,728.06</b>	<b>584,780.02</b>
<b><u>CITIES</u></b>		
PETALUMA	103,493.57	97,812.95
SEBASTOPOL	15,797.79	15,081.76
SONOMA	23,002.00	21,724.34
SONOMA ANNEX	1,533.47	1,456.71
SANTA ROSA	307,290.27	291,690.80
CLOVERDALE	16,158.01	15,528.49
HEALDSBURG	11,084.19	10,439.73
ROHNERT PARK	41,166.89	38,855.20
COTATI	6,535.24	6,147.30
TOWN OF WINDSOR	56,697.10	54,063.21
<b>TOTAL CITIES</b>	<b>582,758.53</b>	<b>552,800.49</b>
<b><u>COUNTY AS REDEVELOPMENT SUCCESSOR AGENCY</u></b>		
ROSELAND	20,295.28	19,053.71
THE SPRINGS	31,904.34	29,833.34
RUSSIAN RIVER	61,812.09	53,587.36
<b>TOTAL COUNTY AS REDEVELOPMENT SUCCESSOR AGENCY</b>	<b>114,011.71</b>	<b>102,474.41</b>
<b><u>CITIES AS REDEVELOPMENT SUCCESSOR AGENCIES</u></b>		
PETALUMA CENTRAL BUSINESS DIST	23,701.84	22,064.24
PETALUMA COMMUNITY DEVELOPMENT	176,317.80	162,548.96
PETALUMA CBD-Amended Area	15,509.63	13,071.51
<b>TOTAL PETALUMA</b>	<b>215,529.27</b>	<b>197,684.71</b>
SANTA ROSA GATEWAY	55,544.43	43,720.60
SANTA ROSA CENTER PROJECT	4,703.32	4,564.35
SANTA ROSA CENTER PROJECT PHASE II	18,082.56	17,859.21
SANTA ROSA CENTER PROJECT PHASE III	5,114.99	4,642.04
SOUTHWEST SANTA ROSA	72,659.56	65,590.61
SANTA ROSA GRACE BROS	5,259.07	4,632.32
<b>TOTAL SANTA ROSA</b>	<b>161,363.93</b>	<b>141,009.13</b>
SEBASTOPOL	40,940.47	38,651.26
SONOMA AMENDED	35,197.69	32,018.40



ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
SONOMA COMMUNITY DEVELOPMENT	82,766.04	78,458.18
TOTAL SONOMA	117,963.73	110,476.58
CLOVERDALE	43,204.65	39,000.87
HEALDSBURG SOTOYOME COMMUNITY DEV	151,123.66	142,621.22
ROHNERT PARK	171,357.19	154,760.44
COTATI	52,775.96	49,324.06
TOWN OF WINDSOR	47,372.80	44,711.16
<b>TOTAL CITIES AS REDEVELOPMENT SUCCESSOR AGENCIES</b>	<b>1,001,631.66</b>	<b>918,239.43</b>
<b>TOTAL ALL REDEVELOPMENT SUCCESSOR AGENCIES</b>	<b>1,115,643.37</b>	<b>1,020,713.84</b>
<b>TOTAL AGENCIES TO BE CHARGED</b>	<b>2,523,551.05</b>	<b>2,353,852.27</b>

**AGENCIES NOT CHARGED:**

**SONOMA COUNTY SCHOOLS**

ERAF AUGMENTATION TRUST	1,322,681.95	1,252,932.21
-------------------------	--------------	--------------

**SCHOOLS GENERAL:**

**ELEMENTARY SCHOOL DISTRICTS**

ALEXANDER VALLEY UNION	14,377.54	13,537.65
BELLEVUE UNION	50,130.98	48,265.52
BENNETT VALLEY UNION	25,893.98	24,443.53
CINNABAR	4,929.74	4,700.30
DUNHAM	411.67	291.34
FORESTVILLE UNION	20,624.61	19,345.06
FORT ROSS	2,912.56	2,787.16
GRAVENSTEIN UNION	16,693.17	15,528.49
GUERNEVILLE	7,008.66	6,739.69
HARMONY UNION	17,763.51	16,489.91
HORICON	13,163.11	12,479.11
KENWOOD	19,718.94	18,752.66
LIBERTY	4,734.19	4,476.94
MARK WEST UNION	56,306.02	53,198.90
MONTE RIO UNION	5,310.53	5,156.74
MONTGOMERY	4,054.94	3,865.13
OAK GROVE UNION	19,471.94	18,451.61
OLD ADOBE UNION	79,482.98	75,399.10

ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
PETALUMA CITY	77,424.63	73,029.52
PINER-OLIVET UNION	35,382.94	33,339.14
RINCON VALLEY UNION	100,436.92	95,161.74
ROSELAND	9,344.88	8,730.52
SANTA ROSA CITY	166,715.62	159,217.96
SEBASTOPOL UNION	32,799.72	30,950.15
TWIN HILLS UNION	18,761.81	17,752.39
WAUGH	12,483.86	11,838.16
WEST SIDE UNION	10,785.73	10,070.69
WILMAR UNION	8,747.96	8,215.82
WRIGHT	28,981.49	27,172.42
TOTAL ELEMENTARY SCHOOL DISTRICTS	864,854.63	819,387.35
<b><u>HIGH SCHOOL DISTRICTS</u></b>		
WEST SON. CTY. UNION HIGH (ANALY)	112,900.20	106,426.94
HEALDSBURG UNION HIGH	160,921.38	153,255.18
PETALUMA CITY JT HIGH	246,517.64	231,936.72
SANTA ROSA CITY HIGH	702,914.39	667,511.22
TOTAL HIGH SCHOOL DISTRICTS	1,223,253.61	1,159,130.06
<b><u>UNIFIED SCHOOL DISTRICTS</u></b>		
CLOVERDALE UNIFIED	17,094.55	16,567.60
COTATI-ROHNERT PARK UNIFIED	173,806.62	164,355.28
GEYSERVILLE UNIFIED	9,849.18	9,604.55
SONOMA VALLEY UNIFIED	436,039.72	410,023.88
WINDSOR UNIFIED	192,012.68	180,631.54
TOTAL UNIFIED SCHOOL DISTRICTS	828,802.75	781,182.85
SO CO JT JUNIOR COLLEGE	583,581.86	553,033.56
<b>TOTAL SCHOOLS GENERAL</b>	3,500,492.85	3,312,733.82
SCHOOL SERVICE ADMIN	204,589.16	193,877.85
TOTAL SCHOOL SERVICE	204,589.16	193,877.85
<b><u>AREA WIDE UNIFICATION FUNDS (AWUF)</u></b>		
WEST SON. CTY UHSD AWUF (ANALY)	105,562.20	99,522.15
HEALDSBURG HI,ELEM-AWUF	61,997.34	59,258.80
PETALUMA HI,ELEM-AWUF	154,705.18	145,554.06
SANTA ROSA HI,ELEM-AWUF	312,374.38	296,643.60
POINT ARENA HI,ELEM-AWUF	15,231.75	14,450.52
TOTAL HI, ELEM-AWUF	649,870.85	615,429.13

ATTACHMENT 2

ACTUAL 2016-2017 SB2557  
PROPERTY TAX ADMINISTRATION  
FEE SCHEDULE

	2016-17 ACTUAL PROPERTY TAX ADMIN FEE	2015-16 ACTUAL PROPERTY TAX ADMIN FEE
CLOVERDALE UNIF-AWUF	53,434.63	51,790.75
GEYSERVILLE UNIF-AWUF	38,161.71	37,223.69
TOTAL UNIFIED AWUF	91,596.34	89,014.44
SCHOOLS EQUALIZATION AID	33,273.14	31,532.83
<b>TOTAL SONOMA COUNTY SCHOOLS</b>	<b>4,479,822.34</b>	<b>4,242,588.07</b>
<b><u>INTER-COUNTY SCHOOLS:</u></b>		
<b><u>MARIN COUNTY SCHOOLS</u></b>		
LAGUNA JOINT	20.58	19.42
UNION JOINT	20.58	19.42
SHORELINE JT UNIFIED	39,942.18	37,631.57
MARIN CO SCHOOL SERVICE	2,068.64	1,951.99
TOTAL MARIN COUNTY SCHOOLS	42,051.98	39,622.40
<b><u>MENDOCINO COUNTY SCHOOLS</u></b>		
POINT ARENA HI	23,197.54	22,005.97
MENDOCINO CO SCHOOL SERVICE	1,379.09	1,311.04
TOTAL MENDOCINO COUNTY SCHOOLS	24,576.63	23,317.01
<b><u>NAPA COUNTY SCHOOLS</u></b>		
CALISTOGA JT UNIF	17,043.09	15,596.47
NAPA JT JUNIOR COLLEGE	2,974.31	2,719.18
NAPA CO SCHOOL SERVICE	1,111.51	1,019.69
TOTAL NAPA COUNTY SCHOOLS	21,128.91	19,335.34
<b>TOTAL INTER-COUNTY SCHOOLS</b>	<b>87,757.52</b>	<b>82,274.75</b>
<b>TOTAL ALL SCHOOLS</b>	<b>4,567,579.86</b>	<b>4,324,862.82</b>
<b>TOTAL AGENCIES NOT CHARGED</b>	<b>5,890,261.81</b>	<b>5,577,795.03</b>
<b>COUNTY GENERAL</b>	<b>1,877,910.14</b>	<b>1,779,725.70</b>
<b>TOTAL ADMINISTRATION FEES</b>	<b>10,291,723.00</b>	<b>9,711,373.00</b>



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Approving Property Tax Administration Costs To Be Charged During 2016-2017**

**Whereas,** California Revenue and Taxation code Section 95.3 authorizes counties to establish and reduce property tax revenues for charges from jurisdictions and redevelopment successor agencies for reimbursement of County expenses incurred with respect to the assessment, collection and allocation of property taxes, and

**Whereas,** in Resolution No. 90-1989, the Sonoma County Board of Supervisors directed that Property Tax Administration Costs to be collected from all jurisdictions and redevelopment successor agencies pursuant to Revenue and Taxation Code Section 97 (now Section 95.2), the amount of such costs to be set annually; and

**Whereas,** the County Auditor submitted documents, the amounts to be charged to each jurisdiction and redevelopment successor agency pursuant to state law (Attachment 2), and the proposed method of calculating the allocation of Property Tax Administrative Costs to each jurisdiction and redevelopment successor agency receiving a share of property taxes (on file with Clerk).

**Now, Therefore, Be It Resolved** by the Board of Supervisors of the County of Sonoma the foregoing recitals are true and correct, and that the Board hereby finds and determines as follows:

1. A Property Tax Administration Costs for the assessment, collection and allocation of property taxes shall be charged to each jurisdiction and redevelopment successor agency receiving a share of property taxes collected by the County of Sonoma to the extent authorized by law.

2. In the event a court in the proper exercise of its jurisdiction finally determines that calculations directed by this resolution are unlawful as applied to any entity, the County Auditor is directed to recalculate the Property Tax Administrative Costs retrospectively to comply with the requirements of any such judicial decision, and is further directed to comply with the remaining provisions of this resolution, to the extent permitted by law.

Resolution #

Date:

Page 2

3. The provisions of this resolution shall be deemed to be severable, and if any part of this resolution, or any state law authorizing it, should be declared unconstitutional on its face or as applied, the remaining portions of this resolution would still have been adopted.

4. Any claim or challenge with respect to the amount or calculation of the charge must be filed with the Board of Supervisors within 120 days of adoption of this resolution. At the claimant's request, the Board or its designee shall hold a hearing at which evidence shall be taken, and the decision of the Board or its designee shall be final

**Be It Further Resolved** the Board hereby approves the SB2557 Property Tax Administration Costs to be charged during 2016-2017 based on 2015-2016 actual costs prepared and submitted by the County Auditor and attached hereto as Attachments 1 & 2. The County Auditor is hereby authorized to deduct and collect these amounts.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

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:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

William F. Rousseau , 707-565-1876

**Supervisorial District(s):**

All

**Title:** Special Elections Official Canvass

### **Recommended Actions:**

Adopt resolution adopting the official canvass of the vote for the March 7, 2017, Special Election

### **Executive Summary:**

The canvass for the March 7, 2017 Special Election has been completed and certified by the County Clerk. The Clerk is now submitting the official canvass to the Board of Supervisors for adoption as provided by law.

### **Discussion:**

Pursuant to Elections Code §1000 and §1002, the Special Election was held on March 7, 2017. The results thereof have been certified by the County Clerk, and the certification must be adopted by the Board of Supervisors as the governing body. Elections Code §15372 provides that the Clerk shall canvass the returns (provide an official tally of votes for the election). Following certification of the official results, Elections Code §15302 requires the Clerk to submit a certified statement of the results to the governing body (the Board of Supervisors) for adoption. The canvass has been completed, and the Statement of the Votes Cast (on file with the Clerk of the Board) is submitted to the Board for adoption as provided by law, with a Summary of Official Results included as an attachment to this item.

### **Prior Board Actions:**

Resolution 17-0028, dated January 24, 2017, authorized consolidation of elections to be held in conjunction with the March 7, 2017, Special Election.

**Strategic Plan Alignment** Goal 4: Civic Services and Engagement

The Board's adoption of the Official Canvass of the Vote and declaration of the results of the election are, by law, necessary to put into effect the votes cast at the election.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
None.			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution, Resolution Exhibit A: Summary of Official Results.			
<b>Related Items “On File” with the Clerk of the Board:</b>			
Statement of Vote.			



County of Sonoma  
State of California

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,**

**Whereas,** the Special Election was held on March 7, 2017 and

**Whereas,** the County Clerk is directed to canvass the returns of said election pursuant to Elections Code Sections 15301, 15302, and 15372 and

**Whereas,** the County Clerk has completed the canvass of said election and submitted to the Board of Supervisors the Official Statement of the Vote;

**Now, Therefore, Be It Resolved** that the official canvass of votes cast at the Special Election held on March 7, 2017, is hereby adopted in accordance with law, and the results of the election under the jurisdiction of the County of Sonoma as to the measures is hereby declared. A copy of the Statement of the Vote is provided herewith.

**Supervisors:**

Gorin:                      Rabbitt:                      Gore:                      Hopkins:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**





*Measure A-Sonoma County  
Cannabis Business Tax*

Complete Precincts: 358 of 358

Yes	64,177	71.0%
No	26,219	29.0%

*Measure B-Sonoma Valley  
Health Care District*

Complete Precincts: 45 of 45

Yes	5,860	66.0%
No	3,025	34.0%

*Registration and Turnout  
Totals Sonoma County*

Complete Precincts: 358 of 358

Total Registered Voters	271,926	
Precinct Registration	271,926	
Precinct Ballots Cast	8,709	3.2%
Absentee Ballots Cast	82,003	30.2%
Total Ballots Cast	90,712	33.4%



## 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:** Sonoma County Board of Supervisors

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Services

**Staff Name and Phone Number:**

Norine Doherty - 565 -7321

**Supervisorial District(s):**

All

**Title:** Caltrans- Metropolitan Transportation Commission Senior Transportation Grant Proposal

### **Recommended Actions:**

Execute a Resolution of Authority allowing the Director of Human Services to sign grant proposal applications and attachments on behalf of the Area Agency on Aging to receive Federal Transportation Authority (FTA) funding for senior transportation programs. The Resolution of Authority will enable the Director of Human Services to sign documents required before grant award.

### **Executive Summary:**

In 2016, the Sonoma County Human Services Department (HSD), Area Agency on Aging (AAA) conducted a needs assessment that identified "accessible, reliable transportation" as one of the greatest unmet needs for seniors, adults with disabilities, and non-English speaking persons. These at-risk populations are often low income, living in rural areas not well served by public transportation, are especially isolated, and are in critical need of alternative forms of transportation services to take them where they need to go. The proposed project serves to assist the target populations in cost effective ways that meets the individual's specific needs by increasing innovative alternative transportation options through the expansion of volunteer driver and travel voucher programs focusing on areas not currently served by such programs. The project will also address coordinating existing transportation services to reduce confusion, avoid duplication of services, and improve existing travel options county-wide.

### **Discussion:**

This funding is made possible through Federal Transportation Authority (FTA) Section 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities, managed by Caltrans. The program provides a mix of capital and operating funding for FY 2017-2020, with \$679,289 apportioned locally for the Santa Rosa Large Urbanized Area (Large UZA) and \$20,000,000 for statewide Small Urban and Rural Areas (Small UZA). From these funding sources, HSD is applying for \$410,000 from the Large UZA apportionment and \$276,591 from the Small UZA apportionment.

Sonoma County seniors are living longer, representing 25% of the total population with 29% reporting a disability compared to 12% of the total population. Latino and all other non-white seniors comprise 14%

of Sonoma County's senior population. By 2030, Latinos and other ethnic minority groups will represent 25% of the total senior population in Sonoma County.

Planned projects will provide services that exceed Americans with Disabilities Act (ADA) requirements for public transportation. The planned projects will exceed ADA requirements by providing transportation options to areas that fall outside of the ADA required ¾ mile service from fixed routes bus service areas, including rural and geographically isolated areas. In addition, the planned projects will improve access to fixed-route bus services, decrease paratransit utilization, and provide alternatives to public transportation for those that are too frail to walk, choose not to drive, or assist when public transportation is not able to take them where they need to go.

In response to the increasing need for transportation to the target populations, the HSD, AAA program submitted 2 proposals to Caltrans on March 1, 2017 in response to 2 calls for projects. As a condition of both applications, Caltrans and MTC require a Resolution of Authority from the Sonoma County Board of Supervisors giving authority to the Director of Human Services to sign all grant proposal documents.

Project 1 – Santa Rosa Large Urbanized Area (Large UZA) – Request for \$410,000 – Term 7/1/2018 through 6/30/2020

Expansion of county-wide Volunteer Driver Programs (VDP), Travel Voucher Programs (TVP) and coordination of existing transportation services.

The expansion of volunteer driver programs (VDP) will increase one-way rides and expand geographic regions served as well as increase the availability of travel vouchers prioritizing vulnerable and geographically isolated individuals. By expanding volunteer driver service areas and offering options for same day trips and trips spanning farther distances with travel vouchers, barriers related to distance and timely access to services will be reduced. In addition, the increased coordination among VDPs will facilitate the sharing of riders across service areas, contributing to the reduction to the barriers of navigating multiple transportation systems for individuals. The funding will also be used to expand transportation options and functionality of the Sonoma Access website ([sonomaaccess.org](http://sonomaaccess.org)), a one-stop transportation resource maintained by AAA which assists all members of the community in accessing and arranging their transportation needs.

AAA and Santa Rosa Transit are submitting proposals and have discussed how to best coordinate serving the populations targeted by each agency if both are awarded funding from this grant opportunity.

Project 2 – Small Urban and Rural Urbanized Area (Small UZA) – Request for \$276,591 – Term 7/1/2017 through 6/30/2020

Operating assistance for implementation of new Russian River Area Feeder Shuttle Service

Partnering with West County Community Services (WCCS), WCCS plans to utilize an existing Americans with Disabilities (ADA) accessible 11 passenger van with a wheelchair lift to expand access and increase coordination of transportation services for seniors and individuals with disabilities living in the rural community of the Russian River Area (RRA) in Sonoma County. The RRA Feeder Shuttle Service will provide a new transportation option that will offer sliding scale low cost, enhanced, same-day services for eligible riders to access medical, social, and supportive services in the greater Santa Rosa area of

Sonoma County.

Contingent upon award of funding, HSD will bring forth a request to the Sonoma County Board of Supervisors to authorize the execution of the Funding Agreement between Caltrans-Metropolitan Transportation Commission for Transportation and Mobility Management Activities.

**Prior Board Actions:**

1. On July 12, 2016, the Board approved the Caltrans Funding Agreement- Federal Section 5310 Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities for transportation and mobility management grant activities for the term of 7/1/16 to 6/30/18.
2. On February 9, 2016, the Board approved contract amendments with Petaluma People Services Center, Sebastopol Area Senior Center and Catholic Charities to include MTC New Freedom Cycle 5 funding for transportation and mobility management grant activities for term of 2/9/16-6/30/16.
3. On December 2, 2014, the Board approved Resolution of Authority allowing the Director of Human Services to sign Caltrans grant proposal application and proposal attachments on behalf of the AAA to receive Section 5310 Formula Grants funding for the Enhanced Mobility of Seniors and Individuals with Disabilities for transportation and mobility management grant activities for term of 7/1/16 to 6/30/18.
4. On September 23, 2014, the Board approved Metropolitan Transportation Commission funding agreement for transportation and mobility management grant activities for term of 7/1/14 to 12/31/16.
5. On September 29, 2009, the Board approved the Caltrans/ MTC Funding Agreement – New Freedom Cycle 4 grant funding.
6. On November 21, 2008, the Board approved the Caltrans/MTC Funding Agreement – Lifeline Transportation Program funding.
7. On March 11, 2008, the Board approved the Caltrans/Metropolitan Transportation Commission (MTC) Funding Agreement – New Freedom Cycle 3 grant funding.

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

Transportation for seniors and individuals with disabilities improves quality of life by giving access to medical appointments, social events, and remaining independent at home.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses		\$228,863	\$228,863
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal		\$228,863	\$228,863
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>		\$228,863	\$228,863
<b>Narrative Explanation of Fiscal Impacts:</b>			
If awarded, funding will be included in proposed FYs 2017-20 Budgets.			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
Resolution			
<b>Related Items “On File” with the Clerk of the Board:</b>			
2017 Senior Transportation Grant Application			



County of Sonoma  
State of California

Date: April 4, 2017

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_



4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, to authorize the Director of Human Services to sign grant proposal application and proposal attachments on behalf of the Area Agency on Aging to receive Federal Transportation Authority (FTA) funding for senior transportation programs. The Resolution of Authority will enable the Director of Human Services to sign documents required before grant award.**

**Whereas**, the Adult and Aging Division will submit an application for grant funding from the California Department of Transportation, Division of Mass Transit (Caltrans), to coordinate mobility management and transportation programs for the elderly, and disabled, and

**Whereas**, as part of the grant application process, Caltrans requires a Resolution of Authority from the Sonoma County Board of Supervisors, before receiving notice of grant award, giving authority to the Director of Human Services to sign grant proposal application and attachments on behalf of the Area Agency on Aging.

**Now, Therefore, Be It Resolved** that the Board of Supervisors of the County of Sonoma authorizes the Director of Human Services to sign grant proposal application and proposal attachments on behalf of the Area Agency on Aging to receive Section 5310 Formula Grants funding for the Enhanced Mobility of Seniors and Individuals with Disabilities for the Bay Area's Large Urbanized Areas and statewide Small Urban and Rural Areas Call for Projects required by Caltrans before grant award for project activities occurring during the grant cycle anticipated to be from July 1, 2017 to June 30, 2020 in the amount to be determined after the grant funding is awarded.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

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:** Sonoma County Board of Supervisors

**Board Agenda Date:** April 4, 2017

**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:** Out-of-state travel request

**Recommended Actions:**

Approve travel to Washington, DC for Oscar Chavez, Assistant Director – Human Services Department, to participate in the American Bar Association Commission on Homelessness and Poverty, from April 6-7, 2017

**Executive Summary:**

Oscar Chavez has been invited to participate in the American Bar Association Commission on Homelessness and Poverty to be held April 6-7, in Washington, D.C. The Commission will reimburse the County for Mr. Chavez roundtrip air travel, hotel accommodations, some meals and local transportation to/from the airport/hotel in Washington, DC. HSD will cover additional costs of meals, mileage and parking.

County Administrative Policy 3-2 requires approval by the Board of Supervisors for more than three out-of-state trips in any fiscal year. The County Administrator recommends the Board approve this travel request since the topic is of keen interest to the County and the majority of the travel costs are being born by the American Bar Association Commission on Homeless and Poverty.

**Discussion:**

The American Bar Association Commission on Homelessness and Poverty *Collaborate to Advocate: Lawyers and Communities Working Together to End Poverty* meeting has invited Oscar Chavez to share data and statistics from Sonoma County, as well as gain insight and collaborate with others on ways to improve the outcomes of various anti-poverty initiatives. Additionally, Mr. Chavez will have to valuable networking opportunities at the event. The convening will be an opportunity to foster strategic, interdisciplinary collaboration among national, state and local organizations to amplify collective efforts to end poverty. This convening is part of a multi-year initiative. In partnership with stakeholders from the service provider, religious, academic, education, health/mental health, political and legal communities, the Commission has hosted anti-poverty roundtables in a diverse set of communities – ranging from urban areas in large cities, smaller cities, suburban communities and counties, and rural areas – to reflect the broad range of geographies where poverty exists.

Building on the foundation of the local community roundtable approach, the April 7<sup>th</sup> convening will include national stakeholders from professional and advocacy organizations, as well as representatives from pertinent federal agencies, to discuss the myriad of ongoing strategies and advocacy efforts to determine how new collaborations could improve outcomes of various anti-poverty initiatives.

The American Bar Association is one of the world’s largest voluntary professional organizations. It is committed to: serving its members, improving the legal profession, eliminating bias and enhancing diversity, and advancing the rule of law throughout the United States and around the world.

The ABA Commission on Homelessness will reimburse the County for Mr. Chavez roundtrip air travel, hotel accommodations, meals and local transportation to/from the airport/hotel. HSD will cover the remaining costs for the trip.

Oscar Chavez’ 3 prior trips this fiscal year were:

1. July 13-15, 2016 – Aspen, CO (Aspen Institute; flight, lodging paid for)
2. October 26-27, 2016 – New York, NY (Aspen Institute; flight, lodging paid for)
3. January 24-27, 2017 – Chicago, IL (ReThink Health Ventures; flight and lodging paid for)

**Prior Board Actions:**

None

**Strategic Plan Alignment**      Goal 3: Invest in the Future

Share data and statistics from Sonoma County, and gain insight and collaborate with others on ways to improve the outcomes of various anti-poverty initiatives.



<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	700		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>700</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	700		
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>700</b>		
<b>Narrative Explanation of Fiscal Impacts:</b>			
<p>The ABA Commission on Homelessness will reimburse the county up to \$900 for Mr. Chavez travel:  Roundtrip air travel \$ 550  Hotel accommodations; local transportation to/from the airport/hotel \$350  Breakfast and lunch will be included in the meeting.  HSD will cover additional costs of meals not included (lunch, two dinners), balance of airfare, bridge, mileage and parking – an estimate of \$700 which is included in PREE FY16/17 budget.</p>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None			
<b>Attachments:</b>			
None			
<b>Related Items "On File" with the Clerk of the Board:</b>			
None			



## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors of the County of Sonoma, 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

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Human Resources

**Staff Name and Phone Number:**

Janell Crane, 565-2885

**Supervisorial District(s):**

All

**Title:** Enterprise Risk Management Information System Enhancement

### **Recommended Actions:**

Authorize the Director of Human Resources to execute the Participating Entity Service Agreement with the California State Association of Counties – Excess Insurance Authority, to add a workers compensation claim module to the Systema Software LLC’s Risk Management Information System to ensure accurate claims data is maintained and State and Federal financial reporting and audit requirements are met, at a one-time cost of \$303,750, and adding an annual license and system support fee of \$67,600 and renews annually unless terminated with 60 days’ notice.

### **Executive Summary:**

This agenda item requests authorization to amend the current Participating Entity Service Agreement with the California State Associations of Counties- Excess Insurance Authority (CSAC-EIA) to implement Phase II of the Risk Management Information System enhancements to add the County’s workers compensation claims data into the Systema Software LLC Risk Management Information System. Migrating all risk management data into one countywide enterprise risk management system was a Human Resources Department strategic project identified in the FY 2014/15 budget. As a self-insured public entity, the County is required to maintain accurate claims data including financial and other loss information which is relied upon by actuaries and external auditors for financial reporting of the County’s liabilities and obligations through the Comprehensive Annual Financial Report or CAFR. The Risk Management Information System is also relied upon to meet the financial reporting and audit requirements for State and Federal grant reimbursement programs, and to inform the Board of Supervisors for budgetary decisions related to adequate funding of the County’s internal service and trust funds.

Your Board previously authorized the Human Resources Director to execute a Participating Entity Service Agreement for the County’s liability claims on January 27, 2015. Phase I of the project for liability claims data was completed during FY 2015/16 and went “Live” in July 2016. Amending the service agreement will allow work to proceed on Phase II to migrate the workers compensation claims data this summer.

Total costs of implementation of Phase II is estimated at \$303,750, which is included in the current FY 2016/17 budget. Annual maintenance, support and cloud hosting fees are \$67,600, and have been included in the proposed FY 2017/18 budget.

**Discussion:**

Human Resources, Risk Management Division, is responsible for administration of the County's self-insured liability and workers compensation programs providing coverage to all County departments, agencies and special districts under the direction of the Board of Supervisors/Directors/Commissioners. Those entities include the Community Development Commission, the Sonoma County Water Agency, the Sonoma County Fair, the Agricultural Preservation and Open Space District, In Home Support Services Public Authority, and the Sonoma County Employee Retirement Association.

Human Resources-Risk Management together with County Counsel, conducted a needs assessment and business process review in 2013. Recognizing the need for improved claims and litigation tracking and reporting, the assessment identified the need to replace the county's antiquated claims system with a current, "best of breed" Risk Management Information System which could be integrated with County Counsel's existing management system, Abacus.

A robust Risk Management Information System is critical to support the County in administration and management of tort claims and litigation information. The previous Risk Management Information System was originally procured by the County in 1991, and was in service for 24 years through 2016 when HR completed Phase I. The new Risk Management Information System provides a much more robust infrastructure providing complete case management support and documentation. The system provides robust data analytics, business intelligence and other advanced functions to provide trend data to meets statutory reporting and financial audit requirements, actuarial analysis, and risk management statistics.

Migration of the liability claims administration data was completed in June 2016, and Human Resources staff is eager to migrate the County's workers compensation claims information into this system, too. Over the past 18 years, the County's workers compensation claims data has been supported by third party claims administrators with whom we have agreements to provide claims administration and data support. During that time, the County has transitioned claims data to five different claims systems. Each data migration project has required tremendous staff time to map, test, and validate data. Over time data integrity has become compromised.

The County has had a long standing relationship with the CSAC-EIA, having first joined the Excess Workers Compensation program in 1976. Leveraging the County's participation in the CSAC-EIA to utilize their risk management information system and staff support provides the greatest benefit to the County. Integrating all of the County's claims data including but not limited to general liability, workers compensation, property, medical malpractice, and Equal Employment Unit complaints into one Risk Management Information System will provide efficiencies and ensure data integrity. Costs for this system will be offset by a reduction in third party administration fees whereby claims administrators will no longer charge the County for claims data migration and maintenance, and their staff will access the County's claims information through a portal hosted on the CSAC-EIA's site.

Systema Software LLC was selected by the CSAC-EIA in 2013 following an extensive nationwide evaluative process. There are significant additional benefits in leveraging the work effort already completed by the CSAC-EIA, in that they have pre-negotiated a reduced rate for CSAC-EIA members and provide complete system hosting services, including maintenance and support through the Information Technology Division of the CSAC-EIA. It also provides the ability to benchmark with other participating members, maintaining consistency in data coding and reporting. With these added benefits, we believe it is most cost effective to access Risk Management Information System services provided through the CSAC-EIA rather than procuring a stand-alone system. Information Systems staff were previously consulted during the evaluation process and concur with this recommendation. Currently, there are 12 member counties/public entities (including Sonoma) who have entered into service agreements with the CSAC-EIA, including the counties of Madera, Tulare, Stanislaus, Fresno and Mendocino.

Costs for the workers compensation claims module includes a one-time license fee of \$81,000 for system software, perpetual software licenses for 18 concurrent full access users (for internal staff and third party claims administrator staff), custom interface development, data conversion from the current third party administrator and system training. It is anticipated the useful life of this software product is approximately 10 years, offering an acceptable return on investment when compared with costs of other related systems. Implementation services are provided by Systema personnel on a time and expense basis at \$165/hr. Based upon prior workers compensation claims migrations conducted for similarly sized entities, 1,350 hours have been estimated at \$222,750. Implementation fees are one-time and these costs have already been budgeted and are included in the FY 2016/17 workers compensation budget.

**Prior Board Actions:**

1/27/2015: Authorize HR Director to execute Participating Entity Services Agreement with the CSAC-EIA.

**Strategic Plan Alignment**      Goal 3: Invest in the Future

This initiative provides the County with a stable, secured and cost effective Enterprise Risk Management system to support the County's self-insurance programs with enhanced functionality for the next 10 years.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	303,750	67,600	67,600
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>303,750</b>	<b>67,600</b>	<b>67,600</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	303,750	67,600	67,600
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>303,750</b>	<b>67,600</b>	<b>68,248</b>
<b>Narrative Explanation of Fiscal Impacts:</b>			
<p>FY 16/17: Appropriations for the one-time license expense of \$81,000 and implementation costs of \$222,750 were budgeted and sufficient funds for this project are in the Self-Insured Workers Compensation Program - Department budget # 23021500.</p> <p>FY 17/18: Annual maintenance, support and cloud hosting services fees of \$67,600 will be included in the Self-Insured Workers Compensation Program recommended budget- Department budget # 23021500.</p> <p>FY 18/19: Annual maintenance, support and cloud hosting services fees of \$68,248 will be included in this budget.</p>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			

**Attachments:**

- 1) Participating Entity Service Agreement between CSAC-EIA and County of Sonoma (Workers Comp).

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

- 2) Participating Entity Service Agreement between CSAC-EIA and County of Sonoma (Liability).
- 3) Master Software License and Professional Services Agreement between CSAC-EIA and Systema Software, LLC and Amendment No. 3 to Addendum #12.

**CSAC Excess Insurance Authority**  
**Insurity, Inc.**  
**Participating Entity Service Agreement**  
**Sonoma County**

This agreement is made and entered into as of April 4, 2017, between the CSAC Excess Insurance Authority, hereinafter referred to as "EIA" and Sonoma County, hereinafter referred to as "Member".

Whereas, the EIA has entered into an agreement with Insurity, Inc., (Formerly Systema Software, LLC) (SIMS) to provide software licenses for the SIMS claim system, support, maintenance, and ASP services in order to utilize the SIMS system; and

Whereas, pursuant to that agreement, EIA may bring over an existing Qualified Large Member, sublicensing SIMS claims to the Qualified large Member via an addendum to that agreement; and

Whereas, EIA and SIMS intend to execute an addendum to that Agreement to provide the services and goods outlined in the Sonoma County Proposal, attached, after the execution of this Agreement.

Now, therefore, the parties agree as follows:

Member agrees to the terms and conditions set forth in the Sonoma County Proposal, a copy of which is attached as Exhibit A.

Member agrees to pay EIA based on the "Pass Through" payment plan as detailed in the agreement between EIA and Insurity, Inc. All conversion costs will be paid the first year and annual fees will be paid as they become due. Based on Sonoma County's system defined by 18 access licenses for Workers' Compensation and Non-Occupational Lines of business two (2) additional Optional modules [Document Image Management Module and Check Issuance], four (4) connectors [Positive Pay Connector, Employee (HR) Connector, Medical Bill Review, and Managed Care/Medical Treatment], and additional form portfolio, Flash Forms. County shall pay, upon receipt of invoice, \$303,750 for the initial implementation costs, then annual fees for the 2017/18 of \$67,800 for year one, and estimated fees of \$68,248 in year two, \$68,909 in year three, \$69,583 in year four, and \$70,271 in year five for Cloud Hosting, Flash Forms, Maintenance and Support, (fluctuation is based on an estimated Consumers Price Index of 2%). The Cloud Hosting, Maintenance and Support costs will increase in subsequent years based on the CPI. The Annual fees will be pro-rated if the Member enters this agreement mid-year (based on a July 1 fiscal year).

This agreement shall become effective upon execution and shall automatically renew on July 1, 2017, and thereafter continue to renew for successive one (1) year periods. However, either party may terminate the agreement sixty days after issuing a written notice of termination to the other party. If either party terminates this agreement, the Member shall be provided the opportunity to contract directly with Insurity, Inc. for SIMS software licenses.

This Participating Entity Service Agreement has been duly executed by each party as of the day and year first above written.

MEMBER

CSAC Excess Insurance Authority

\_\_\_\_\_  
Christina Cramer  
Director of Human Resources  
Sonoma County  
Date Signed: \_\_\_\_\_

\_\_\_\_\_  
George Reynolds  
Chief Information Officer  
CSAC Excess Insurance Authority  
Date Signed: \_\_\_\_\_





## System Usage Guidelines and Cost Summary for the Implementation of SIMS CSAC Excess Insurance Authority Members

### Sonoma County Proposal

#### Overview

The purpose of this document is to outline the System Usage Guidelines and the associated costs required to implement the SIMS claims system in partnership with EIA.

#### System Usage Guidelines

- Member will utilize the SIMS Claims Administration System under the same terms and conditions provided in the agreement between the EIA and SIMS pricing specific to Member is outlined below.
- Member will be implemented on a separate database using the SIMS Cloud Hosting Service.
- Member will be provided with a “standard” environment to administer and/or track Workers’ Compensation Line of Business (additional Insurance Types can be added at an additional cost). The “standard” environment is based upon the EIA’s environment and utilization of the system.
- The “standard” environment will include pre-defined codes for primary reference tables such as body part, claimant type, reserve categories, etc. to ensure ease of data transfer to the EIA database. Most code tables can be modified by the member, but proper code translations must be provided for the EIA.

#### Support

- Member’s support will be handled through the EIA. The EIA will contact SIMS directly for any/all support issues. TPA Support will be handled directly by Insurity.

#### Software License Fees

##### **Concurrent user license fees**

**cost: \$54,000**

A one-time user license fee for Member is \$54,000 based on 18 concurrent user licenses. User licenses are based on a concurrent user basis, meaning that licenses are required for the number of users using the system at one time



## Line of Business license

cost: \$4,500

The member shall pay \$4,500 for the Workers' Compensation Line of Business and the Non-Occupational Line (a clone of the Workers' Compensation Line).

## Optional Modules and Connectors

- Insurity offers a number of Optional Modules and Optional Connectors to SIMS users.
- Members who wish to purchase an Optional Module license may choose to allocate the cost of the license over a five year period. All billing will be handled by the EIA on a fiscal year basis.
- All Optional Modules and Optional Interfaces will require some analysis, implementation and/or development/programming by Insurity.
- Insurity will provide a quote for these services, and any related costs will be the responsibility of the member at the time of implementation of the module and/or interface.
- Any additional annual maintenance fees associated with the purchase of an Optional Module or Optional Interface will be the responsibility of the member or members who utilize the module or interface.
- A current list and estimated costs of available Optional Modules and Optional Connectors can be obtained from Insurity.

## Member elected connectors/modules

cost: \$22,500

Document Image Management Module	cost: \$2,500
Check Issuance Module	cost: \$2,500
Positive Pay Connector	cost: \$2,500
Medical Bill Review Connector	cost: \$5,000
Employee (HR) Connector	cost: \$5,000
Managed Care/Medical Treatment Connector	cost: \$5,000
ISO Claim Search Connector	cost: \$0 (previously purchased)
SIMS CMS Direct to State	cost: \$0 (previously purchased)

## Additional Selected Options

Flash Forms SSL + Disability Rates included in the annual costs.

Implementation costs are included in Implementation Services section below.

## Implementation Services

Implementation Services Fees are calculated by adding the costs of Project Management, Training, and Data Conversion Services. Pricing provided in this section are estimates only. Implementation Services are performed on a time and expense basis at a rate of \$165/hour.

## **Conversion/Project Management/Business Analyst Services**

**cost: \$ 217,470**

It is estimated that based on the current scope of work that the project will require 1,318 hours.

The PM/BA estimate is based on implementing the known scope of work, including configuration services for the licensed software modules and the project management/business analysis time that may be required for the identified Custom Development. This estimate assumes that the scope of work outlined in this proposal will be completed either in advance of the initial production use of the system.

- Member's database will be implemented using the standard claims environment.
- Additional conversion/implementation cost, if any, will be invoiced on a monthly basis as incurred. Implementation/project management service fees are at a rate of \$165.00 per hour.

The data conversion costs is based on data conversion from the Northern Claims Management ClaimWare by 2CS system which includes a maximum of 35,000 claims for Workers' Compensation.

Additional requirements:

- The EIA and the member agree to provide timely feedback to Insurity on conversion questions, specifications, and other items received from Insurity.
- The Northern Claims Management will provide the claims database to be converted into SIMS.
- The format of the data will be one of the following only: SQL Server dump, Oracle dump, Access, Excel Spreadsheet or Fixed Length Records in an ASCII text file.
- Claims to be converted will come from a single source system.
- There will be one trial data conversion and one final data conversion. Any Insurity oversight will be corrected at no charge to the member.
- The EIA and the member will provide reference table mapping. The EIA will work with the member to determine the reference table values that are currently used and the correlation to the values that will be used in SIMS.
- The EIA and the member will be responsible for financial balancing, mapping validation and system function testing. Insurity agrees to assist with this process if requested.

## System Setup – Environment Configuration

- Member's database will be created and configured based on the EIA template for standardized members.
- Insurity will configure all server systems to provide level of functionality for member based on this participation agreement. Production database, Data warehouse database, and base product report writing functionality will be configured to support SIMS software implementation and use.

## Training

**cost: \$5,280**

- Since all Members' needs for training are different, it is the responsibility of the Member to determine the appropriate amount of training needed. EIA will work with the Member to verify their level of comfort with the system in order for the Member to receive the appropriate training.
- Insurity recommends the following training:
  - Sonoma WC User Training – 1 Day
  - TPA SME Training – 2 Days
  - Reports – 1 Day
- Actual Fees are based on \$165.00 per hour plus travel expenses for the trainer.
- The cost for training has been calculated based on the assumption of Insurity providing training for a maximum of 8 users per class for 4 days.
- If the Member chooses to use less than the 4 days of training, they will pay for the time used.
- EIA will provide additional training to the Member as needed

## Annual Fees:

These annual fees were determined based on the one-time license fees and annual fees that the EIA is required to pay Insurity per the contract. The EIA has determined a flat annual rate for members to assist with budgeting. This rate includes the following:

- The annual maintenance fee is 40% of the cost of Line of Business License Fee, user licenses, optional modules, custom development, and annual flash form fees.
- EIA Admin fee to offset costs of EIA staff supporting SIMS
- Cloud Hosting Fees. These are the fees associated with using Insurity as the Application Service Provider (ASP) to host and maintain the claims system and associated files on their servers.

**The Maintenance and Support fees for Sonoma County is \$32,400 based on 18 concurrent user licenses with six (6) optional modules listed above.** The annual maintenance fee is 40% of all User License Fees + Optional modules & connectors + Custom Development.

**Flash Forms fee is \$1,800.** The annual fee is based on \$100 per licensed Workers' Compensation User, per year.

**The EIA Admin fee is \$1,000.**

**The SIMS Cloud Hosting fee for Sonoma County is \$32,400.** The annual fee is based on \$1,800 per licensed user per year.

Pass Through Model **(Member has chosen this model)**

The Pass-through Model assumes that the member will pay for all one-time costs at go-live. Annual fees will be prorated based on time remaining in the fiscal year. An example of that is below:

Sonoma County									
Lines of Business: WC									
Concurrent User Licenses: 18									
		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	
	<b>Fiscal Year</b>	17/18	18/19	19/20	20/21	21/22	22/23	23/24	
<b>One-Time Fees</b>									
Software License Fees									
	Component/Site License Fee	-	-	-	-	-	-	-	-
	Lines of Business	4,500	-	-	-	-	-	-	-
	User Licenses	54,000	-	-	-	-	-	-	-
	Optional Modules & Connectors	22,500	-	-	-	-	-	-	-
Implementation Services									
	Project Mgmt/Business Analyst	217,470	-	-	-	-	-	-	-
	Data Conversion	-	-	-	-	-	-	-	-
	Additional Lines of Insurance	-	-	-	-	-	-	-	-
	Training	5,280	-	-	-	-	-	-	-
<b>Total One-Time Fees</b>		<b>303,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Annual Fees</b>									
	EIA Admin Fee	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Maintenance & Support	32,400	33,048	33,709	34,383	35,071	35,772	36,488	
	Flash Forms annual fees	1,800	1,800	1,800	1,800	1,800	1,800	1,800	1,800
	Cloud Hosting	32,400	32,400	32,400	32,400	32,400	32,400	32,400	32,400
<b>Total Annual Fees</b>		<b>67,600</b>	<b>68,248</b>	<b>68,909</b>	<b>69,583</b>	<b>70,271</b>	<b>70,972</b>	<b>71,688</b>	
<b>Grand Total</b>		<b>371,350</b>	<b>68,248</b>	<b>68,909</b>	<b>69,583</b>	<b>70,271</b>	<b>70,972</b>	<b>71,688</b>	
*Notes: Cloud hosting is calculated at \$150 per user license, per month (\$1,800 a year per licensed user) CMS Direct and ISO Direct are included in the cost of the initial conversion and annual maintenance of that conversion Flash forms are charged at \$100/per user per year. The 40% maintenance for support and Maintenance does not take that \$1800 into consideration Sonoma will have a total of 23 users which includes 18 for WC and 5 for GL. Licenses are concurrent									



This Participating Entity Service Agreement Proposal has been duly executed by each party as of the day and year first above written.

MEMBER

CSAC Excess Insurance Authority

---

Christina Cramer  
Director of Human Resources  
Sonoma County  
Date Signed: \_\_\_\_\_

---

George Reynolds  
Chief Information Officer  
CSAC Excess Insurance Authority  
Date Signed: \_\_\_\_\_





## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors of the County of Sonoma  
Commissioners of the Community Development Commission

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** 4/5

**Department or Agency Name(s):** Human Resources Department

**Staff Name and Phone Number:**

Maggie Miller, (707) 565-3565

**Supervisorial District(s):**

**Title:** Miscellaneous Classification and Allocation Changes and Budgetary Adjustments

### **Recommended Actions:**

Adopt concurrent resolution amending the Department Allocation Lists for the County Administrator's Office to reflect deleting 1.0 full-time equivalent Senior Office Assistant and adding 1.0 full-time equivalent Secretary allocation; the Community Development Commission to reflect deleting 1.0 full-time equivalent Account Clerk II, 1.0 full-time equivalent Assistant Executive Director – CDC, and 1.0 full-time equivalent Community Development Associate allocations as well as adding 1.0 full-time equivalent Controller - CDC and 1.0 full-time equivalent Community Development Manager allocations; the Department of Health Services to reflect deleting 3.0 full-time equivalent Eligibility Worker II and 1.0 full-time equivalent Eligibility Worker III allocations and adding 4.0 full-time equivalent Social Service Worker II allocations; and for the General Services Department to reflect deleting 1.0 full-time equivalent Automotive Technician and 1.0 full-time equivalent Heavy Equipment Mechanic II, as well as adding 1.0 full-time equivalent Lead Automotive Technician and 1.0 full-time equivalent Senior Heavy Equipment Mechanic allocations, respectively, effective April 4, 2017.

Adopt resolution of the Board of Supervisors authorizing use of General Fund Contingencies and budgetary adjustments to the 2016-2017 Final Budget for the General Services Department in the amount of \$4,903.

### **Executive Summary:**

Several times throughout each year, Human Resources coordinates "Miscellaneous Classification, Compensation, and Allocation Change" Items for Board approval which allow Human Resources and departments to implement recommended classification, compensation, and allocation changes that affect an incumbent's status. Accordingly, in a resolution before your Board today, Human Resources requests approval of amending the following four Department Allocation Lists, effective April 4, 2017.

For the County Administrator's Office, the Senior Office Assistant position assigned to the Clerk of the Board Division will be changed to Secretary in order to bring all three support staff into the same

classification, increase flexibility in both work assignments and training, and ensure equity between positions with similar duties and responsibilities.

In order to ensure effective fiscal and administrative oversight, the Community Development Commission has several allocations that need to be adjusted. Currently the Assistant Executive Director – CDC allocation is being underfilled as a Community Development Manager, and the Commission seeks to reflect the current status by deleting the Assistant Executive Director allocation and adding a Community Development Manager allocation. The Commission also identified the need to restore the Controller - CDC allocation, and will fund the change by deleting vacant allocations for Account Clerk II and Community Development Associate and from the savings realized by deleting one Assistant Executive Director - CDC allocation and adding an allocation in the Community Development Manager classification.

As a result of a classification study conducted by a professional consultant and approved by the Civil Service Commission, Human Resources recommends that four Eligibility Worker II allocations assigned to Department of Health Services' Behavioral Health Division be deleted and replaced with Social Service Worker II allocations. Incumbents in the studied positions will be reclassified in accordance with Civil Service Rule 3.3B.

The General Services Department's Fleet Operations Division has identified a need to ensure capacity for lead-level support for the coordination of work and training of staff by replacing one Automotive Mechanic with a Lead Automotive Mechanic and one Heavy Equipment Mechanic II with a Senior Heavy Equipment Mechanic. In order to effect the change in allocations, the General Services Department is requesting an appropriation of \$4,903 from the General Fund to cover the resulting costs for compensation and benefits in the 2016-2017 Fiscal Year.

**Discussion:**

Classification is a method for categorizing jobs based on duties, responsibilities, and a variety of other factors. A classification plan contains all of the classifications in the agency and forms the basis for setting job expectations, consistent and fair job entrance requirements, equitable compensation, and it plays an important role in the budget. Human Resources is responsible for managing the County's classification plan by evaluating job descriptions for vacant, filled, and new positions to ensure that they are assigned to the appropriate classification. Positions are assigned, or allocated, to departments based on Human Resources' determination of the appropriate classification.

The majority of the County's positions/classifications are Civil Service. Therefore most classification changes and new classifications are reviewed and approved by the Civil Service Commission, and the Board has final approval authority prior to the implementation of any classification changes. As part of this effort, Human Resources is seeking approval for the following changes in allocations and classifications for three departments.

**County Administrator's Office – Clerk of the Board Division:** The growing volume of work within the County Administrator's Office has resulted in an assessment of staff resources to ensure operational efficiency. The Clerk of the Board division's position allocations consist of one Chief Deputy Clerk of the Board, two Administrative Aides, two Secretaries, and one Senior Office Assistant. The Office has



determined that replacing the existing Senior Office Assistant position (currently filled on an extra-help basis) with that of Secretary will expand the administrative team's efficiency by allowing for cross training, maximizing work assignments flexibility, and creating equity among positions with similar duties and comparable responsibilities. Human Resources has reviewed the requested change and determined that Secretary is the appropriate classification.

**Community Development Commission:** The Commission is working on multiple fronts to alleviate the housing crisis and to better address the causes and conditions of homelessness in the County. A multi-phase department-wide classification study has been initiated to help the Commission meet these goals by ensuring that operational and programmatic functions are appropriately staffed.

The initial phase of the process is designed to meet the Commission's immediate need for greater fiscal oversight and to recognize the existing program management structure. It calls for realizing salary savings by deleting three vacant allocations that can be used to fund two management level positions. The allocations to be deleted are one Account Clerk II, one Assistant Executive Director – CDC, and one Community Development Associate. The first management position being added is the Controller – CDC, responsible for managing the Administration and Accounting Units and ensuring the appropriate oversight of the Commission's complex fiscal and budget functions. The second position being addressed is the Assistant Executive Director allocation which is currently being underfilled by a Community Development Manager **classification** (using the working title Housing Authority Manager). In order to formalize the current management structure for the Housing Authority Program, and accurately reflect the lower salary and benefits expense in the department's budget, this item requests to delete the Assistant Executive Director allocation and replace it with the Community Development Manager. Human Resources has reviewed and concurs with these changes.

**Department of Health Services – Behavioral Health Division:** As the result of incumbents' position review request, Human Resources engaged CPS Human Resources Consulting, a professional classification consultant, to study of four Eligibility Worker II positions assigned to the Behavioral Health Division. (One of these positions an "under-fill" of an Eligibility Worker III allocation.) The positions are responsible for assisting clients applying for Social Security disability and other benefit programs rather than for making eligibility determinations. Supporting clients through these various application processes requires significant coordination and research as well as the independent application of specific knowledge regarding regulatory and processing requirements. The consultant determined that the Social Service Worker II classification is the appropriate match for these positions.

Human Resources reviewed and concurred with the consultant's recommendations. The Civil Service Commission approved the recommended reclassifications and promotion of the incumbents in accordance with Civil Service Rule 3.3B on March 16, 2017.

**General Services Department – Fleet Operation Division:** Fleet Operations' has ensured continued operational efficiency of its Automotive and Heavy Equipment Facilities by placing Automotive Technicians and Heavy Equipment Mechanic II's in short-term/acting supervisory assignments when an on-site supervisor is absent. However, the department has found an ongoing need for work coordination and staff support warrants permanent lead-level positions at each facility. Additionally, a forecasted shortage of skilled labor in the automotive and heavy equipment maintenance trades created a need for developing a skilled workforce. At this point, the Division is developing an apprenticeship/internship program to help in this area, and this model will necessitate lead-level

capacity to provide work oversight and training required for semi-skilled, entry-level staff. The addition of two lead-level positions of Lead Automotive Technician and Senior Heavy Equipment Mechanic will position the Facilities to answer both the current and longer-term needs for additional lead-level support as well as the Division's succession planning efforts.

This request has been reviewed and approved by Human Resources.

In order to effect the change in allocations, the General Services Department is requesting an appropriation of \$4,903 from the General Fund to cover the resulting costs for compensation and benefits in the 2016-2017 Fiscal Year.

**Consequences of Non-Approval:** If these requests are not approved, the above positions will not be allocated to the correct classifications. Additionally, the departments' stated objectives for increased operational efficiency, equity between similar positions, and the appropriate work oversight discussed will not be met.

**Prior Board Actions:**

Throughout the year, HR submits several Miscellaneous Classification, Compensation, and Allocation Change Board Items that require Board approval in order to be fully adopted and implemented.

**Strategic Plan Alignment**      Goal 4: Civic Services and Engagement

These changes support the alignment of the public services provided by the departments with community's needs by ensuring a professionally managed county organization that is accessible, transparent, fiscally responsible, and accountable to the public.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	CAO \$1,788 DHS \$12,800 CDC \$107,700	CAO \$10,728 DHS \$71,311 GSO \$19,614 CDC \$400,026	CAO \$10,728 DHS \$71,311 GSO \$19,614 CDC \$400,026
Additional Appropriation Requested	GSO \$4,903		
<b>Total Expenditures</b>	<b>\$127,191</b>	<b>\$501,679</b>	<b>\$501,679</b>
<b>Funding Sources:</b>			
General Fund/WA GF	CAO \$1,788	CAO \$10,728	CAO \$10,728
State/Federal	DHS \$12,800 CDC \$68,955	DHS \$71,311 CDC 256,115	DHS \$71,311 CDC 256,115
Fees/Other	CDC \$38,745	GSO \$19,614 CDC \$143,911	GSO \$19,614 CDC \$143,911
Use of Fund Balance			
Contingencies	GSO \$4,903		
<b>Total Sources</b>	<b>\$127,191</b>	<b>\$501,679</b>	<b>\$501,679</b>
<b>Narrative Explanation of Fiscal Impacts:</b>			
<p><b>County Administrator’s Office – Clerk of the Board Division:</b> The \$1,788 in Fiscal Year 2016-17 costs associated with the requested position change will be financed through departmental salary savings. Beginning in Fiscal Year 2017-18, an additional \$10,728 in annual salary and benefits will be budgeted for the position.</p>			
<p><b>Community Development Commission:</b> The estimated \$107,700 in Fiscal Year 2016-17 costs associated with the requested position changes will be financed through departmental salary savings gained through deleting vacant allocations. Beginning in Fiscal Year 2017-18, an additional \$400,026 in annual salary and benefits will be budgeted for the two new positions. Overall, the requested position changes will result in an annual net savings of \$57,700.</p>			
<p><b>Department of Health Services – Behavioral Health Division:</b> Appropriations are sufficient to cover the added costs of \$12,800 in Fiscal Year 2016-17. Through the Fiscal Year 2017-18 budget process, the department will make adjustments necessary to cover the additional \$71,311 in annual salary and benefits. Both current and future costs are covered by State/Federal funds.</p>			
<p><b>General Services – Fleet Operations Division:</b> A General Fund appropriation of \$4,903 is requested to cover the salary and benefits cost differentials in Fiscal Year 2016-17. Beginning in Fiscal Year 2017-18,</p>			

the ongoing annual costs of \$19,614 will be offset by an increase in the Fleet Operations rates for internal and external customers.

**Staffing Impacts**

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Senior Office Assistant	\$3,469.84 - \$4,219.46		(1.0)
Secretary	\$3,800.30 - \$4,617.75	1.0	
Account Clerk II	\$3,469.84 - \$4,219.46		(1.0)
Assistant Executive Director – CDC	\$9,811.20 - \$11,924.15		(1.0)
Community Development Associate	\$6,330.93 - \$7,696.26		(1.0)
Controller-CDC	\$8,221.51 - \$9,993.83	1.0	
Community Development Manager	\$8,918.96 - \$10,840.85	1.0	
Eligibility Worker II	\$3,958.57 - \$4,814.29		(-3.0)
Eligibility Worker III	\$4,294.25 - \$5,219.54		(-1.0)
Social Service Worker II	\$4,577.75 - \$5,563.91	4.0	
Automotive Technician	\$4,748.20 - \$5,772.63		(1.0)
Lead Automotive Technician	\$5,179.54 - \$6,294.41	1.0	
Heavy Equipment Mechanic II	\$5,123.88 - \$6,228.31		(1.0)
Senior Heavy Equipment Mechanic	\$5,614.35 - \$6,823.14	1.0	

**Narrative Explanation of Staffing Impacts (If Required):**

**County Administrator’s Office – Clerk of the Board Division:** The existing Senior Office position is currently filled on an extra-help basis. Once the allocation is changed to Secretary, the Office will fill the position on a permanent basis either through use of an existing eligible list or a new recruitment.

**Community Development Commission:** The new Controller – CDC position will be filled through a recruitment. The Community Development Manager position is an underfill of the Assistant Executive Director, which is already filled with an incumbent who is the Housing Authority Manager. Therefore, the deletion of the Assistant Executive Director and addition of the Community Development Manager change in allocations has no effect on the incumbent.

**Department of Health Services - Behavioral Health Division:** Four Eligibility Worker II positions are being reclassified to Social Service Worker II, and the incumbents will be promoted in accordance with Civil Service Rule 3.3B.

**General Services Department – Fleet Operations Division:** One Automotive Technician and one Heavy Equipment Mechanic II will be deleted and replaced by one Lead Automotive Technician position and one Senior Heavy Equipment Mechanic, respectively. The new Lead/Senior level positions will be filled by current staff through a competitive department promotional recruitment.

**Attachments:**

1. Concurrent resolution amending the Allocation Lists for the County Administrator’s Office, Community Development Commission, the Department of Health Services, and the General Services Department.
2. Resolution authorizing an appropriation of \$4,903 from the General Fund for the General Services Department’s 2016-2017 Final Budget.

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

Memorandum to Civil Service Commission and Classification Study Report by CPS Human Resources Consulting Services on the review of four Eligibility Worker II positions in the Department of Health Services’ Behavioral Health Division.



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, and The Board Of Commissioners Of The Community Development Commission, Amending The Department Allocation List For The County Administrator's Office To Reflect Deleting 1.0 Full-Time Equivalent Senior Office Assistant And Adding 1.0 Full-Time Equivalent Secretary Allocation; Amending The Department Allocation List For The Community Development Commission To Reflect Deleting 1.0 Full-Time Equivalent Account Clerk II, 1.0 Full-Time Equivalent Assistant Executive Director – CDC, 1.0 Full Time Equivalent Community Development Associate and Adding 1.0 Full-Time Equivalent Controller – CDC and Adding 1.0 Full-Time Equivalent Controller – CDC And 1.0 Full-Time Equivalent Community Development Manager Allocations; Amending The Department Allocation List For The Department Of Health Services To Reflect Deleting 3.0 Full-Time Equivalent Eligibility Worker II And 1.0 Full-Time Equivalent Eligibility Worker III And Adding 4.0 Full-Time Equivalent Social Service Worker II Allocations; And Amending The Department Allocation List For The General Services Department To Reflect Deleting 1.0 Full-Time Equivalent Automotive Technician And 1.0 Full-Time Equivalent Heavy Equipment Mechanic II As Well As Adding 1.0 Full-Time Equivalent Lead Automotive Technician And 2.0 Full-Time Equivalent Senior Heavy Equipment Mechanic Allocations, Respectively, Effective April 4, 2017.**

**Whereas,** The Clerk of The Board Division of the County Administrator's Office has evaluated how to handle an increased workload most effectively and determined that having all three clerical positions allocated to the same classification of Secretary will allow for greater cross training opportunities, flexibility in work assignments, and equity between positions with similar duties and responsibilities; and

**Whereas,** Human Resources concurred that the Secretary classification is appropriate for one position currently in the Senior Office Assistant classification; and

**Whereas,** The Community Development Commission has evaluated the management of its administrative and fiscal functions found that they would benefit from being combined under a Controller – CDC position; and

**Whereas,** The Community Development Commission has determined that its Housing Authority Program is most appropriately managed at the Community Development Manager level; and

**Whereas,** Human Resources concurred that the Controller – CDC is the appropriate classification to provide management oversight to the Commission’s combined administrative and accounting functions and that the Community Development Manager classification is appropriate for the position with the working title of Housing Authority Manager; and

**Whereas,** Human Resources concurred with a classification study conducted by CPS Human Resources Consulting, a professional classification consultant, which concluded that the duties performed by four Eligibility Worker II positions assigned to the Behavior Health Division of the Department of Health Services are most appropriately aligned with the job classification of Social Service Worker II; and

**Whereas,** at the March 16, 2017, meeting, the Civil Service Commission approved the of four Eligibility Worker II’s to Social Service Worker II’s, in accordance with Civil Service Rule 3.3B; and

**Whereas,** the General Services Department has determined the need for lead-level support and operational coordination in both the Automotive and Heavy Equipment facilities, and for long-term development and succession opportunities through the replacement of one Automotive Technician with a Lead Automotive Technician and one Heavy Equipment Mechanic II with a Senior Heavy Equipment Mechanic; and

**Whereas,** Human Resources have agreed that duties and responsibilities required to meet the department’s operational and planning goals are appropriately aligned with the Lead Automotive Technician and Senior Heavy Equipment Mechanic classifications,

**Now, Therefore, Be It Resolved** that the Allocation Tables of the County Administrator’s Office, the Department of Health Services, and the General Services Department are hereby revised as follows:

Budget Index	Job Class	Class Title	Existing Positions In Class	Change in Position Allocation	New Total Allocation For Class	Duration/ End Date	Salary Range
150202	0003	Senior Office Assistant	1.0	(-1.0)	0.0	Ongoing	1995
150202	0023	Secretary	2.0	1.0	3.0	Ongoing	2185
140101	0402	Account Clerk II	2.0	(-1.0)	1.0	Ongoing	1995
140101	9126	Assistant Executive Director - CDC	2.0	(-1.0)	1.0	Ongoing	5641
140101	9135	Community Development Associate	7.0	(-1.0)	6.0	Ongoing	3640
140101	9105	Controller - CDC	0.0	1.0	1.0	Ongoing	4727
140101	9102	Community Development Manager	0.0	1.0	1.0	Ongoing	5128
030102	0472	Eligibility Worker II	1.0	(-1.0)	0.0	Ongoing	2276
030102	3002	Social Service Worker II	0.0	1.0	1.0	Ongoing	2632
030105	0472	Eligibility Worker II	2.0	(-2.0)	0.0	Ongoing	2276

Resolution #2  
Date: April 4, 2017  
Page 3

030105	0472	Eligibility Worker III*	1.0	(-1.0)	0.0	Ongoing	2469
030105	3002	Social Service Worker II	0.0	3.0	3.0	Ongoing	2632
010603	5223	Automotive Technician	6.0	(-1.0)	5.0	Ongoing	2730
010603	5224	Lead Automotive Technician	0.0	1.0	1.0	Ongoing	2978
010603	5226	Heavy Equipment Mechanic II	7.0	(1.0)	6.0	Ongoing	2946
010603	5228	Senior Heavy Equipment Mechanic	0.0	1.0	1.0	Ongoing	3228
* Eligibility Worker III allocation under-filled at Eligibility Worker II level.							

**Supervisors/Commissioners:**

Gorin:                      Rabbitt:                      Gore:                      Hopkins:                      Zane:

Ayes:                      Noes:                      Absent:                      Abstain:

**So Ordered.**





County of Sonoma  
State of California

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Authorizing Use of General Fund Contingencies And Budgetary Adjustments To The 2016-  
2017 Final Budget For The General Services Department and Non-Departmental, In The  
Amount Of \$4,903.**

**Whereas**, the Board of Supervisors has adopted the Fiscal Year 2016-2017 Final Budget which included positions in the General Services Department allocation list of 6.0 FTE Automotive Technicians and 7.0 FTE Heavy Equipment Mechanic IIs, and

**Whereas**, the Department is eliminating allocations for 1.0 full-time equivalent Automotive Technician and 1.0 full-time equivalent Heavy Equipment Mechanic II, and adding allocations for 1.0 full-time equivalent Lead Automotive Technician and 1.0 full-time equivalent Senior Heavy Equipment Mechanic, and

**Whereas**, the Board of Supervisors has adopted a Final Budget for the General Services Department, and

**Whereas**, the Government Code allows for adjustments to the Final Budget during the 2016-2017 Fiscal Year,

**Now, Therefore, Be It Resolved**, that the County Auditor-Controller is hereby authorized and directed to make all necessary operating transfers and the following budgetary adjustments:

**Financing Uses:**

GENERAL SERVICES - FLEET OPERATIONS (010603) Fleet Operations - Automotive (21030402), Permanent Positions (50101)	\$2,291
GENERAL SERVICES - FLEET OPERATIONS (010603) Fleet Operations - Heavy Equipment (21030403), Permanent Positions (50101)	\$2,612

Resolution #  
Date: April 4, 2017  
Page 2

**Financing Sources:**

General Fund (10005): County General Fund  
Non-Departmental - Contingencies (16021300-55011) (\$4,903)

**Supervisors:**

Gorin:                      Rabbitt:                      Gore:                      Hopkins:                      Zane:  
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 Supervisors

**Board Agenda Date:** April 4, 2017

**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):**

Countywide

**Title:** FY 2016 California Transit Security Grant Program

### **Recommended Actions:**

Approve resolution authorizing the Director of Transportation and Public Works to execute for and on behalf of the County any actions necessary for the purpose of obtaining funding in the amount of \$31,815 provided by the California Office of Emergency Services for Sonoma County Transit's Video Security System project, and authorizing the Chair to execute the Authorized Agent Form required under the program.

### **Executive Summary:**

This resolution provides authorization by the Board permitting the County, through the Director of Transportation and Public Works, to obtain FY 2016 funding from the California Office of Emergency Service for Sonoma County Transit's Video Security System project to replace outdated video security systems on its fixed-route bus fleet.

### **Discussion:**

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006, approved by the voters as Proposition 1B, authorizes the State of California to issue general obligation bonds for specified purposes, including grants for transit system safety, security, and disaster response projects.

The California Government Code Section 8879.23(h) directs that funds be deposited in the Proposition 1B Transit System Safety, Security and Disaster Response Account. Funds from this account must be made available upon appropriation by the legislature to entities for eligible transit system safety, security, and disaster response projects. Sonoma County Transit's (SCT) share of these funds, which is based on a predetermined formula by the State, for FY 2016 through the California Transit Security Grant Program (CTSGP) is \$31,815.

The FY 2016 CTSGP is administered by the California Office of Emergency Services (OES). Sonoma County Transit submitted an application to the California OES requesting \$31,815 in FY 2016 CTSGP funding to replace outdated video security systems on its fixed-route bus fleet that have reached the end of their

useful lives. The new video security systems to be installed onto SCT's fixed-route bus fleet will provide a continued level of protection for its passengers and drivers. The new systems will also assist with the overall purpose of SCT's System Security and Emergency Preparedness Program (SSEPP), which is to optimize the level of protection afforded to passengers, employees, volunteers, contractors, and any other individuals who come into contact with the fixed-route bus system. SCT has now received notification of eligibility for the project from the California OES.

The California OES will not approve an allocation of CTSGP funding to Sonoma County Transit until a project funding plan has been provided that demonstrates that funding is expected to be available and sufficient to complete the project. A project funding plan must include completed California OES Financial Management Forms, Authorized Agent Form, Grant Assurances Form, and Governing Body Resolution. Sufficient appropriations are available within the FY 2016-17 Transit Division budget and the video security systems will be purchased once funds are received.

**Prior Board Actions:**

09/01/15: Resolution adopted by the Board authorizing any actions necessary to obtain funding from the California OES for Sonoma County Transit's Video Security System project. Resolution No. 15-0355.

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

Funding from the California OES to replace outdated video security systems on Sonoma County Transit's fixed-route bus fleet will help to ensure the provision of a safe and comfortable public transit system for residents and visitors.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	31,815		
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	31,815		
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>31,815</b>		
<b>Narrative Explanation of Fiscal Impacts:</b>			
Appropriations are available in the current FY budget to purchase cameras once funds are received.			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution, Project Application			
<b>Related Items "On File" with the Clerk of the Board:</b>			
Grant Assurances Form, Authorized Agent Form			



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Director Of Transportation And Public Works To Execute For And On Behalf Of The County Of Sonoma Any Actions Necessary For The Purpose Of Obtaining State Funding Provided By The California Office Of Emergency Services For Sonoma County Transit's Video Security System Project, And Authorizing The Chair To Execute The Authorized Agent Form On File With The Clerk.**

**Whereas**, The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

**Whereas**, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

**Whereas**, the County of Sonoma/Sonoma County Transit is eligible to receive CTSGP funds; and

**Whereas**, the County of Sonoma/Sonoma County Transit will apply for FY 2015-16 CTSGP funds in an amount up to \$31,815 for Video Security Systems to replace video security systems on its fixed-route transit vehicle fleet; and

**Whereas**, the County of Sonoma/Sonoma County Transit recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

**Whereas**, Cal OES requires the County of Sonoma/Sonoma County Transit to complete and submit a Governing Body Resolution for the purposes of identifying agents authorized to act on behalf of the County of Sonoma/Sonoma County Transit to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

**Now, Therefore, Be It Resolved**, that the Chair is hereby authorized by the Board of Supervisors to execute the Authorized Agent Form on file with the Clerk, and the Director of Transportation and Public Works is hereby authorized by the Board of Supervisors to execute for and on behalf of the County of Sonoma, a public entity established under the laws of the State of

Resolution #

Date:

Page 2

California, any actions necessary for the purpose of obtaining state funding provided by the California Office of Emergency Services under the CTSGP.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

## Investment Justification Template

A. Investment Heading	
Date Submitted	January 15, 2016
Grant Year Applying For	15-16
County of Allocation	County of Sonoma
Agency Name	Sonoma County Transit
Investment Name	Video Security Systems for Fixed-Route Vehicles
Investment Phase	
Amount Requesting	\$31,815
FIPS Number	097-00000
Number of Projects	1 of 1

B. Contact Information	
<p>Point of contact's (POC) name and title;</p> <p>Bryan Albee, Transit Systems Manager            355 West Robles Avenue            Santa Rosa, CA 95407            Phone: (707) 585-7516            Fax: (707) 585-7713            E-mail: <a href="mailto:bkalbee@sctransit.com">bkalbee@sctransit.com</a></p>	<p>Also include the corresponding information for the single authorizing official for your organization—i.e., the individual authorized to sign a grant award</p> <p>Susan Klassen, Director of Transportation and Public Works            2300 County Center Drive, # B-100            Santa Rosa, CA 95404            Phone: (707) 565-2231            Fax: (707) 565-2620            E-mail: <a href="mailto:susan.klassen@sonoma-county.org">susan.klassen@sonoma-county.org</a></p>

C. Investment Funding plan			
Investment YEAR 15-16	CTAF Request Total		Grand Total
	8879.58(a)(2)	8879.58(a)(3)	
Planning			
Equipment	8,607	23,308	31,815
Construction			
Total	8,607	23,308	31,815

\*\*\*\*NOTE –Label each project alphabetically and provide the following questions per project.



Agency Name and FIPS Sonoma County Transit 097-00000

Letter and Project Title A. Video Security Systems for Fixed-Route Vehicles

D. Provide a brief description for this investment.

While all of Sonoma County Transit's large 30-foot and 40-foot buses already have on-board video security systems, several systems on the older buses in the fleet are no longer functioning properly. This investment would purchase up to 8 new video security systems to replace the older non-functioning systems in several of SCT's fixed-route vehicles.

E. Describe how this investment specifically addresses capital projects or capital expenditures.

This investment will provide new video security systems for Sonoma County Transit's older 30-foot and 40-foot vehicles in its fixed-route fleet to help ensure the provision of safe and secure fixed-route services. The new video security systems will replace older non-functioning systems enabling SCT to continue monitoring and addressing driver and passenger safety and security issues.

F. Describe how the investment will achieve the safety, security, or emergency response benefit.

This investment will assist with the overall purpose of Sonoma County Transit's current System Security and Emergency Preparedness Program (SSEPP), which is to optimize the level of protection afforded to SCT's passengers, employees, volunteers, contractors, and any other individuals who come into contact with the system, both during normal operations and under emergency conditions. The new video security systems to be installed onto SCT's older 30-foot and 40-foot fixed-route vehicles will provide a continued level of protection for SCT's fixed-route passengers and drivers.

G. Describe how this investment specifically meets the useful life for capital assets specified in subdivision (a) of section 16727.

It is anticipated that each of the new video security systems will have a useful life of between 5 and 7 years. The systems will be installed on up to 8 vehicles in Sonoma County Transit's older 30-foot and 40-foot fixed-route fleet. An on-going preventive maintenance program will be established to ensure that the systems are functioning properly and/or repaired in a timely manner, when necessary.

Agency Name and FIPS Sonoma County Transit 097-00000

Letter and Project Title A. Video Security Systems for Fixed-Route Vehicles

H. Provide a high-level timeline, milestones and dates, for the implementation of this investment. Possible areas for inclusion are: stakeholder engagement, planning, major acquisitions/purchases, training, exercises, and process/policy updates. Up to 10 milestones may be provided.

Milestone #1: Order Equipment – April 2016

Milestone #2: Installation – June 2016

Milestone #3: Testing – July 2016

Milestone #4: Project Completion – September 2016



## 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:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Susan Klassen (707) 565-2231

**Supervisorial District(s):**

One

**Title:** Moffatt & Nichol Engineers Second Amendment

### **Recommended Actions:**

Approve and authorize Chair to execute the Second Amendment to the agreement with Moffatt & Nichol Engineers to add design services for Valley of the Moon waterline relocation, design revisions, and design services during construction for the Boyes Boulevard Bridge over Sonoma Creek, increasing the contract amount by \$257,452, which includes a 10% contingency, for a new not to exceed amount of \$877,730 with no change to term ending June 30, 2019.

### **Executive Summary:**

The Boyes Boulevard Bridge Replacement Project is one of the fifteen bridge projects that Transportation and Public Works (TPW) is actively working on. This project is one of nine mandatory seismic replacement/retrofit projects. During right-of-way and utility relocation negotiations, it has become necessary to make design changes to accommodate right-of-way agreements and the needs of PG&E and Valley of the Moon Water District, both of whom have utilities that are in conflict with the bridge project. It is expected that the new bridge will be constructed in 2018 and this increased contract amount also provides for design support during construction.

### **Discussion:**

The existing two-lane bridge on Boyes Boulevard over Sonoma Creek (20C0262) has been found to be functionally obsolete. The project will include improvements to the roadway approaches and appurtenant facilities. The replacement bridge will comply with current roadway, drainage and bridge standards and accommodate the 100-year storm event with freeboard as specified by the County of Sonoma. The project does not increase vehicular traffic capacity, but will provide a 5-foot shoulder to accommodate bicycles and a 5-foot sidewalk for pedestrians.

In May 2013 the Board approved the original agreement with Moffatt & Nichol in the amount of \$620,278, to provide preliminary engineering design services for the new structure. This additional work could not have been anticipated by the original Request For Proposals because it relates to a right-of-way agreement and utility coordination agreements that could only be finalized during the right-of-way

phase of the design process. The initial agreement was to expire in June 2015; however, the first no-cost contract amendment extended the term until June 2019.

This amendment provides additional funding for necessary design changes. These include: a retaining wall at the boundary of Boyes Boulevard and one of the adjoining parcels, which forms part of a right-of-way agreement with the property owner, that could only be negotiated in the final phases of design; PG&E supports on the bridge to accommodate the relocation of overhead lines, which must be relocated to accommodate the new bridge structure; drainage modifications, to satisfy environmental requirements identified by the water board during the design process; enhanced pedestrian lighting requested by TPW as a change to the original lighting plan; and design services during construction. Additionally, Valley of the Moon Water District asked that Moffatt & Nichol prepare relocation design of its waterline, and agreed to reimburse TPW for this cost, estimated at \$42,596. TPW currently anticipates construction of the new bridge in 2018. With the exception of reimbursement for the Valley of the Moon design work, the available federal bridge program funds available for preliminary engineering have been exhausted and the balance of funding required to complete design will come from Sonoma Valley Traffic Mitigation fees. If the amendment is not approved, final design of the bridge could not be completed which would prevent construction. The result of this would be that the County of Sonoma would have to repay over \$900K in federal funds spent to date.

**Prior Board Actions:**

2/26/13: Board approved agreement with Moffatt & Nichol for engineering design work for Boyes Bridge over Sonoma Creek.

9/1/15: Board approved First Amendment to agreement with Moffatt & Nichol, extending term of agreement to June 2019 at no additional cost.

**Strategic Plan Alignment**      Goal 3: Invest in the Future

The project invests in the future by replacing ageing public infrastructure.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	46,856	98,557	112,039
Additional Appropriation Requested			
<b>Total Expenditures</b>	46,856	98,557	112,039
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	46,856	98,557	112,039
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	46,856	98,557	112,039
<b>Narrative Explanation of Fiscal Impacts:</b>			
<p>The total cost of the design changes is \$257,542. The estimated cost of design work associated with the waterline relocation of \$42,596 will be reimbursed by Valley of the Moon Water District. The federal funding for preliminary engineering have been exhausted, therefore remaining design work will be funded with Sonoma Valley Traffic Mitigation f fees. Appropriations available in the Roads budget for the current fiscal year; appropriations for future fiscal years will be requested as part of the annual budget process. Values above include 10% contingency.</p>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Second Amendment			
<b>Related Items “On File” with the Clerk of the Board:</b>			
First Amendment, Agreement			

## SECOND AMENDMENT OF AGREEMENT FOR PROFESSIONAL SERVICES

This second amendment ("Second Amendment"), dated as of April 04, 2017 ("Effective Date") and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Moffatt & Nichol Inc. a California incorporation (hereinafter "Consultant").

### RECITALS

WHEREAS, County and Consultant previously entered into an agreement to provide engineering design services for the Boyes Boulevard Bridge Project (C01147) (the "Original Agreement"); and

WHEREAS, County and Consultant executed a First Amendment to the Original Agreement on June 30, 2015 in order to increase the term of contract until June 30, 2019; and,

WHEREAS, County and Consultant desire to further amend the Original Agreement in order to increase budget for engineering design services and add engineering design services for waterline relocation and design support during construction;

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

### AGREEMENT

1. Incorporation of Recitals. The foregoing recitals are true and correct and are hereby incorporated into and form a part of this Amendment.

2. Section 1.1 of the Original Agreement entitled "Consultant's Specified Services" is hereby deleted in its entirety and replaced with the following language:

1.1 Consultant's Specified Services.

Consultant shall perform the services described in Exhibits "A," "H," and "I," attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibits "A," "H," and "I", respectively, and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit "A", "H," or "I," the provisions in the body of this Agreement shall control. Without limiting the foregoing, Consultant expressly agrees to comply with all Disadvantaged Business Enterprise ("DBE") requirements imposed on this Agreement as more specifically described in Section 13.4, below, Attachment "D" hereto.

3. Section 2 of the Original Agreement entitled "Payment" is hereby deleted in its entirety and replaced with the following language:

2. Payment.

For all services and incidental costs required hereunder, Consultant shall be paid on a time and material/expense basis in accordance with the budget set forth in Exhibits "B," "H," and "I", respectively; provided, however, that total payments to Consultant shall not exceed \$877,730, which includes a \$23,452 contingency, with the prior written approval of the County. Consultant 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); (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 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 the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

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

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

4. Section 9.7 of the Original Agreement entitled "Statutory Compliance" is hereby deleted in its entirety and replaced with the following language:

9.7 Statutory Compliance/Living Wage Ordinance.

Consultant agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, 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. Without limiting the generality of the foregoing, Consultant expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

5. Except to the extent the Original Agreement is specifically amended or supplemented hereby, the Original Agreement, together with exhibits is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or

shall be construed to modify, invalidate or otherwise affect any provision of the Agreement or any right of the County arising thereunder.

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

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



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

CONSULTANT: \_\_\_\_\_

COUNTY: COUNTY OF SONOMA

\_\_\_\_\_

CERTIFICATES OF INSURANCE ON  
FILE WITH AND APPROVED AS TO  
SUBSTANCE FOR COUNTY:

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Department Head

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR  
COUNTY:

By: \_\_\_\_\_

County Counsel

Date: \_\_\_\_\_

By: \_\_\_\_\_

Chair  
Board of Supervisors

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Board of  
Supervisors

## Introduction

This project will replace the existing functionally obsolete two-lane Boyes Boulevard Bridge (Bridge No. 20C-0262) with a new two lane structure along with improvements to roadway approaches and appurtenant facilities. The replacement project will comply with current roadway, drainage and bridge standards and accommodate the 100-year storm event with freeboard as specified by the County of Sonoma. Roadway improvements will conform to the County General Plan and Public Road Standards for the appropriate road classification including design speed, maximum grade and minimum centerline curve radius. The project does not increase traffic capacity.

Bridge improvements will conform to latest Caltrans specifications and manuals for LRFD design. However, available space for freeboard is limited and restrictions by resource agencies on modifying or improving the existing channel may require innovative or unusual bridge solutions. Boyes Boulevard will be closed for construction. A temporary bridge is planned to facilitate pedestrian movement around the site as well as carry utilities during the construction period.

This project is federally funded and must satisfy all requirements under the Federal Highway Bridge Program criteria, including approval by the California Department of Transportation (Caltrans). General services will include preliminary engineering analysis, field investigation and data gathering, analysis and design, and preparation of final plans, specifications, and estimates.

## Scope of Work

### Task 1 – Preliminary Engineering

**1.1 Project Management.** Provide overall management services for control and administration of the work during this task. Implement quality control procedures, submit invoices and progress reports, and oversee subconsultant activities.

**1.1.1 Project Schedule.** Prepare a project schedule utilizing *MS Project* software and submit for County concurrence. Update schedule on a monthly basis.

**1.1.2 Project Meetings.** Conduct regular Project Progress Meetings with County oversight staff. Conduct additional focus meetings as requested by County to address technical issues. Prepare and distribute meeting agenda and minutes.

**1.2 Data Collection/Site Review.** Gather record data pertinent to the project from County files. Conduct field review of project site.

**1.3 Utility Coordination.** Conduct review of existing utility facilities. Notify the relevant utility entities within the project area to determine the extent of existing utilities within the project limits, along with relocation or upgrade requirements. Provide coordination to assist individual owners with their design of relocations or special protection requirements that may be necessary prior to or during construction.

**1.4 Surveying/Mapping/Right of Way Engineering.** Obtain record maps, establish horizontal and vertical control, and provide surveying services for the following:

**1.4.1 Topographic Survey.** Prepare electronic topographic map of project area with one foot contour interval. Coverage area to include Boyes Boulevard from Riverside Drive to the westerly intersection with Mulberry Avenue. Mapping will extend at least 20 feet beyond the edge of

pavement on each side of the roadway where access is available, and will include pavement, utility markings, utility poles, trees (four-inch diameter and larger), headwalls, bridge features, retaining or decorative walls, and other pertinent features. Survey coverage will also include the following specific areas:

- Area at approximate Station 61+10 on the north side of the street (if accessible), roughly 40 feet beyond the curb face to account for potential filling of the area
- Driveway at approximate Station 61+60, a sufficient distance to conform new profile
- Driveway at approximate Station 61+75, to accommodate temporary walkway tie-in
- North side of roadway at approximate Station 63+50, for potential realignment of existing maintenance road
- At Riverside Drive, Pine Avenue and River Road intersections, curb returns and sufficient area for transitions and conforms

Coverage in the vicinity of the proposed bridge will extend 100 feet upstream and 60 feet downstream from each edge of deck. Mapping to be based on NAVD 88 Vertical Elevation and horizontal correlation to California Coordinate System of 1983, Zone 2.

**1.4.2 Right of Way Survey.** Perform right of way survey in sufficient detail to delineate existing roadway right of way. (Preliminary research indicates that Boyes Boulevard right of way has not previously been completely mapped.) Perform boundary research to compile existing data, and conduct boundary survey to search for, and locate if found, existing monumentation. Perform reduction and resolution of right of way and prepare a Record of Survey for recording with the Sonoma County Surveyor.

**1.4.3 Legal Descriptions.** Prepare up to eight legal descriptions for permanent right of way acquisition and up to eight legal descriptions for temporary right of way acquisition for use by County Real Property staff.

**1.4.4 Sonoma Creek Mapping.** Obtain cross sections of Sonoma Creek for use in support of hydraulic analysis. Sections to be taken at approximately 250 foot intervals for a distance of 1000 feet upstream and downstream of existing bridge.

**1.5 Hydraulic Analysis.** Research record data, conduct analysis to determine hydraulic parameters for design, and prepare hydraulic report as follows:

**1.5.1 Review Data and Reports.** Collect and review hydraulic-related record data including:

- As-built drawings of existing bridge
- Final Report-Bridge 20C-262: Hydrologic/Hydraulic Study for the Replacement of the Bridge Over Sonoma Creek at Boyes Boulevard (SCDPW, 2001)
- Final Foundation Report, Seismic Retrofit of Sonoma Creek Bridge (EMI, 1999)
- Natural Environment Study, Boyes Boulevard Bridge Replacement Project (Caltrans, 2012)
- Caltrans Bridge Inspection Reports for Bridge 20C-0262, dating from 1980 – 2010
- FEMA Flood Insurance Study (FIS) and FIRM Map (1997)
- USGS Flow Gage Data (Gage 11458500, Sonoma Creek at Agua Caliente)
- USGS National Elevation Dataset (NED)

**1.5.2 Hydraulic Analysis.** Verify the 50-year and 100-year flood-flows from the SCDPW H&H Study using the FEMA FIS and available USGS flow gage data on Sonoma Creek. Prepare cross-sections

**REVISED SCOPE OF SERVICES FOR DESIGN OF  
BOYES BOULEVARD BRIDGE OVER SONOMA CREEK**

County of Sonoma  
Department of Public Works

from topographic data for use in a hydraulic model of the bridge location. Perform hydraulic analysis, using the U.S. Army Corps of Engineer's HEC-RAS model, to determine the 50-year and 100-year hydraulic grade lines for Sonoma Creek through the proposed bridge structure. Basis of design to be Caltrans/FHWA criteria requiring a minimum freeboard of 2-feet for the two percent (2%) probability flood (Q50), and County-specified minimum freeboard of 1-foot for Q100.

**1.5.3 Geomorphic and Scour Analysis.** Calculate potential for contraction scour, local scour, and pier scour from the proposed bridge design using equations from the FHWA HEC-18 Manual, "Evaluating Scour at Bridges", based on the cross-sectionally averaged base flood (Q100) velocities derived from the hydraulic modeling. Evaluate the stream stability at the design location by applying the Level-1 geomorphic assessment methods outlined in the FHWA HEC-20 Manual, "Stream Stability at Highway Crossings". The available bridge inspection records will be used to identify aggradation and degradation trends and to identify lateral migration and channel widening.

**1.5.4 Hydraulic Report.** Prepare final design hydraulic report summarizing the results of the hydraulic, geomorphic, and scour assessments and provide recommendations for final design.

**1.6 Geotechnical Investigation.** Conduct review of existing data, engineering analyses and preparation of geotechnical design recommendations. A Foundation Investigation Report was prepared in March 2007 by Taber Consultants which provided seismic design parameters, and foundation recommendations for design of the replacement bridge, the temporary pedestrian bridge and the retaining walls. The Taber report will be used as the basis for preparing recommendations, however it will need to be revised to reflect LRFD design criteria, and the response spectrum will need to be updated using latest Caltrans criteria. The Project Geotechnical Engineer has reviewed the field exploration data contained in the Taber report and determined that it appears to provide the necessary information for design recommendations, therefore ***no additional field exploration is proposed***. Tasks will include:

**1.6.1 Review Existing Data.** Review existing Taber report and interpret and/or update data as needed to comply with current criteria.

**1.6.2 Geotechnical Engineering Analysis.** Evaluate existing data to characterize subsurface soils and conditions, and create idealized profiles for design purposes. Perform the following analyses:

- Evaluate seismicity, estimate peak ground acceleration and assess liquefaction potential.
- Perform foundation design for the bridges and retaining walls.
- Evaluate global stability and settlement of earthen embankments.
- Evaluate soil corrosivity
- Calculate pavement structural sections in accordance with Caltrans methods

**1.6.3 Report Preparation.** Prepare a brief Preliminary Foundation Memo for the Bridge Type Selection Study. The memo will be prepared using existing soil boring data. For final design of the bridge, prepare a Foundation Report (FR). The FR will follow Caltrans guidelines for "Foundation Report Preparation for Bridge Foundations" dated December 2009. The pavement structural section will be included in a short letter report.

**1.7. Prepare 35% Design.** Conduct sufficient engineering analysis and design to prepare a 35% package defining the key elements and requirements of the project, including the following items:

**1.7.1 Design Basis Memorandum.** Confer with County staff to develop project specific design criteria and document the criteria in a Design Basis Memorandum. This will include identification of the appropriate design speeds, roadway widths, structural/seismic criteria, traffic handling during construction, hydraulic/hydrological solutions, aesthetic considerations and other appropriate project sensitive issues.

**1.7.2 Geometric Approval Drawings (GAD).** Develop preliminary geometrics to reflect the established design criteria, and prepare draft GAD's. Conduct a workshop with County staff to present and obtain consensus on the proposed geometrics. Along with basic horizontal and vertical geometrics, the GAD's will include a depiction of the anticipated temporary and permanent right of way/easement requirements along with approximate pavement, curb, gutter, sidewalk and driveway conform and transition limits within the project limits. (It is anticipated that design standards can be met without requiring non-standard features.)

**1.7.3 Bridge Type Selection Study.** Conduct Bridge Type Selection Study in accordance with FHWA and Caltrans guidelines. Identify and analyze bridge types suitable for the site for both the permanent bridge and temporary pedestrian bridge. Evaluate special retaining wall requirements for SE bridge quadrant adjacent to River Road.

The replacement bridge will be nominally up to 125 feet in length (plus approach slabs), and provide for two traffic lanes, shoulders, and sidewalks. Potential bridge types to be studied include, but are not limited to:

- Steel deck girder
- CIP or precast segmental concrete
- Steel through-truss or arch

The study will consider geometrics, hydraulics, foundation conditions, constructability, safety, economy, environmental impacts, serviceability and aesthetics. Prepare a Bridge General Plan for the recommended alternative in 11x17 format, along with a preliminary cost estimate. Prepare a Type Selection Memorandum describing methodology, types considered, pertinent features of design, and recommendations. Submit Type Selection Package for County concurrence.

**1.7.4 Transportation Management Plan (TMP).** Develop a TMP to document how the project will handle traffic circulation and local access, with adequate space for safe and efficient construction. The plan will include analysis and recommendations for temporary pedestrian access across the creek and through the construction zone. The TMP will be coordinated with the County and other local agencies, key stakeholders, and adjacent residents.

**1.7.5 Preliminary Storm Water Mitigation Plan.** Based on a review of the Guidelines for the Standard Urban Storm Water Mitigation Plan (SUSMP), which is applicable to the areas within and around the City of Sonoma, a Storm Water Mitigation Plan will be required for review and approval by the County. Develop a preliminary storm water mitigation plan which includes the following:

- Project description
- Impervious surface and proximity worksheets
- Estimated pre- and post-development runoff calculations
- Identify pollutants of concern
- Types of BMPs selected to mitigate pollutants

- Types of BMPs selected to limit channel-forming discharges
- Preliminary treatment control BMP sizing
- Waiver documents, if any
- Responsibility for BMP maintenance
- Drawing showing the location and conceptual design of the BMPs

**1.7.6 Preliminary Cost Estimate.** Prepare a preliminary cost estimate reflecting the proposed 35% design.

**1.7.7 35% Submittal.** Compile engineering drawings and reports and submit 35% design package for County review and approval.

## **Task 2 – Final PS&E**

**2.1 Project Management.** Continue overall project management services (initiated in Task 1) as needed to administer project.

**2.2 Coordination and Permitting.** Provide coordination with utilities (continuation from Task 1). Provide support to County Environmental Staff for resource agency permits, anticipated to include: Corps of Engineers (404), RWQCB (401), and Fish & Game (1601). Obtain project approval as needed from Sonoma County Water Agency.

**2.3. Prepare 65% PS&E.** Incorporate agency comments on Preliminary Engineering submittal, conduct final design and prepare 65%-level plans, specifications, and estimates for construction of the project improvements, including:

**2.3.1 Roadway/Civil Design.** Prepare Civil/Roadway plans, anticipated to include:

- Title Sheet (1 sheet) – Includes Vicinity/Location Map, limits of work, index of sheets and other relevant information.
- Typical Cross Sections (1 sheet) – Includes representative typical cross sections showing center line, edge of traveled way, edge of shoulder/pavement, cross slopes, pavement structural sections, right of way, barriers/guard railing, ditches/bioswales and other relevant information.
- General Notes/Abbreviations/Legend (1 sheet) – Includes general notes, abbreviations and legend
- Plan/Profile Sheets (2 to 3 sheets) – Assume 1"=20' scale plans. Includes geometric alignment data, curb, gutter, sidewalk and driveway standard retaining walls, grading, drainage, existing utilities, location of relocated utilities, profile information (existing and new) for center line and flow lines.
- Construction Details (4 sheets) – Includes details for grid grades, conforms, retaining wall, driveway modifications, curb, gutter and sidewalk transitions, and other relevant miscellaneous minor roadway details
- Drainage Profiles & Details (2 sheets) – Includes drainage profiles corresponding to the systems shown on the plan/profile sheets along with specific applicable non-standard drainage details.
- Erosion & Sediment Control Plan (1 sheet) – Includes permanent erosion and sediment control
- Detour & Construction Area Signs Plan (1 sheet) – Includes a detour plan to show how traffic will be directed away from the road closure during construction. Construction area signs will be included within the detour plan sheet.

**REVISED SCOPE OF SERVICES FOR DESIGN OF  
BOYES BOULEVARD BRIDGE OVER SONOMA CREEK**

County of Sonoma  
Department of Public Works

- Construction Staging/Traffic Handling Plans (2 sheets) – Accommodate access to local property owners within the project limits during construction, prepare construction staging and traffic handling plans to detail how access will be maintained at all times during the construction time period.
- Pavement Delineation & Sign Plan (1 sheet)- Combined pavement delineation and sign plans will be developed to identify the locations, details and quantities of painted and thermoplastic stripes and markings, pavement markers, and delineators. The plans will also show existing, removed, relocated and new signs. The plans will include sign details.
- Electrical/Lighting Plans (2 sheets) – Lighting plans will be prepared to locate and provide design details of new/relocated lighting fixtures within the project limits. It is anticipated that the lighting fixtures will be attached to the existing and/or relocated joint utility poles to the greatest extent possible to minimize costs. Otherwise, light poles will be added as necessary.

**2.3.2 Bridge Design.** Conduct structural analysis and prepare unchecked structural drawings for a single span steel deck girder or concrete segmental permanent bridge up to 125 feet in length (plus approach slabs), and a steel girder/timber deck temporary pedestrian bridge approximately 120 feet in length. Anticipated sheets to include:

Permanent Bridge

- Bridge General Plan
- Bridge General Notes
- Bridge Deck Contours
- Bridge Foundation Plan
- Abutment Layout (2)
- Abutment Details (2)
- Retaining Wall Layout
- Retaining Wall Details (2)
- Typical Section
- Girder Layout
- Girder Details
- Railing Details
- Miscellaneous Details (2)
- Approach Slab Details
- Log of Test Borings

Temporary Bridge

- Bridge General Plan
- Bridge Foundation Plan
- Abutment Details
- Typical Section
- Girder Layout

Bridge design to conform to latest Caltrans standards and design manuals, including LRFD and Seismic Design Criteria.

**2.3.3 Final Storm Water Mitigation Plan.** Incorporate agency comments from preliminary submittal and prepare a Final Storm Water Mitigation Plan including the following information:

**REVISED SCOPE OF SERVICES FOR DESIGN OF  
BOYES BOULEVARD BRIDGE OVER SONOMA CREEK**

County of Sonoma  
Department of Public Works

- Detailed hydraulic calculations identifying the sizing criteria for each storm water treatment control BMP based upon the anticipated flow and/or volume
- Maintenance plan, including maintenance assurances and funding mechanism
- Plan view of the project showing all storm water related source and treatment control BMPs
- Construction details for each source and treatment control BMP

**2.3.4 Local Drainage Report.** Prepare a memorandum/report to document the drainage design specifics that are implemented in the final design. It will include detailed hydraulic and hydrologic analyses of the various local drainage components.

**2.3.5 Cost Estimate.** Prepare estimate of construction costs associated with the anticipated scope of project work at the 65% design level.

**2.4 Prepare 95% PS&E.** Incorporate agency comments on 65% PS&E package and advance design and plans to 95% level of completion as follows:

**2.4.1 Roadway/Civil Design.** Update roadway/civil plans as needed.

**2.4.2 Bridge Design.** Conduct independent structural design (by engineer not involved in original design), resolve differences between designer and checker, and update bridge plans as needed.

**2.4.3 Update Reports.** Update Final Storm Water Mitigation Plan and Local Drainage Report as needed to reflect any modifications.

**2.4.4 Draft Technical Specifications.** Prepare draft technical specifications (based on Caltrans Standard Specifications) to address the anticipated scope of project work. Include the technical special provisions as well as the insertion of the special provisions associated with the federal funding requirements per the guidelines in the Caltrans Local Assistance Manual.

**2.4.5 Cost Estimate.** Update cost estimate to reflect 95% level of completion.

**2.5 Prepare 100% PS&E.** Incorporate agency comments on 95% PS&E package and prepare 100% (Final) PS&E package ready for bidding as follows:

**2.5.1 Roadway/Civil Design.** Update and finalize roadway/civil plans as needed.

**2.5.2 Bridge Design.** Update and finalize bridge plans as needed.

**2.5.3 Finalize Reports.** Finalize Storm Water Mitigation Plan and Local Drainage Report as needed.

**2.5.4 Technical Specifications.** Update and finalize technical specifications as needed.

**2.5.5 Cost Estimate.** Update and finalize cost estimate as needed

**2.5.6. Submit PS&E Package.** Submit reproducible mylars of 100% (Final) drawings, and one hard-copy of specifications, estimates and reports. Submit electronic versions of 100% (Final) plans, specifications, estimates and reports. Plans to be submitted in AutoCad Civil 3D (2010 version). Specifications, estimates and reports to be submitted in the current version of Microsoft Word. Provide assistance to County for completion of necessary federal forms for approval of project and authorization for construction.



### **Task 3 – Bid Support**

**3.1 Bid Package Preparation and Bid Support.** Assemble and edit boilerplate specifications (to be provided by County) and combine with technical specifications, federal requirements, project plans, and bid proposal to form complete package ready for bid advertisement by County. Provide technical support to County during bidding phase. Activities will include:

- Attend Pre-Bid Meeting
- Respond to RFI's and Questions During Bid Period
- Prepare Addenda

### **Assumptions**

The foregoing scope of work is based on the following assumptions:

1. Meetings and administration are based on an assumed 18-month maximum project schedule. If schedule exceeds 18 months, contract supplement will be added for these services. In addition to monthly progress meetings, a total of 10 focus meetings have been assumed for the purposes of this proposal.
2. Environmental clearance will be obtained by County staff, and no design team support will be needed other than that required for obtaining resource agency permits (to be secured by County).
3. Resource agency permit fees, encroachment permit fees, and Record of Survey filing fees will be paid by the County.
4. Title reports will be supplied by the County.
5. County staff will conduct all right-of-way appraisals, negotiation, and acquisition, and prepare any private property demolition plans that are required.
6. County will secure right-of-entry for field surveying activities.
7. Electronic files of existing topography (if available) and preliminary geometrics will be supplied by the County.
8. Additional drilling for geotechnical investigation is not anticipated, and therefore not included in the project fee.
9. County will provide reproducible copies of Logs of Test Borings previously prepared for the County by Taber Consultants.
10. Landscaping, other than hydroseeding for erosion control, and tree replacement mitigation, will not be required.
11. Preparation of Design Exception Fact Sheets is not included.
12. Design of relocation or installation of utilities, and preparation of necessary plans, will be completed by the respective utility owners
13. County will provide bulk printing for bid packages.
14. Bidding and construction support services are not included.
15. Architectural rendering and/or photo simulations are not included.



2185 N. California Blvd., Suite 500  
Walnut Creek, CA 94596-3500

(925) 944-5411 Fax (925) 944-4732  
www.moffattnichol.com

February 27, 2017

Ms. Olesya Tribukait  
**County of Sonoma TPW**  
2300 County Center Drive, Ste B100  
Santa Rosa, CA 95403

Subject: **Proposal to Provide Design Services for Valley of the Moon Waterline Relocation  
Boyes Boulevard Bridge Replacement Project**

Dear Ms. Tribukait:

This letter serves as Moffatt & Nichol's proposal to provide design services for relocation of the existing Valley of the Moon Water District (VOTM) waterline in connection with the Boyes Boulevard Bridge Replacement Project. In recent utility coordination meetings and discussions, VOTM expressed desire for the Moffatt & Nichol design team to prepare the relocation design on their behalf, with a reimbursement agreement to be arranged with Sonoma County.

The existing VOTM waterline in Boyes Boulevard will be removed as part of the demolition of the existing Boyes Boulevard Bridge over Sonoma Creek. During construction of the replacement bridge, the waterline will be temporarily located along a pedestrian structure to be constructed upstream of Boyes Boulevard. When the new bridge is completed, the waterline will be relocated into the permanent structure.

**Scope of Work**

Moffatt & Nichol will prepare plans, specifications, and estimates for both temporary and permanent waterline construction. Specific tasks will include:

1. Review available reference documents provided by VOTM and Sonoma County and conduct site review with VOTM.
2. Conduct engineering design and prepare drawings in AutoCad format. Drawings to include site plans showing water line routing, VOTM standard details and required additional details to show layout, tie-ins, valve removal, code and reference standards, and performance requirements. Submittals will be made at 30%, 95%, and 100% (Final) levels of completion.

Anticipated sheet list:

- a. Title Sheet/Sheet Index (1 sheet)
  - b. General Notes, Legend (1 sheet)
  - c. Demolition Plan (1 sheet)
  - d. Water Site Plan (1 sheet)
  - e. Plan Profile (3 sheets)
  - f. Details/Sections (2 sheets)
3. Prepare specifications based on VOTM standard specifications.
  4. Prepare Opinion of Probable Cost.
  5. Provide coordination with VOTM staff during design, and attend one plan check comment review meeting.
  6. Provide *Design Services During Construction*, including review of contractor-supplied shop drawings and material lists, and response to requests for information.

It is assumed that VOTM standard details will be transferred into AutoCad as is. It is also assumed that the waterline plans will be included in the County's overall PS&E for the project, to be bid and constructed by the primary construction contractor.

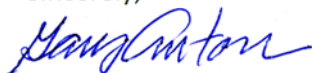
**Compensation**

Moffatt & Nichol proposes to perform the above-described services on a Time and Materials, Not-to-Exceed basis, as delineated below.

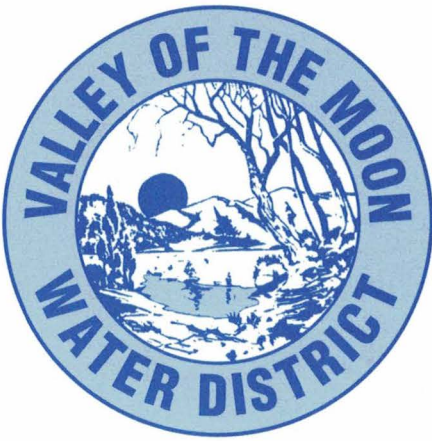
Task	Classification/Rate			Total Hours	Labor Total
	Supv. Eng.	Eng. 1	Sr. Tech		
	<b>\$242</b>	<b>\$160</b>	<b>\$175</b>		
1. Data Review/Site Visit	8	8		16	\$3,216
2. Design and Plan Preparation	8	26	136	170	\$29,896
3. Specifications	1	10		11	\$1,842
4. Opinion of Probable Cost	1	4		5	\$882
5. Coordination/Meeting	12	4		16	\$3,544
6. DSDC	8	8		16	\$3,216
Subtotal Hours	38	60	136	234	
Subtotal Labor	\$9,196	\$9,600	\$23,800		<b>\$42,596</b>

Please review and let me know if you have any questions. Moffatt & Nichol is ready to begin work immediately upon authorization to proceed.

Sincerely,



Gary Antonucci, PE  
Project Manager



*VALLEY OF THE MOON WATER DISTRICT*

A Public Agency Established in 1962  
19039 Bay Street • P.O. Box 280  
El Verano, CA 95433-0280  
Phone: (707) 996-1037  
Fax: (707) 996-7615

February 27, 2017

David Cameron,  
County of Sonoma Department of Transportation & Public Works  
2300 County Center Drive, Suite B100  
Santa Rosa, CA 95403

Dear Mr. Cameron,

We, Valley of the Moon Water District (District), understand the County of Sonoma, is planning to replace the Boyes Blvd Bridge and that the design work will be done by Moffatt & Nichol. This letter is to request that the County include the design of the water facilities crossing the bridge with the design of the bridge itself by Moffatt & Nichol. The District has reviewed the letter sent to Matt Fullner from Gary Antonucci of Moffatt & Nichol via David Cameron of County of Sonoma on February 27<sup>th</sup>, 2017 outlining the design work and finds it to be acceptable.

The District agrees to pay the County (or Moffatt & Nichol) the price outlined in the aforementioned letter for the design of the mainline, valves and services, after presented with an invoice from the County (or Moffatt & Nichol).

Yours,

A handwritten signature in blue ink, appearing to read "Matt Fullner", with a long horizontal flourish extending to the right.

Matt Fullner – Operations and Maintenance Supervisor

**DIRECTORS:**  
**OFFICERS:**

Bruce Adams • Jon Foreman • Mark Heneveld • Ed Kenny • Ron Prushko  
Daniel Muelrath, General Manager • Robert B. Maddow, Esq., District Counsel



2185 N. California Blvd., Suite 500  
Walnut Creek, CA 94596-3500

(925) 944-5411 Fax (925) 944-4732  
[www.moffattnichol.com](http://www.moffattnichol.com)

February 2, 2017

Ms. Olesya Tribukait  
**County of Sonoma TPW**  
2300 County Center Drive, Ste B100  
Santa Rosa, CA 95403

Subject: **Boyes Boulevard Bridge Replacement Project  
Request for Budget Augmentation and  
Estimate for Design Services During Construction**

Dear Ms. Tribukait:

As discussed in our recent conversations, Moffatt & Nichol (M&N) is submitting this request for adjustment in our contract compensation for two items:

- Budget augmentation for changes in scope of work/supplemental engineering
- Addition of Design Services During Construction

Segregated scopes of work and fee estimates for each of these items are below and attached. A separate request is being submitted to you for relocation design of the Valley of the Moon waterline.

As you know, the project has been delayed due to utility coordination and other issues. In addition, the right-of-way acquisition and environmental validation process has led to requests for changes or additions to the previously agreed-upon design. Furthermore, since the project will be going to construction in the next year, we have been requested to provide scope and fee for Design Services During Construction.

### **Budget Augmentation/Supplemental Engineering - Scope of Work**

#### **1 – NEW RETAINING WALL**

*During right-of-way negotiations for the Krebs property it was agreed to fulfill the owner's request for a new retaining wall (rather than fill slope) along the property's Boyes Boulevard frontage.*

M&N will conduct structural analysis and prepare drawings for the new retaining wall. The calculations and plans will include in-kind replacement of a wooden fence on top of the wall. Work will also include the preparation of a cost estimate and specifications related to construction of the wall. Wooden fence replacement beyond the limits of the wall is not included in this scope of work.

#### **2 – PG&E SUPPORTS IN BRIDGE**

*Recent coordination with PG&E regarding relocation of overhead lines has led to their decision to revise the relocation concept and change from overhead lines to undergrounding through the bridge.*

M&N will revise bridge plans to accommodate the installation of up to two (2) PG&E lines. The work will include structural detailing and coordination with PG&E to determine conduit placing, utility openings, and support locations.

### 3 – DRAINAGE MODIFICATIONS

*Due to right-of-way restrictions, the original approved drainage concept was to provide mechanical filters contained within the street right-of-way. The County's subsequent decision to acquire a full parcel (Baranauskas property) led to direction to change the design to provide bioretention facilities.*

M&N will modify the previous design for a new bioretention system within the newly acquired property. This will also include modifications to the existing drainage system to tie the bioretention area into the existing 30" storm drain pipe that runs through the middle of Boyes Boulevard and outfalls to the creek through the new abutment. The modifications include changes to the drainage profile sheets and the addition of a Filterra inlet retrofit east of Sonoma Creek. As a part of the approval process, the Water Board will require the County to provide an updated exhibit showing the drainage strategy and how storm water treatment will be handled (i.e., with the bioretention area and Filterra inlet). M&N will prepare the exhibit which will include pre- and post-construction impervious areas to show how much treatment is planned to be covered from the project improvements.

### 4 – PEDESTRIAN LIGHTING

*M&N's original scope of work included minor modifications to the existing street lights (arms hanging off existing joint utility poles) to address cases where the joint utility poles might be relocated. However, a request to provide enhanced pedestrian lighting along the street will require new lighting design and additional coordination with PG&E to determine a point of connection and service pedestal location for the new system.*

M&N will provide design, drawings, specifications, and estimates for the requested pedestrian lighting facilities. Coordination with the County will be provided to determine the appropriate spacing of lights along with conduit runs within the sidewalks and incorporation of appropriate pedestrian lighting details. The scope will include foot-candle calculations to verify the spacing of the poles/lights. It is assumed that the lighting details, in general, will replicate past County projects and that the design can reuse those details on this project. It is also assumed that the County will provide support in obtaining those details.

### 5- ASSESS CHANGES TO MAINTENANCE ACCESS

*Temporary and permanent maintenance access for Sonoma Creek was provided across Boyes Springs Oaks HOA property from Pine Avenue, as directed by County staff. During right-of-way negotiations, an inquiry was made as to whether the permanent access could or should be from Boyes Boulevard.*

M&N will assess the impacts and advantages/disadvantages of revising permanent access and discuss with County right-of-way staff. If directed, the plans will be modified to provide permanent access from Boyes Boulevard, while maintaining temporary access during construction from Pine Avenue.

### 6 – SUPPLEMENTAL SURVEYING

*The changes described above will require supplemental survey data. In addition, during right-of-way negotiations, it was agreed to provide staking of the proposed improvements (retaining wall, slope limits, etc.) for the owner of the Krebs property to help visualize the final condition.*

Subconsultant **Cinquini & Passarino (C&P)** will provide field and office survey services to collect field data and incorporate it into the previously completed project topographic map for use in design of modified facilities. Using approved design drawings, C&P will also provide one set of stakes delineating project improvements within the Krebs property.

### 7 – OPTIONAL TASKS

*Unanticipated issues may arise as the design is completed and right-of-way negotiations are concluded.*

M&N will provide services as directed by the County to address unanticipated issues.

## **Budget Augmentation – Fee Proposal**

M&N proposes to perform the above-described services on a Time and Materials basis, Not-to-Exceed **\$89,597**, as detailed in the attached fee estimate.

## **Design Services During Construction – Scope of Work**

*M&N will support County (or consultant) construction management staff with construction engineering, submittal review, and limited onsite visits during construction. The estimated level of effort is based on an assumed construction time of 12 months. The actual support time required can vary greatly based on the quality of the contractor's submittals and the number of re-submittals required, as well as the experience and scope of work of the construction managers and inspectors. A reduced level of effort may be appropriate if the project proceeds smoothly. Conversely, difficult field conditions, contract change orders, or an extended construction period could require additional effort. The County will be informed of these conditions as the project progresses.*

### **1 – CONSTRUCTION ENGINEERING SUPPORT**

Construction Engineering Support will involve the following items of work:

- Attendance at up to four (4) onsite meetings, including pre-construction meeting
- Determine construction grades
- Coordinate inspection with County and utility agencies
- Respond to contractor RFI's (requests for information), up to ten (10) each assumed for structural and civil work.
- Prepare as-built plans based on "red-marks" provided by County or consultant construction management staff

### **2 – CONSTRUCTION SUBMITTAL REVIEWS**

M&N will review contractor submittals, including independent structural calculations when required. The following contractor submittals are anticipated:

- Prefabricated bridge fabrication and installation plan
- Pile placement and installation plan
- Precast girder shop drawings and deflection calculations
- Precast girder erection plan
- Concrete mix designs and aggregate grading (structure items)
- Bearing pad submittal
- Deck placement work plan
- Concrete barrier shop drawings
- Joint seal installation plan
- Miscellaneous bridge related submittals
- Storm Water Pollution Prevention Plan (SWPPP)
- Asphalt concrete submittal
- Concrete mix design (curb, gutter & sidewalk)
- Aggregate base submittal
- Pipe material submittal
- Bioretention material submittal

### **3 – OPTIONAL TASKS**

M&N will provide services for additional tasks that may arise during the construction process. This work will be performed as requested by the County.

**Construction Work to be Performed by Others**

- Construction inspection and monitoring
- As-built plan preparation
- Staking of abutment, foundations, bridge layout lines
- Establishing temporary bench marks
- Concrete plant inspection
- Concrete field sampling, testing and lab
- Reinforcing steel splice testing
- Soil compaction testing, other soil sampling and lab testing
- Welding special inspection and testing
- Traffic control submittals will be reviewed and approved by others
- All utility installation for utilities within the bridge will be inspected by the utility companies or agencies that will own them, or by the utility inspector on the rest of the project
- All other construction support services not explicitly included above

**Design Services During Construction – Fee Proposal**

M&N proposes to perform the above-described construction phase services on a Time and Materials basis, Not-to-Exceed **\$101,854**, as detailed in the attached fee estimate.

Please review and let me know if you have any questions. Moffatt & Nichol is ready to begin work immediately upon authorization to proceed.

Sincerely,



Gary Antonucci, PE  
Project Manager



# Cost Proposal Worksheet

COMPANY: Moffatt & Nichol	SCOPE OF WORK: Budget Augmentation/Supplemental Engineering	DATE: 2/2/2017
------------------------------	--	-------------------

PROJECT: Boyes Boulevard	MILESTONE/PHASE/PROJECT SUMMARY: Final PS&E
-----------------------------	--

DIRECT LABOR				
PERSONNEL	FUNCTION	HOURS	RATE	AMOUNT
Gary Antonucci	Project Management	28.0	\$ 101.87	\$ 2,852.36
Tom Hillesland	Civil Design	126.0	\$ 65.25	\$ 8,221.50
Tyler Sparks	Structural Design	4.0	\$ 66.79	\$ 267.16
Jared Cole	Civil/Structural Design	4.0	\$ 64.00	\$ 256.00
Garrett Dekker	Civil/Structural Design	64.0	\$ 53.03	\$ 3,393.92
Anthony Goryl	Civil/Structural Design	50.0	\$ 36.50	\$ 1,825.00
Gary Martin	Civil/Structural Design	48.0	\$ 57.68	\$ 2,768.64
Elena Pleshchuk	Civil/Structural Support	132.0	\$ 49.72	\$ 6,563.04
<b>TOTAL HOURS</b>		<b>456.0</b>	<b>TOTAL DIRECT LABOR</b> \$ 26,148	

MULTIPLIERS		
ESCALATION	0.00% (of Total Direct Labor)	\$ -
OVERHEAD	189.06% (of Total Direct Labor + Escalation)	\$ 49,435
PAYROLL ADDITIVES	0.00% (of Total Direct Labor + Escalation)	\$ -
<b>TOTAL MULTIPLIERS</b>		<b>\$ 49,435</b>

OTHER DIRECT EXPENSES				
ITEM	UNIT	QUANTITY	UNIT COST	AMOUNT
Transportation/Travel	LS	1	\$ -	\$ 1,000.00
Deliveries	EA	5	\$ 75.00	\$ 375.00
<b>TOTAL OTHER DIRECT EXPENSES</b>				<b>\$ 1,375</b>

OUTSIDE SERVICES		
COMPANY	FUNCTION	TOTAL
Cinquini & Passarino	Supplemental Surveying	\$ 5,081
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$ 5,081</b>

FEES		
OUTSIDE SERVICES ADMIN FEE	0.00% (of Total Outside Services)	\$ -
FIXED FEE	10.00% (of Total Direct Labor + Total Multipliers)	\$ 7,558
<b>TOTAL FEES</b>		<b>\$ 7,558</b>
<b>TOTAL COST</b>		<b>\$ 89,597</b>

# Manhour Worksheet

COMPANY:		SCOPE OF WORK:										DATE:		
Moffatt & Nichol		Budget Augmentation/Supplemental Engineering										2/2/2017		
PROJECT:		MILESTONE/PHASE/PROJECT SUMMARY:												
Boyes Boulevard		Final PS&E												
Supplemental Task	TASK ACTIVITY	Project Manager (G. Antonucci)	Superv. Civil Engineer (T. Hillesland)	Superv. Civil Engineer (T. Sparks)	Senior Engineer (J. Cole)	Engineer III (G.Dekker)	Engineer I (A. Goryl)	Senior Technician (G. Martin)	CADD II (E. Pleshchuk)					Total Hours
1	Retaining Wall Design	4.0	16.0		2.0	24.0	16.0		24.0					86.0
														-
2	PG&E Supports in Bridge	4.0	2.0		2.0	12.0	10.0		8.0					38.0
														-
3	Drainage Design Modificaitons	4.0	40.0				16.0		64.0					124.0
														-
4	Pedestrian Lighting	4.0	24.0	4.0				48.0						80.0
														-
5	Assess Maintenance Access	4.0	16.0						24.0					44.0
														-
6	Supplemental Surveying	4.0	8.0											12.0
														-
7	Optional Tasks (As Required)	4.0	20.0			28.0	8.0		12.0					72.0
														-
<b>ALL</b>	<b>TOTALS</b>	28.0	126.0	4.0	4.0	64.0	50.0	48.0	132.0	-	-	-	-	456.0

**County of Sonoma**  
**Boyes Boulevard Bridge Replacement Project**

**CONTRACT No.** \_\_\_\_\_  
**SUB CONSULTANT:** **Cinquini & Passarino, Inc.**

**CONSULTANT COST PROPOSAL**  
December 21, 2016

**DIRECT LABOR**

Name	Classification	Hours	Initial Hourly Rate	Total
Tony Cinquini	Principal Surveyor	3	\$65.00	\$195.00
Jim Dickey	Principal Surveyor		\$65.00	\$0.00
Jon Wheat	Professional Surveyor	2	\$52.50	\$105.00
Tony Tamayo	Staff Surveyor	3	\$31.72	\$95.16
Jeff Meyer	CAD Technician	8	\$30.68	\$245.44
TBD	Survey Party Chief	13	\$40.75	\$529.75
TBD	Survey Rodman/Chainman	13	\$32.78	\$426.14

\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
\$0.00	
42	
<b>Subtotal Direct Labor Costs</b>	\$1,596.49
<b>Anticipated Salary Increases</b>	\$170.08

TOTAL - Direct Labor \$1,766.57

**INDIRECT COSTS**

	Rate	Total
Overhead	30.96%	\$546.93
Fringe Benefit (Included in OH)	72.49%	\$1,280.59
General & Administrative (Included in OH)	58.01%	\$1,024.79
	161.46%	

TOTAL - Indirect Costs \$2,852.30

**FEE** ( 10.00% )

TOTAL - Fee \$461.89

**OTHER DIRECT COSTS**

Total
\$ -
\$ -
\$ -

\$0.00

TOTAL COST \$5,080.76

Subcontractor Costs  
**Total Contract**

\$ -
<b>\$ 5,080.76</b>

# Cost Proposal Worksheet

COMPANY: Moffatt & Nichol	SCOPE OF WORK: Design Services During Construction	DATE: 2/2/2017
------------------------------	---	-------------------

PROJECT: Boyes Boulevard	MILESTONE/PHASE/PROJECT SUMMARY: Construction
-----------------------------	--

### DIRECT LABOR

PERSONNEL	FUNCTION	HOURS	RATE	AMOUNT
Gary Antonucci	Project Management	90.0	\$ 101.87	\$ 9,168.30
Tom Hillesland	Civil Design	132.0	\$ 65.25	\$ 8,613.00
Jared Cole	Structural Design	28.0	\$ 64.00	\$ 1,792.00
Garrett Dekker	Civil/Structural Design	178.0	\$ 53.03	\$ 9,439.34
Elena Pleschuk	CADD	56.0	\$ 49.72	\$ 2,784.32
<b>TOTAL HOURS</b>		<b>484.0</b>	<b>TOTAL DIRECT LABOR</b>	<b>\$ 31,797</b>

### MULTIPLIERS

ESCALATION	0.00% (of Total Direct Labor)	\$ -
OVERHEAD	189.06% (of Total Direct Labor + Escalation)	\$ 60,115
PAYROLL ADDITIVES	0.00% (of Total Direct Labor + Escalation)	\$ -
<b>TOTAL MULTIPLIERS</b>		<b>\$ 60,115</b>

### OTHER DIRECT EXPENSES

ITEM	UNIT	QUANTITY	UNIT COST	AMOUNT
Transportation/Travel	LS	1		\$ 750.00
<b>TOTAL OTHER DIRECT EXPENSES</b>				<b>\$ 750</b>

### OUTSIDE SERVICES

COMPANY	FUNCTION	TOTAL
<b>TOTAL OUTSIDE SERVICES</b>		<b>\$ -</b>

### FEES

OUTSIDE SERVICES ADMIN FEE	0.00% (of Total Outside Services)	\$ -
FIXED FEE	10.00% (of Total Direct Labor + Total Multipliers)	\$ 9,191
<b>TOTAL FEES</b>		<b>\$ 9,191</b>

<b>TOTAL COST</b>			<b>\$ 101,854</b>
-------------------	--	--	-------------------

# Manhour Worksheet

COMPANY: Moffatt & Nichol	SCOPE OF WORK: Design Services During Construction	DATE: 2/2/2017
------------------------------	---	-------------------

PROJECT: Boyes Boulevard	MILESTONE/PHASE/PROJECT SUMMARY: Construction
-----------------------------	--

Task	TASK ACTIVITY	Project Manager (G. Antonucci)	Superv. Civil Engineer (T. Hillesland)	Senior Engineer (J. Cole)	Engineer III (G.Dekker)	Engineer III (G.Dekker)	Engineer I (A. Goryl)	Senior Technician (G. Martin)	CADD II (E. Pleshchuk)					Total Hours
														-
	Construction Engineering Support	50.0	60.0	8.0	78.0				40.0					236.0
	Construction Submittal Review	16.0	48.0	12.0	60.0									136.0
	Optional Tasks (As Requested)	24.0	24.0	8.0	40.0				16.0					112.0
														-

<b>ALL</b>	<b>TOTALS</b>	90.0	132.0	28.0	178.0	-	-	-	56.0	-	-	-	-	484.0
------------	---------------	------	-------	------	-------	---	---	---	------	---	---	---	---	-------



## 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:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor Lynda Hopkins 707-565-2241

**Supervisorial District(s):**

Fifth District

**Title:** Re-appointment

**Recommended Actions:**

Re-appoint Ramon Meraz to the Commission on Human Rights for a two-year term beginning February 28<sup>th</sup>, 2017 and ending February 28<sup>th</sup>, 2019. (Fifth District)

**Executive Summary:**

This is a re-appointment to the Human Rights Commission.

**Discussion:**

**Prior Board Actions:**

Re-appointment.

**Strategic Plan Alignment**      Goal 4: Civic Services and Engagement

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
None.			
<b>Attachments:</b>			
None.			
<b>Related Items "On File" with the Clerk of the Board:</b>			
None.			



## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor Lynda Hopkins 707-565-2866

**Supervisorial District(s):**

Fifth District

**Title:** Re-appointment

**Recommended Actions:**

Re-appoint Terry Kelley to the Advisory Council to Area Agency for a two-year term beginning on April 14, 2017 and ending on April 13, 2019. (Fifth District)

**Executive Summary:**

This is a re-appointment to the Advisory Council to Area Agency.

**Discussion:**

**Prior Board Actions:**

Appointed previously in 2015.

**Strategic Plan Alignment**      Goal 4: Civic Services and Engagement



<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
None.			
<b>Related Items “On File” with the Clerk of the Board:</b>			
None.			



## 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:** Sonoma County Board of Supervisors

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Michelle Carstensen - 565-2822

**Supervisorial District(s):**

All

**Title:** NATIONAL CRIME VICTIMS' RIGHTS WEEK

### **Recommended Actions:**

Adopt a Gold Resolution proclaiming April 2, 2017, through April 8, 2017, as National Crime Victims' Rights Week.

### **Executive Summary:**

On behalf of the many public and private agencies working together to improve crime victims' services, and to prevent and respond to crime in our community, five departments – the District Attorney's Office, the Sheriff's Office, the Human Services Department, the Department of Health Services, and the Probation Department – have come together to seek a proclamation declaring April 2, 2017, through April 8, 2017, as National Crime Victims' Rights Week in Sonoma County.

The week of April 2, 2017, through April 8, 2017, has been designated as National Crime Victims' Rights Week by the Office for Victims of Crime of the U.S. Department of Justice and the National Center for Victims of Crime. For more than 30 years, communities across America have joined together annually to recognize the needs and rights of crime victims and survivors. In an effort to provide recognition to crime victims, Sonoma County is joining other counties and states throughout the nation in showing a commitment to raising awareness of the devastating impacts of crime and in holding events honoring the courageous survivors of crime and those who help them heal. The theme for 2017 "*Strength. Resilience. Justice.*" reflects this vision of the future. A future in which victims are strengthened by the response they receive, organizations are resilient in response to challenges, and communities are able to seek collective justice and healing. We continue to work to support all victims through our own work and that of our community leaders, organizations and local partners to empower victims throughout the healing process and as they become survivors. As we better learn how to meet the needs of underserved victims, we expand victims' options.

During Crime Victims' Rights Week, outreach activities will take place throughout the community in addition to raising awareness about victims and the services available to victims of crime through print and radio media.

The following sections identify key services provided to victims within county agencies.

### **Sonoma County District Attorney's Office**

Historically, victims of crime have been under-served in a system geared to prosecute and protect the rights of the criminal. During the mid-seventies, the State of California began realizing that the trauma and financial loss experienced by victims should be acknowledged and began developing programs to address the problem. The California Legislature mandated that counties establish programs to assist crime victims who suffer the ill effects and trauma of crime. Section 13835.2 of the California Penal Code mandates the scope of services that must be offered. The Sonoma County Victim Services Division was established in 1978 to serve victims of crime. On November 4, 2008, the People of the State of California approved Proposition 9, the Victims' Bill of Rights Act of 2008, known as Marsy's Law. This measure amended the California Constitution to provide additional rights to victims.

The District Attorney's Office Victim Services Division offers comprehensive services to victims and witnesses of all types of violent crimes. Mandated services provided by the Victim Services Division include crisis intervention, emergency assistance, direct follow-up counseling, court escort and court support. Some optional services provided include creditor intervention, restitution information, and assistance with funeral and burial expenses through the State of California Victim Compensation Program.

In compliance with Marsy's Law, the District Attorney's Victim Services Division ensures victims receive all appropriate notifications related to court proceedings. We list victims' rights under Marsy's Law on our website. In order to better serve victims, the District Attorney implemented a web-based server, linked to the District Attorney's website, where victims are able to access online up to date court information and receive electronic notification of upcoming court dates.

The Victim Services Division served 3,548 new clients in FY 15/16 and is on track to serve the same number in FY 16-17. The Victim Compensation Program through the Victim Compensation and Government Claims Board processed 779 applications and paid hundreds of thousands of dollars directly to victims of crime in Sonoma County during FY 15/16. In FY 16/17, the Court issued restitution orders totaling more than \$4.9 million to be paid by defendants on behalf of victims. The District Attorney's Office Victim Services Division participates in numerous outreach events throughout the year to educate and inform our community about the services offered and available to victims and witnesses of crime.

The District Attorney's office is the lead agency for the Family Justice Center Sonoma County, a multi-agency collaborative effort that opened in August of 2011. The Family Justice Center (FJC) concept is a multi-disciplinary, physically co-located model with a coordinated, single point-of-access offering comprehensive wrap-around services for victims of domestic violence, sexual assault, elder abuse and child abuse. The Family Justice Centers seek to improve the services being offered to victims, and to

reduce the number of locations a victim must visit as well as the number of visits they must make to tell their story and receive the help they need.

### **Sonoma County Sheriff's Office**

The Sonoma County Sheriff's Office receives approximately 28,216 "911" calls for service each year. Thousands of these calls are victim contacts. The Sheriff's Office provides victim services such as emergency first aid, criminal investigation, assistance with criminal justice process, and referrals to victim assistance resources. The Sheriff's Office works collaboratively with other government agencies to prevent and protect individuals from violence in an ongoing commitment to keep our community safe. The Sheriff's Office continues to be a strong supporter and partner of the Family Justice Center.

### **Sonoma County Department of Health Services**

The Department of Health Service's Sexual Assault Response Team (SART) was created in 1995. SART provides specialized, coordinated services to the people of Sonoma County in a caring, supportive, collaborative and professional manner. SART is a multidisciplinary team of trained professionals that are available to provide forensic exams 24 hours a day, 365 days a year. SART team members and other Department staff work closely with the Human Services Department, the District Attorney's Office, local law enforcement, and community partners, such as Sutter Hospital, the YWCA of Sonoma County and Verity, to provide services to victims and families.

### **Sonoma County Human Services Department (HSD)**

The Human Services Department protects vulnerable children and adults through multiple programs and initiatives that promote maximum independence and well-being for individuals and families. In 2016, the Human Services Department examined an average of 565 reports of child abuse and neglect each month. During this same period the department received an average of 386 reports of abuse of an elder or dependent adult per month. Child, elderly and dependent adult victims of abuse suffer physical abuse, sexual abuse and/or emotional abuse. Elderly and dependent adults may also be victims of financial exploitation. For children, HSD staff coordinates and provides a comprehensive spectrum of services to ensure children are living in safe, stable and nurturing homes. Services, such as case management, counseling, parent education, emergency housing, legal assistance, behavioral interventions, transportation and assistance with basic needs are provided to children and their families to foster a sense of personal empowerment and hope. For elderly and dependent adults, HSD staff offers an array of resources to assist clients in maintaining their health and safety at home for as long as possible.

### **Sonoma County Probation Department**

The Probation Department provides a number of services that aid victims. The Department's investigations units prepare pre-sentence reports for the Superior Court that includes a description of the impact of crimes, including victim impact statements. These statements allow victims the opportunity to participate in and influence the court's sentencing process. Probation officers provide ongoing contact with crime victims to enhance their safety, explain the criminal and juvenile justice processes, and provide referrals to available victim services. Additionally, the Department works collaboratively with other agencies to identify victims of human trafficking within the criminal justice and juvenile justice systems, in order to refer victims to appropriate services. Probation officers supervise offenders in the community, collect restitution owed to victims, and work to ensure offenders

understand the impact their behavior has had on their crime victims. These supervision efforts reduce the likelihood of further community and/or individual victimization. Further, in appropriate juvenile cases, officers participate in a restorative justice process that allows the victim a voice in the development of the offender’s supervision plan, and officers monitor completion of these plans.

**Discussion:**

**Prior Board Actions:**

Resolutions approved proclaiming National Crime Victims’ Rights Week for each of the past 12 years.

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

Sonoma County residents face many challenges, such as changing demographics, human trafficking, immigration, and the use of technology both to commit and solve crimes. Many crimes are not reported, thus, victims frequently do not receive the help they desperately need. This Board Action will raise awareness of crime victims’ rights and the weeks’ events within the County that are designed to educate the public and reach all victims of crime.

**Fiscal Summary**

<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

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



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, PROCLAIMING APRIL 2, 2017, THROUGH APRIL 8, 2017, AS NATIONAL CRIME VICTIMS' RIGHTS WEEK IN SONOMA COUNTY.**

**Whereas**, more than 20 million Americans are directly harmed by crime each year; and

**Whereas**, the emotional, physical, psychological, and financial impact of crime falls on people of all ages and abilities, and of all economic, racial and social backgrounds; and

**Whereas**, National Crime Victims' Rights Week is an opportune time to commit to ensuring that all victims of crime are offered accessible and appropriate services in the aftermath of crime; and

**Whereas**, the 2017 theme "Strength. Resilience. Justice." reflects this vision of the future in which all victims are strengthened by the response they receive, organizations are resilient in response to challenges, and communities are able to seek collective justice and healing; and

**Whereas**, the County of Sonoma is dedicated to building partnerships with community leaders, religious groups, schools and other agencies to better reach and serve all victims of crime; and

**Now, Therefore, Be It Resolved**, that the Sonoma County Board of Supervisors hereby proclaims April 2 through April 8, 2017, as National Crime Victims' Rights Week in the County of Sonoma; and reaffirms its commitment to respect and enforce victims' rights and address their needs during Crime Victims' Rights Week and throughout the year; and to express our appreciation for those victims and crime survivors who have turned personal tragedy into a motivating force to improve our response to victims of crime and build a more just community.

**Be It Further Resolved**

Resolution #

Date:

Page 2

**Supervisors:**

Gorin:

Rabbitt:

Zane:

Gore:

Hopkins:

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: 13**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Supervisors

**Board Agenda Date:** April 4th, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Supervisor James Gore 565-2241

**Supervisorial District(s):**

Fourth District

**Title:** Gold Resolution

**Recommended Actions:**

Present the Gold Resolution recognizing Jackson Family Wines, recipients of the EPA's 2016 Green Power Leadership Award for their leadership and commitment to sustainable energy use that was approved at the March 7<sup>th</sup> Board of Supervisors Meeting

**Executive Summary:**

**Prior Board Actions:**

**Strategic Plan Alignment**

**Fiscal Summary - FY 16-17**

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

**Narrative Explanation of Fiscal Impacts (If Required):**

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

**Narrative Explanation of Staffing Impacts (If Required):**

**Attachments:**  
None

**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: 14**  
(This Section for use by Clerk of the Board Only.)

**To:**

**Board Agenda Date:** April 4, 2017

**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:** Gold Resolution

**Recommended Actions:**

Adopt a Gold Resolution Thanking Matt Martin For His Eight Years Of Service As Chief Executive At Social Advocates For Youth. (Third District)

**Executive Summary:**

Adopt a Gold Resolution Thanking Matt Martin For His Eight Years Of Service As Chief Executive At Social Advocates For Youth. (Third District)

**Discussion:**

**Prior Board Actions:**

**Strategic Plan Alignment** Goal 4: Civic Services and Engagement

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items "On File" with the Clerk of the Board:</b>			



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,  
Recognizing Matt Martin for his contributions .**

**Whereas**, Matt Martin, Chief Executive Officer, for Social Advocates for Youth is a Massachusetts native, who moved to California in 1998 after graduating from Roger Williams University in Rhode Island with a Bachelor of Arts in Psychology; and

**Whereas**, Matt has worked for over 20 years in the field of youth development, serving as a teacher through AmeriCorps in Providence, Rhode Island, an elementary school teacher in Oakland, California and later working as the Director of Operations for the Boys and Girls Club in Petaluma; and

**Whereas**, Matt Martin has dedicated himself to helping kids overcome their histories and move beyond surviving to thriving; and

**Whereas**, Matt landed at Social Advocates for Youth (SAY) in 2009 as the Development Director, becoming Chief Executive Officer in 2010. As CEO, Matt guides a team of 150 professionals each day toward a youth-focused mission with the goal of empowering them to become stable and able to rise to life's challenges and opportunities via the foundational pillars of housing, counseling, and career services; and

**Whereas**, Matt began his leadership role at SAY during one of the most trying social times, as the community was faced with an unprecedented economic downturn and subsequent spike in the number of homeless young people on our streets. Matt leaned into the opportunity to bring people together to be part of the solution to end youth homelessness in Sonoma County and beyond; and

**Whereas**, not fearing "no" in 2014, Matt asked Sutter Health to donate the idle asset formerly known as Warrack Hospital so SAY could repurpose the facility for use as a continuum of youth services unprecedented in the area. Sutter said "yes"; and

**Whereas**, following the quickest, most effective capital campaign in Sonoma County history, the Dream Center opened in January of this year, offering comprehensive services to Sonoma County youth. Again, not fearing the word "no" Matt mobilized

Resolution #

Date:

Page 2

the community to change the paradigm of addressing youth homelessness, and the idea of the SAY Finley Dream Center was born; and

**Whereas**, since 2010, Matt has steered Social Advocates for Youth and supporters to double the budget and expand the capacity to serve youth by many thousands annually. He has brought a steadfast and unwavering vision for what is possible combined with belief in the power of ideas, faith in people, and commitment to systemic change; and

**Now, therefore be it resolved**, that the Board of Supervisors of the County of Sonoma, State of California, does hereby celebrate Matt Martin for his many contributions to the community and specifically to his good works at Social Advocates for Youth.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



# County of Sonoma Agenda Item Summary Report

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

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

**To:**

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Board of Supervisors

**Staff Name and Phone Number:**

Susan Gorin / 565-2241

**Supervisorial District(s):**

First

**Title:** Gold Resolution

**Recommended Actions:**

Adopt a Resolution Congratulating CASA on 20 years of outstanding dedication to the youth of Sonoma County

**Executive Summary:**

Gold Resolution Congratulating CASA on 20 years of outstanding dedication to the youth of Sonoma County

**Discussion:**

**Prior Board Actions:**

**Strategic Plan Alignment** Not Applicable

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			





# County of Sonoma

## State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

### **Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Congratulating CASA on 20 Years of Outstanding Dedication to the Youth of Sonoma County**

**Whereas**, the Sonoma County Court Appointed Special Advocates (CASA) Program is committed to serving abused and neglected children coming before the Juvenile Court for protection and rehabilitation services; and

**Whereas**, CASA is a non-profit community organization that provides volunteer advocacy services to children who are under Juvenile Court jurisdiction (i.e., foster care, adoption services, and juvenile delinquency). Superior Court Judge Arnold Rosenfield founded the Sonoma County CASA program in 1996. Judge Rosenfield was concerned because he witnessed children languishing in the foster care system or becoming the victims of poor decisions. The Judge was also concerned with the self-esteem and emotional care that the children received. Since its inception, CASA has been the "Child's Voice in Court" for over 1,000 abused and neglected children; and

**Whereas**, CASA was incorporated as a non-profit organization in January 1997 and was recognized by the National Court Appointed Special Advocates Association as the 32nd CASA program in the State of California upon having graduated its first class of child advocates in April 1997; and

**Whereas**, the purpose of the CASA program is to humanize the complex child welfare system for the child victim by providing a trained volunteer who will act as a consistent role model, advocate, and long term life connection. Since the program's inception CASA has served over 1,300 youth through the tireless efforts of over 900 volunteer child advocates and advisors; and

**Whereas**, the CASA program provides representation without charge to children between the ages of birth to twenty-one, who have been adjudged dependent children of the court. CASA is one of 44 similar programs across the state and 900 across the United States; and

**Whereas**, currently in California 90,000 children are living in foster homes and small group homes, with over 600 right here in Sonoma County. Approximately, 200 of these children receive CASA services annually. Locally CASA has over 180 volunteers providing over 15,000 hours of

Resolution #

Date:

Page 2

service annually. These volunteers serve as child advocates, advisors, help in the office, and serve on the board and committees; and

**Whereas**, CASA has been fortunate to have Millie Gilson at the helm since its inception. As Executive Director, Millie has retained her focus on the goals of the mission of CASA all the while remembering that children are the heart and soul of everything CASA does daily. Millie’s passion for advocacy and compassion for children is obvious to everyone she meets. The people of Sonoma County are grateful and fortunate for her efforts on behalf of our children; and

**Whereas**, current Board President, Austin O’Malley has been steadfast and loyal to the mission of CASA for the past seven years as a board member. Austin’s leadership and direction has enabled CASA to survive through the challenging economic landscape. His diligence enabled CASA to continue to serve our most vulnerable children; and

**Whereas**, as Nelson Mandela wisely stated, “There can be no keener revelation of a society’s soul than the way in which it treats its children.” We are thankful to CASA for taking the hand of a scared child and walking through the hardest moments. Our collective soul is better for having CASA at the center.

**Now Therefore Be It Resolved** that the Board of Supervisors of Sonoma County hereby congratulates CASA on 20 years of outstanding dedication to the youth of Sonoma County.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**



## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Sheryl Bratton, 565-2431

**Supervisorial District(s):**

All

**Title:** County Strategic Priorities

### **Recommended Actions:**

Adopt the County's Strategic Priorities: Healthy Watersheds, Housing for All, Rebuilding our Infrastructure, and Securing our County Safety Net, and provide direction to staff to implement recommended projects, develop outcome measures, and provide routine progress reporting to the Board of Supervisors.

### **Executive Summary:**

On January 31, 2017, the Board of Supervisors held its annual Strategic Planning Study Session with County department heads, District Directors, and senior County Administrative Office staff to discuss, both individually and collectively, the County's strategic priorities. Prior to that date, department heads met to discuss potential topics and policy implications, and prepared departmental vision, priorities and challenges statements which were used to provide a framework for the Board's discussion.

During the Board's Strategic Planning Study Session, four broad categories were identified: resource conservation through a holistic Healthy Watersheds approach; investing and incentivizing Housing for All in our community; Rebuilding our Infrastructure through investments in road, facilities, and neighborhood resources; and Securing our Safety Net by focusing on the most vulnerable individuals in our community.

Department Heads and staff have since met to identify existing projects and initiatives, as well as develop new efforts, that support these complex multi-year priorities. This agenda item provides a high level summary of each priority area, with more detailed priority papers attached. With the Board's approval, the County Administrator will work with Department Heads to advance specific projects as well as develop a tracking and reporting process to inform the Board and community on the County's progress toward achieving the goals of each priority area.

## **Discussion:**

The four priorities are as follows:

### Securing our County Safety Net

We are closing the gaps in the Safety Net to support our highest need residents to achieve self-sufficiency, recovery and well-being. We are achieving this through coordination of three related initiatives: Project 301, which identifies and provides coordinated services to the 301 most vulnerable people/families in our community, strengthening Behavioral Health services by expanding and bolstering successful programs and launching coordinated services, and targeting safety net services at the neighborhood level.

To advance this priority area, we will leverage existing County, State, Federal and Private investments in ongoing efforts. Unmet need of resources required for the successful development, launch, and long-term, ongoing support for Safety Net services falls broadly into the following categories: cross-department administrative commitment, program and administrative staff support, in-kind department staff support for initiative development, legal consultation, data systems design and support, information technology systems and support, and infrastructure resources for co-located services. County agencies are seeking in-kind technical assistance support from the Harvard Government Performance Lab and Berkeley California Policy Lab to support successful development and deployment of long-term, outcomes-oriented performance improvement goals of the Safety Net priority initiatives.

Specific goals for this priority are to

1. Improve health, well-being and self-sufficiency outcomes of clients/families
2. Increase number of people accessing services
3. Improve referrals, access and sustained engagement of clients for County-provided services
4. Increase coordination of county services and reduction in duplicate services
5. Decrease resources expended per client/family

### Housing for All

Like other west coast communities, Sonoma County is facing a worsening housing crisis that is impacting not just those with modest means, but businesses, the health care sector, educational institutions, the criminal justice system, environmental interests, and the overall quality of life within the County. While the County will never have enough money to solve the problem on its own, it does play a critical role in articulating the needs, marshaling resources, and driving the agenda.

As such, to address this priority, the County will work to increase the pace of housing development at all income levels. Working in collaboration with cities, Sonoma County will use all available tools – regulations, fee structures, flexible capital funding, strategic needs assessments and the general plan update – to drive production of more housing units serving a continuum of needs, from very low income units for homeless and at-risk populations, to workforce. The effort will also leverage key County assets, including owned property and flexible local funding to drive this agenda. New development will be focused in urban centers.

Specific goals for this priority are to:

1. Create 3,375 new homes countywide for people of all incomes by 2022
2. Speed the pace of development by reducing the cycle time for entitlements and improving flexibility of local funding sources
3. Reduce incidence of housing instability and homelessness
4. Raise the credibility of County government as a vital partner in housing creation

### Rebuilding our Infrastructure

The County is responsible for 1,384 miles of unincorporated area roads, 328 bridges, four small water systems, and 158 county buildings which represent a total of 2.6 million square feet. The public's ability to benefit from this infrastructure is limited by the age and condition of these assets, and lack of available funding for to maintain functionality and value. Rebuilding facilities and investing in ongoing maintenance of infrastructure reduces deferred and corrective maintenance liabilities – saving taxpayer dollars – improves the public's safety, and enhances the use of and access to services. The County can also provide support to communities to organize around identified local priorities for enhanced services as an avenue to improve services county wide.

Infrastructure – including buildings, transportation, sewer, water, storm drainage, and flood control facilities – must include provisions for both meeting present and future internal County facility needs, as well as the general public need. Investments should achieve organizational service excellence, and create positive experience for residents and visitors while enhancing safety. All of our infrastructure investments must build resilience to the risks and impacts from climate change. Specific goals for this priority are to:

1. Securing increased transportation funding to improve and maintain the County's roads infrastructure
2. Revitalizing the County Campus to meet future service delivery needs
3. Creating a Resilient Community Toolbox

### Healthy Watersheds

The last hundred years in Sonoma County has witnessed substantial growth and development. While this has led to vibrant communities with high quality of life, this has altered our natural environment and adversely impacted rivers, streams, air quality, wildlife, and water quality. This has also restricted the public access to nature, contributed to our County's streams being federally listed as impaired, and recently the State named three groundwater basins in the County as priority basins under the Sustainable Groundwater Management Act. Further, while park acreage has increased over recent decades, funding challenges remain that risk park closures, increased fees, and depletion of natural resources within the parklands.

The County has been working for several decades to address these impacts. While many efforts have been successful, they have in large part been independent of the others, and have not been coordinated in a way that maximizes collaboration and cooperation within the County and with stakeholders, including other local government agencies and non-profits. Further, these substantial efforts have not always been well communicated to stakeholders and the general public. The Healthy Watersheds

Initiative will provide a framework for this coordination, incorporating existing efforts with emerging initiatives, to better leverage existing efforts and gain support for new efforts.

Specific goals for this priority are to:

1. Coordinate the collective efforts of our governmental, non-profit and other partners to improve conditions of our watershed for humans and the environment.
2. Collaborate to secure funding that addresses priority threats related to habitat, water supply, water quality, flood control and climate change.
3. Communicate the natural resource goals, activities and accomplishments of the county to the public through a seamless portal.

**Next Steps**

With the Board’s approval, the County Administrator will work with Department Heads to advance specific projects as well as develop a tracking and reporting process to inform the Board and community on the County’s progress toward achieving the goals of each priority area.

Departments will be responsible and accountable for implementing the initiatives identified in the priority areas, while the County Administrator’s Office will provide support and track the progress of key initiatives. The County Administrator anticipates reporting to the Board on the status of projects and resource needs on a quarterly basis, and will incorporate information in the FY 17-18 Budget as appropriate.

**Prior Board Actions:**

- March 8, 2016: Board of Supervisors adopted the 2016 Priorities
- March 10, 2015: Board of Supervisors adopted the 2015 Priorities
- March 18, 2014: Board of Supervisors adopted the 2014 Priorities
- March 12, 2013: Board of Supervisors adopted the 2013 Priorities
- February 7, 2012: Board of Supervisors adopted the 2012 Priorities

**Strategic Plan Alignment**      Not Applicable

The Priorities align directly with all County Strategic Goals.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
Resource needs will be identified on a project basis, and called out in the FY 17-18 Budget process as appropriate.			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Attachment A: Priority Paper <b>Securing our County Safety Net</b> Attachment B: Priority Paper <b>Housing for All</b> Attachment C: Priority Paper <b>Rebuilding our Infrastructure</b> Attachment D: Priority Paper <b>Healthy Watersheds</b>			
<b>Related Items “On File” with the Clerk of the Board:</b>			



## **County Strategic Priority: Securing our County Safety Net**

### **Lead Departments**

Health Services, Human Services, Probation, Child Support Services, Public Defender, District Attorney, Sheriff's Office

### **Vision**

We are closing the gaps in the Safety Net to support our highest need residents to achieve self-sufficiency, recovery and well-being. We are achieving this through coordination of three related initiatives: Project 301, which identifies and provides coordinated services to the 301 most vulnerable people/families in our community, strengthening Behavioral Health services by expanding and bolstering successful programs and launching coordinated services, and targeting safety net services at the neighborhood level.

### **Priority Summary**

There are individuals and families in Sonoma County that have significant and multiple needs for safety net services provided by county departments and lack sufficient access to services and opportunities to move toward resiliency, self-sufficiency and optimal well-being. While Sonoma County departments aim to serve the needs of the highest risk populations, currently no mechanism exists to identify and target the highest need, shared clients of multiple departments. Further, the County does not have strategies, processes, and systems to comprehensively integrate, coordinate and evaluate services that are needed and delivered to the highest need clients. Furthermore, there is significant unmet needs for behavioral health services in our community.

The Safety Net priority initiatives will focus on improving access to coordinated services to address critical service gaps and evaluating the effectiveness of these service delivery strategies. The Safety Net priority work will be addressed through coordination of three related initiatives: Project 301, Behavioral Health services, and Neighborhood services. These priority initiatives will coordinate across projects, and work in collaboration with other Board priorities, to develop an integrated system that aims to yield improved client well-being outcomes and improved efficiencies in the ways County departments and community partners use resources, develop partnerships, and deliver critical services.

The Safety Net services priority will leverage existing County, State, Federal and Private investments in ongoing efforts. Unmet need of resources required for the successful development, launch, and long-term, ongoing support for Safety Net services falls broadly into the following categories: cross-department administrative commitment, program and administrative staff support, in-kind department staff support for initiative development, legal consultation, data systems design and support, information technology systems and support, and infrastructure resources for co-located services. County agencies are seeking in-kind technical assistance support from the Harvard Government Performance Lab and Berkeley



California Policy Lab to support successful development and deployment of long-term, outcomes-oriented performance improvement goals of the Safety Net priority initiatives.

Specific goals for this priority are to

1. Improve health, well-being and self-sufficiency outcomes of clients and families.
2. Increase number of people accessing services.
3. Improve referrals, access and sustained engagement of clients for County-provided services.
4. Increase coordination of county services and reduction in duplicate services.
5. Decrease resources expended per client/family.

Potential outcome measures to track progress toward these goals include measures of client and community outcomes as well as process measures to indicate government performance improvements.

Outcomes for participating individuals/families:

- Secure jobs or become self employed.
- Increase in assets and household income.
- Reduction of reliance on public benefits.
- Housing stability.
- Reduced recidivism.
- Reduction or elimination of barriers to initial or continuous employment.

Government Performance Improvements:

- Improved service integration.
- Improved referral and client tracking mechanisms.
- Expanded services to meet critical needs.
- Increased access to services.
- Improved information sharing across departments and community partners.
- Creation of a single record system.
- Expanded capacity of staff.
- Reduction in paperwork, gaps and duplication of services.
- Improved evaluation to assess outcomes.

### **Priority Projects**

The County has identified three primary initiatives to advance the Enhancing the Safety Net priority. Under each of these initiatives are numerous existing and new projects. In this sense, much of what is proposed in this priority is a greater integration of disparate safety net services, targeted in a more focused and coordinated way on those most in need, where those people live.

In addition, there are a number of influencing factors, representing potential opportunities to advance this priority or threats to its progress. These include: Changes in state and federal funding landscape may limit resources for projects; Institutionalized silos regarding information sharing, confidentiality, and funding streams may require time-intensive coordination and negotiation; Multiple data software systems at local and state levels used by participating departments may require time-intensive data-sharing agreements and integration design; Immigration status of clients may be a barrier to accessing care and integrating into data systems; Investments in improving systems of Safety Net services likely to yield considerable long-term impact on client well-being and resource efficiencies, yet require multi-year investments in planning, data system integration, service delivery system redesign and deployment, and longitudinal evaluation.

Based on the County's current assessment, given adequate resources the following projects will help the County accomplish the goals of this priority.

1. **Project 301:** The strategic priority initiative Project 301 will focus on strengthening collaborative service delivery strategies and case management across Sonoma County departments for at least 301 of the most at-risk residents and families. Phase 1 will focus on data sharing and data system integration and coordination to identify the target population to be served and to define and confirm shared measures. Phase 2 will focus on developing a model for comprehensive approaches to address key needs, based on a "no wrong door" strategy to ensure access to services across departments in order to prioritize coordinated care. Phase 3 will focus on implementation and conducting of a comprehensive evaluation to assess impact on client outcomes.
2. **Behavioral Health Services:** The strategic priority initiatives focused on Behavioral Health will build upon existing work to strengthen cross-department and community coordination aimed at addressing critical gaps in the mental health and substance abuse system from prevention to crisis intervention to treatment and recovery. The focus of these initiatives will expand and strengthen a comprehensive system of coordinated mental health and substance abuse services, including implementation of the county Drug Medi-Cal program, implementation of the Mental Health Services Act (MHSA) 2017-2020 plan, successful coordination of the Stepping Up Initiative, launch of the Whole Person Care pilot, and a regional partnership to develop the Psychiatric Health Facility (PHF).
3. **Neighborhood Services:** The strategic priority initiative of "neighborhood services" aims to assess and plan the viability of services delivery in specific community neighborhoods within Sonoma County, including but not limited to, Cloverdale, Sonoma Valley, and West County. The analysis will include key service needs in particular geographic areas, costs and anticipated benefits of co-locating county and community services, including co-location at existing County properties, and negotiation of establishing neighborhood services. The initiative will build upon a pilot effort to be launched by the Departments of Human and Health Services South County Center in Petaluma in April 2017.

### **Stakeholders**

- Cities and Towns of Sonoma County
- Hospitals
- Health clinics
- Mental health service providers
- Substance-abuse treatment providers
- Social service providers
- Sonoma County residents and businesses
- Health Action and Upstream Investments
- UC Berkeley California Policy Lab and the Harvard Government Performance Lab
- Clients of safety net services



## County Strategic Priority: Housing For All

### **Lead Departments**

Community Development Commission, Permit and Resource Management, General Services, Health Services, Economic Development Board

### **Vision**

We envision a Sonoma County where people at all income levels have choices and the housing market is in balance: Where rents and home prices rise at the same pace as wages, and the vacancy rate for rentals is steady at 5%. This market balance is achieved because the County and its partner jurisdictions facilitate new home construction by the private sector at a rate commensurate with in-migration. New development is concentrated in our urban centers, and throughout the county vibrant mixed-income communities are the norm. In this way, we are preserving our infrastructure investments and our environment and open spaces, while decreasing commute times for workers.

### **Priority Summary**

Like other west coast communities, Sonoma County is facing a worsening housing crisis that is impacting not just those with modest means, but businesses, the health care sector, educational institutions, the criminal justice system, environmental interests, and the overall quality of life within the County. The Board of Supervisors has recognized this growing problem, and in just the last five years the County has increased its investment of local dollars which helped fund some 600 new affordable housing units, issued building permits for 900 housing units, and lowered the barriers and costs of the building of Accessory Dwelling Units (ADUs or “Granny Units”) and Junior Units.

Notwithstanding these important wins, the severe shortage of affordable homes persists, as does the prevalence of homelessness. The time is now for the County to further sharpen its focus, to bring new players into the development and funding conversations, and to set a bold policy agenda. And while the County will never have enough money to solve the problem on its own, it does play a critical role in articulating the needs, marshalling resources, and driving the agenda.

To address this priority, the County will work to increase the pace of housing development at all income levels. Working in collaboration with cities, Sonoma County will use all available tools – regulations, fee structures, flexible capital funding, strategic needs assessments and the general plan update – to drive production of more housing units serving a continuum of needs, from very low income units for homeless and at-risk populations, to workforce. The effort will also leverage key County assets, including owned property and flexible local funding to drive this agenda. New development will be focused in urban centers.

Specific goals for this priority are to:

1. Create 3,375 new homes countywide for people of all incomes by 2022.
2. Speed the pace of development by reducing the cycle time for entitlements and improving flexibility of local funding sources.
3. Reduce incidence of housing instability and homelessness.
4. Raise the credibility of County government as a vital partner in housing creation.

Potential outcome measures to track progress toward these goals could include:

1. The creation of an average of 675 new units per year over the next five years.
2. Vacancy rates for rentals to increase to 3% by 2022 and rental price inflation to slow.
3. The number of homeless individuals and families to drop below 1000 county-wide.
4. The length of time any person or family is not in permanent housing drops.

### **Priority Projects**

The County has identified a number of existing and future projects to advance the Housing for All priority, all of which will require strong partnership with the cities, developers, and other funders. In addition, there are a number of influencing factors, representing potential opportunities to advance this priority or threats to its progress. These include: Changes in state and federal funding may limit resources for projects; public resistance to development in particular areas; political siloes between jurisdictions; lack of agency bandwidth; housing market downturn; and increasing interest rates which raise the costs of capital.

Based on the County's current assessment, the following projects will help the County accomplish the goals of this priority.

1. Achieve up to 1,375 units by focusing reuse of select County-owned properties on mixed-income and mixed-use housing development in Santa Rosa. Projects include Chanate (800 units); West College Ave (200 units); Main County Administration Center Campus (200 units); Roseland Village (175 units)
2. Facilitate development of an additional 2,000 units countywide in collaboration with cities, key stakeholders and potentially involving other publicly-owned parcels.
3. Create a five-year strategic housing investment plan, leveraging the *Building Homes Toolbox*, the California Statewide Housing Needs Assessment, and the General Plan update to clearly articulate housing needs and investment priorities by income level, geography and population type (i.e. seniors, families, special needs). The plan should consider jobs/housing balance, commute patterns, and projected population growth.
4. Update and refresh land use, entitlement regulations and fee structure, including deferral collection of impact fees; enacting housing code amendments for workforce housing; creating an Affirmative Housing Inspection Program to inspect, maintain and improve multi-unit housing.
5. Update and refresh housing finance programs and policies to entice more developers and target local funds to highest priority areas of need.
6. Pursue sustainable funding for the Palms Inn with Catholic Charities, and encourage similar projects.
7. Redesign homeless services funding to emphasize "housing first".
8. Aggressively pursue new capital funds to support housing development.

## **Stakeholders**

Housing for All requires the partnership and collective work of many stakeholders. Among these are:

- Cities and towns throughout the County
- Developers in both the non-profit and for-profit sector
- Property owners
- Financial institutions
- Non-profit organizations that provide safety net services
- Real estate industry
- Schools and hospitals
- Neighborhood groups



## **County Strategic Priority: Rebuilding Our Infrastructure**

### **Lead Departments**

Transportation and Public Works, General Services, County Counsel, and Auditor Controller

### **Vision**

We are improving County infrastructure and supporting communities for a resilient, sustainable future. Rebuilding facilities and investing in ongoing maintenance of infrastructure reduces deferred and corrective maintenance liabilities – saving taxpayer dollars – improves the public’s safety, and enhances the use of and access to services.

### **Priority Summary**

The County is responsible for 1,384 miles of unincorporated area roads, 328 bridges, four small water systems, and 158 county buildings which represent a total of 2.6 million square feet. The public’s ability to benefit from this infrastructure is limited by the age and condition of these assets, and lack of available funding for to maintain functionality and value.

Infrastructure - including buildings, transportation, sewer, water, storm drainage, and flood control facilities – must include provisions for both meeting present and future internal County facility needs, as well as the general public need. Investments should achieve organizational service excellence, and create positive experience for residents and visitors while enhancing safety. All of our infrastructure investments must build resilience to the risks and impacts from climate change. This initiative has three primary focus areas: Securing increased transportation funding; Revitalizing the County Campus for future service delivery needs; and Creating a Resilient Community Toolbox.

As it relates to any of these three initiatives; the goals will include education and outreach components by identifying the County’s areas of responsibility, aligning the public’s expectations with the County’s capacity to deliver, defining what timely response looks like, developing functional, accessible and meaningful materials for the public, including a participatory budget process.

Potential outcome measures to track progress toward these goals could include

1. Complete redevelopment plan for the County Government Center that includes housing and mixed use office/retail.
2. Increase the number maintenance staff per road miles.
3. Continuing Pavement Condition Index trend.
4. Establishing bridge investment and replacement benchmarks.
5. Reduction in roads deferred maintenance backlog.
6. Establish a financing plan for the County Government Center that does not reduce the

County's ability to fund services.

7. Identify County land that could be developed to meet County priorities, such as housing, safety net services, and resource conservation.
8. Achieve Net Zero sustainability for all County facilities.
9. Addresses \$236 million in deferred County facilities maintenance.
10. Investment in County facilities Preventative Maintenance at IFMA standard, e.g. \$2.82/sqft.
11. Inventory communities interested in organizing to improve self-sufficiency and resilience.
12. Developing a Community Toolbox to help communities define needs and priorities, and organize to address those needs in a consistent and sustainable method.
13. All of Sonoma County unincorporated Communities have received Toolkit and have been trained through a community workshop.

### **Priority Projects**

The County has identified three primary projects to advance the Rebuilding our Infrastructure priority. In addition, there are a number of influencing factors, representing potential opportunities to advance this priority or threats to its progress. These include: the Low Carbon Transportation proposal in the Governor's budget<sup>1</sup>; declining Highway Users Tax Account<sup>2</sup>; the Federal Budget<sup>3</sup>; Save California Streets<sup>4</sup>; and Pending Legislation<sup>5</sup>

---

<sup>1</sup> The proposal contains a target goal of a 50% reduction in petroleum use, and proposes to allocate \$363 million for Low Carbon Transportation projects. Funding could be made available to increase the use of alternative non-petroleum based fuels such as hydrogen, renewable compressed natural gas, renewable diesel, electric vehicles and the charging station infrastructure to support EV's. While this presents opportunities, it will also present some challenges. To achieve a 50% reduction in petroleum, there may be changes in the off-road mobile vehicles and diesel regulation exemptions that would accelerate the replacement of older County-owned equipment beyond available funding sources.

<sup>2</sup> Over the past two years the County has seen a significant decline in state Highway User Tax Account (HUTA) revenues, the largest source of funding for Road Operations, taking the average from 2010 to 2015 of \$14.6 million down to \$10.4 million in 2015-16 and an estimated \$10.7 million in 2016-17, for a net loss over two years of \$8.1 million. The current estimates provided by CSAC in response to the Governor's budget continue lower than average HUTA revenues for FY 2017-18. Current estimate is \$11.3 million which is \$3.3 million less than the \$14.6 million prior average. While fund balance has been available in prior years to backfill the HUTA shortfalls, this will not be possible in FY 17-18. If not backfilled with another source, reductions will be necessary in road maintenance resulting in increased delays in Department's ability to perform critical maintenance activities and respond to constituent complaints.

<sup>3</sup> The White House is requesting \$16.2 billion for the Department of Transportation's (DOT) discretionary budget, or a \$2.4 billion (13 percent) decrease from the 2017 level. The budget seeks to eliminate funding for DOT's \$500 million discretionary TIGER grant program. Funding for the Federal Transit Administration's Capital Investment Program (New Starts) would only be available to projects with existing full-funding grant agreements. According to the administration, "future investments in new transit projects would be funded by the localities that use and benefit from these localized projects." The budget would eliminate funding for the \$175 million Essential Air Service (EAS) program, which provides subsidized commercial air service to rural airports.

<sup>4</sup> Due to an aging infrastructure, rising construction costs and budget constraints, the state's local road network is falling into disrepair at an alarming rate. With heavier vehicles, increasing traffic and the need to accommodate alternative modes of transportation, the demands on California's streets and roads are growing. At the same time, a growing percentage of streets and roads are in poor condition and in need of repair.

<sup>5</sup> Two separate funding bills are pending in the Legislature: Senate Bill 1, authored by Sen. Jim Beall, and Assembly Bill 1, authored by Assembly member Jim Frazier. Both bills will generate about \$6 billion annually. Neither bill dedicates more than 10 percent of its funds for public transit. For context, 20 percent of the federal gas tax is dedicated to public transportation. Moreover, some of the proposed public transit funds are pre-existing while others aren't certain to ever materialize.

Based on the County's current assessment, given adequate resources the following projects will help the County accomplish the goals of this priority.

**Transportation Funding:** Develop adequate funding for Maintenance, Preservation and Construction of Transportation Infrastructure, position County in collaboration with Cities to support Federal, State and Local transportation infrastructure financing initiatives.

- A. Continue Paving Program and Assessment of Pavement Condition and Un-Met Needs on an annual basis.
- B. Prepare an Updated Bridge Report and Un-Met Needs Assessment
- C. Develop County Roads Information Resource Guide
- D. Continue Legislative Lobbying Efforts

**Revitalize the County Campus:** Complete the plan to reinvent and improve existing aging County facilities to efficiently and effectively deliver public services; and identify land available for housing, retail and office development in order to achieve long term revenue generation. The plan will rebuild facilities today, that will be relevant in 2050 and beyond through design and committed maintenance funding. Funding and a financing plan for implementation and ongoing maintenance must be identified, as well as achieve Net Zero sustainability goals and maximize the beneficial use of County owned property. Addresses \$236 million in deferred maintenance. The cost for replacement of campus facilities is \$350—\$400 Million. Current maintenance funding is \$3,367,008 or \$1.69/square foot. The total should be \$5,598,399 or \$2.81/square foot which is an industry standard. The gap is \$2,231,391 annually with a 6% annual escalation. The annual need for the next 25 years to address deferred maintenance is \$10,000,000 with a 6% annual escalation. Both deferred maintenance and ongoing maintenance must be funded. In addition, even if campus buildings are replaced, ongoing maintenance must still be funded at the IFMA standard or the deferred backlog will re-emerge

**Community Toolbox:** Complete resource guide to help unincorporated communities, identify their vision, define their needs and priorities, assess funding gaps, organize from within the community to provide services (i.e. parking and parking enforcement, streetscape/landscaping projects, community identity projects, signing, etc.) in a method that is consistent and sustainable. The project for FY 2017-18 will be to finalize and implement a set of template documents that would allow the community to consider different levels of an organization, such as a Municipal Advisory Council. The tool will also provide a roadmap to larger, more formal structures that may include taxing authority, such as Special Districts or incorporations. In order to provide staff support for up to 10 community groups (assuming each meets once/month), an Administrative Aide position would need to be funded, at a cost of \$123,000.

### **Stakeholders**

Rebuilding our Infrastructure requires the partnership and collective work of many stakeholders. Among these are:

- Local Agency Formation Commission
- Cities and Towns of Sonoma County
- Local and Regional Transportation and Transit Agencies
- County residents and businesses
- Climate protection advocacy groups
- Housing advocates
- Resident and business groups in areas such as: Larkfield, the Springs, Guerneville, and others
- Bicycle and pedestrian groups





## County Strategic Priority: Healthy Watersheds

### **Lead Departments**

Regional Parks, Agriculture Preservation and Open Space District, Water Agency, Agricultural Commissioner, UC Cooperative Extension, Fire and Emergency Services, Permit Sonoma, County Counsel.

### **Vision**

We are advancing resource conservation efforts throughout the County by establishing a framework for coordination of existing initiatives and leveraging resources to produce new efforts. Our efforts are aimed at removing water ways from the list of impaired streams, sustainable park funding to allow protection of natural land and connect people to their watersheds, sustainable management of groundwater, and educating the public on the importance of stewardship to the future of our community.

### **Priority Summary**

The last hundred years in Sonoma County has witnessed substantial growth and development. While this has led to vibrant communities with high quality of life, this has altered our natural environment and adversely impacted rivers, streams, air quality, wildlife, and water quality. This has also restricted public access to nature, which is one of the aspects that make our County so desirable. More importantly, many of our County's streams have been federally listed as impaired. Further the State has named three groundwater basins in the County as priority basins under the Sustainable Groundwater Management Act, requiring development of groundwater management plans. While park acreage has increased over recent decades, funding challenges remain that risk park closures, increased fees, and depletion of natural resources within the parklands.

The County has been working for several decades to address these impacts. Driven by the Agriculture and Natural Resources element of the General Plan, the County has passed multiple ordinances designed to protect our watersheds (e.g. riparian corridor ordinance, Vineyard Erosion and Soil Control Ordinance); voters have approved and funded the County's Agricultural Preservation and Open Space District to protect land and resources, and approved the creation of community separators. Further the County has provided funding to local Resource Conservation Districts to improve watersheds throughout the County; the County and related agencies have restored and improved habitats in the Russian River and its tributaries for endangered salmonid species; and coordinated closely with local agricultural producers to maintain appropriate flows for fisheries during critical periods.

While each of these efforts has been successful, they have not always been coordinated in a way that maximizes collaboration and cooperation within the County and with stakeholders, including other local government agencies and non-profits. Further, these substantial efforts have not always been well

communicated to stakeholders and the general public. The Healthy Watersheds Initiative will provide a framework for this coordination, incorporating existing efforts with emerging initiatives, to better leverage existing efforts and gain support for new efforts.

Specific goals for this priority are to:

1. Coordinate the collective efforts of our governmental, non-profit and other partners to improve conditions of our watershed for humans and the environment.
2. Collaborate to secure funding that addresses priority threats related to habitat, water supply, water quality, flood control and climate change.
3. Communicate the natural resource goals, activities and accomplishments of the county to the public through a seamless portal.

Potential outcome measures to track progress toward these goals could include:

1. All rivers and streams in the county are off the 303D list.
2. All threatened and endangered plant and animal species are recovered.
3. All county investments in natural resources are matched 1:1 by external sources: state, federal, private.
4. Voters approve parks measure, reauthorization of SCAPOSD funding, and other measures to improve natural resource conditions.
5. Residents and partners regularly visit the Natural Resources website to access information on natural resources.
6. Complete conservation plans on 70,000 acres and resource conservation efforts on 10,000 acres to implement Sonoma County Venture Conservation.

### **Priority Projects**

The County has identified numerous initiatives and existing projects that are currently underway, such as implementing the Biological Opinion to monitor salmonids in the Russian River water system, development and implementation of Best Management Practices for agriculture and open space monitoring, and the Russian River Sustainability Initiative and “Confluence” launched in 2016. In this sense, much of what is proposed in this priority is a greater integration of disparate resource conservation efforts to both help educate the public about the County’s efforts as well as to enhance the delivery of services to the public and the County’s effectiveness of stewardship activities.

Based on the County’s current assessment, given adequate resources the following projects will help the County accomplish the goals of this priority.

1. Re-organize selected County departments and agencies into a new functional group entitled “Natural Resources and Agriculture” that meets quarterly to ensure effective coordination and communication.
2. Establish centralized web page for Natural Resources Agencies and Departments.
3. Launch a cooperative effort to ensure long-term funding for Regional Parks.
4. Initiate inspections of all permitted Cannabis farms in the unincorporated area for compliance with Best Management Practices designed to protect natural resources.
5. Implement riparian corridor and wetland protections/setbacks to preserve the continuity of watersheds, provide migration corridors and habitat connectivity, protect water quality and aquatic habitats and maintain critical groundwater recharge areas.
6. Implement Groundwater Management Agencies and Management Plans and ongoing monitoring program provides critical data for sustainable groundwater management and informed decisions on land use proposals.

7. Implement the Sonoma County Integrated Parks Plan to connect communities with parks and interpret natural resources throughout the county.
8. Complete resource protection policies, and apply such policies on an ongoing basis as development permits are reviewed, to protect timber, riparian and wetlands.
9. Transfer Agricultural Preservation and Open Space District fee lands to Regional Parks for long-term management and opening to public access.
10. Align Vineyard Erosion and Sediment Control Ordinance (VESCO) standards with North Coast Regional Water Quality Control Board's "Waste Discharge Requirements" for vineyard and orchard by spring 2019.

### **Stakeholders**

- Sonoma and Goldridge Resource Conservation Districts
- LandPaths
- Regional Parks Foundation
- Stewards of the Coast and Redwoods
- Russian Riverkeeper
- Sonoma Ecology Center
- Laguna Foundation
- County residents and businesses
- Environmental advocates
- Agriculture organizations
- Conservation organizations



## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Commissioners

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

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

**Staff Name and Phone Number:**

Martha Cheever, Housing Authority Manager  
(707) 565-7521

**Supervisorial District(s):**

All

**Title:** Sonoma County Housing Authority Annual Plan

### **Recommended Actions:**

Adopt a Resolution accepting the Sonoma County Public Housing Agency Annual Plan for the period of July 1, 2017 – June 30, 2018, authorizing the Chair of the Commission to sign the required certifications and authorizing submission to the U.S. Department of Housing and Urban Development.

### **Executive Summary:**

Each year, the U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to develop an Annual Plan which serves to inform HUD, families served by the Housing Authority, and members of the public of the Housing Authority's mission and strategies for serving the needs of low-income and very low-income families. Adoption of the attached resolution will authorize the Chair to sign the required certifications, approve the Housing Authority Annual Plan, and authorize submission to HUD.

### **Discussion:**

The Sonoma County Housing Authority administers the Housing Choice Voucher Program under contract with HUD. The purpose of this program is to assist very low-income households in obtaining decent, safe, and sanitary housing by providing rental subsidies.

Section 511 of the Quality Housing and Work Responsibility Act of 1998 requires that all housing authorities prepare a Public Housing Agency Plan that includes a 5-Year Plan, and an Annual Plan for each fiscal year. The Sonoma County Housing Authority's Plan informs HUD, families served by the Housing Authority, and members of the public of the Agency's mission and strategies for serving the needs of low-income and very low-income families. Your Board approved the current 5-Year Plan on March 17, 2015. As required, the proposed Housing Authority Annual Plan for FY 17-18 is consistent with the HUD-required Five-Year Consolidated Plans of the County of Sonoma and the City of Petaluma,

the two HUD entitlement jurisdictions in which the Housing Authority operates the Housing Choice Voucher Program.

In order to facilitate the public's engagement with the Plan, staff published a notice in the Press Democrat on February 16, 2017 that the Draft Housing Authority Annual Plan was available for public review, and that written comments would be considered until April 4, 2017. The Community Development Committee reviewed and recommended approval of the Draft Annual Plan in its public meeting on February 14, 2017. Upon completion of the public hearing, and receipt of your Board's approval, the Plan will be submitted to HUD.

The Housing Choice Voucher Administrative Plan is a required element of the Annual Plan and establishes the more detailed local policies for administration of the program. The Housing Authority is required by HUD to amend its Housing Choice Voucher Administrative Plan to reflect program changes and HUD requirements. The Commission is not recommending any changes to the Administrative Plan at this time. However, beginning in summer of 2017, the Housing Authority will undertake a large-scale public and stakeholder outreach effort to increase awareness and knowledge of the nature and purpose of the program, to identify areas of the Administrative Plan and Annual Plan for future improvement, and to seek input for inclusion in the next Annual Plan. Outreach efforts will target those on the wait list, current participants, community partners and landlords.

**Prior Board Actions:**

- 04-19-16: Commission approved a resolution approving the fiscal year 2016-2017 Annual Public Housing Authority Plan
- 10-13-15: Commission approved amendments to the Public Housing Agency Plan and Housing Choice Voucher Administrative Plan, to increase number of Project Based Vouchers, reserving 141 for homeless-dedicated units.
- 03-17-15: Commission approved Resolution No. 15-0101 approving current Public Housing Authority 5-year Plan and amended the Housing Choice Voucher Administrative Plan.
- 04-08-14 Commission approved Resolution No. 14-0124 approving fiscal year 2014-2015 Annual Housing Authority Plan and amended Housing Choice Voucher Administrative Plan.

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

The Sonoma County Housing Authority assists very-low income community members afford decent, safe and sanitary shelter.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	25,949,273	25,949,273	25,949,273
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	25,949,273	25,949,273	25,949,273
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
These funds from the U.S. Department of Housing and Urban Development are included in the approved CDC budget for FY 16-17 and the proposed budget for FY 17-18.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
Resolution			
<b>Related Items "On File" with the Clerk of the Board:</b>			
<ol style="list-style-type: none"> <li>2017-2018 Annual Housing Authority Plan</li> <li>Public Housing Authority Certification of Consistency with Consolidated Plan</li> <li>Public Housing Authority Certification of Compliance with the Housing Authority Plan and related Regulation form</li> <li>Public Housing Authority Administrative Plan</li> </ol>			

5. Proof of Publication of Public Hearing



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**Resolution Of The Sonoma County Community Development Commission, In Its Capacity As The Governing Body Of The Sonoma County Housing Authority, Approving The Sonoma County Public Housing Authority 2017-2018 Annual Plan And Authorizing Submission To The U. S. Department Of Housing And Urban Development (HUD).**

**Whereas**, the Sonoma County Housing Authority currently administers a Housing Choice Voucher Program funded by the U. S. Department of Housing and Urban Development (HUD); and

**Whereas**, pursuant to the requirements of Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998, the Sonoma County Community Development Commission (Commission) must approve a Public Housing Agency Plan for the Sonoma County Housing Authority; and

**Whereas**, a notice was published in the Press Democrat informing the public that the Draft Public Housing Authority Annual Plan was available for public review. The notice included the date that the required public hearing would be held before the Board of Commissioners, and stated that written comments would be considered until April 4, 2017; and

**Whereas**, HUD requires that the Annual Public Housing Authority Plan be formally approved by the Board of Commissioners.

**Now, Therefore, Be It Resolved** by the Board of Commissioners that:

1. The Sonoma County Housing Authority Annual Public Housing Authority Plan for fiscal year 2017-2018 is hereby approved.
2. The Chair of the Board of Commissioners is hereby authorized and directed to execute the Public Housing Authority Certifications of Compliance with the Public Housing Authority Plan and Related Regulations form.



Resolution #

Date:

Page 2

3. The Executive Director of the Commission is directed to submit to HUD the Annual Public Housing Authority Plan.
4. The Executive Director is authorized and directed to submit to HUD a copy of this Resolution as evidence of formal action by the Commission.
5. The Executive Director is hereby authorized and directed to respond to requests for additional information from HUD as may be required to be in compliance with all applicable regulations.

**Be It Further Resolved**, this resolution shall take effect immediately.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

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: 17b**  
(This Section for use by Clerk of the Board Only.)

**To:** Board of Commissioners

**Board Agenda Date:** April 4, 2017

**Vote Requirement:** Majority

**Department or Agency Name(s):** Community Development Commission

**Staff Name and Phone Number:**

Jenny Abramson, 565-7548

**Supervisory District(s):**

All

**Title:** Continuum of Care 2016 Awards

### Recommended Actions:

1. Approve the Commission's acceptance of \$1,802,480 in nine U.S. Department of Housing and Urban Development (HUD) Continuum of Care 2016 awards, to maintain a combined \$1,174,980 in Continuum of Care Rental Assistance to homeless persons with disabilities; a combined \$187,907 in funds to continue operations of the Homeless Management Information System; a combined \$349,991 to sustain the continued development of Sonoma County's Coordinated Intake system for homeless persons; and \$89,602 to support management of the Continuum of Care planning effort.
2. Authorize the Executive Director of the Community Development Commission (Commission) to execute initial and renewal contracts with HUD for the above services, each for a one-year period beginning in calendar 2017 and ending in calendar 2018.

### Executive Summary:

Approval of this item will authorize the Executive Director of the Community Development Commission to execute contracts with the U.S. Department of Housing and Urban Development (HUD), to provide direct rental assistance to 149 homeless persons with disabilities, provide needs assessments and housing referrals for persons experiencing homelessness, administer the HUD-mandated Homeless Management Information System (HMIS), and manage the Continuum of Care planning effort to end homelessness in Sonoma County.

### Discussion:

The Continuum of Care planning process is a public-private collective-impact effort with the goal of ending homelessness in Sonoma County. With membership including representatives of County agencies, the cities of Santa Rosa and Petaluma, homeless service providers, advocates for the homeless, and consumers of homeless services, the Continuum of Care is the federally-designated local lead in implementing the U.S. Interagency Council on Homelessness' *Opening Doors Strategic Plan to Prevent and End Homelessness*. The Sonoma County Continuum of Care has been housed at the Commission since its inception in 1997, and has submitted annual consolidated funding applications to HUD in partnership with a dozen local non-profits.

Continuum of Care funding awards are made through a national competition in which twenty or more local homeless services projects, providing permanent supportive housing to approximately 250 homeless persons, are submitted together. Locally, initial applications are selected through a Request for Proposal process and scored by an impartial Evaluation Committee made up of city, County and private funder staff and retirees, as well as impartial but knowledgeable non-profit agency staff. The Evaluation Committee similarly evaluates renewal projects annually and approves them for renewal submission only if their performance is consistent with federal requirements. The 2016 Continuum of Care Consolidated Application was submitted September 12, 2016 through HUD's e-snaps grants management system. HUD announced awards on December 20, 2016; this announcement was followed by the attached letter specifying the awards approved for the Community Development Commission. The total award for the Sonoma County Continuum of Care was \$3,076,336 for the 19 projects listed in Attachment 1. Of this, \$1,802,480 representing nine awards, is designated directly to the Community Development Commission for the following projects:

- Four renewal awards for Continuum of Care Rental Assistance (formerly known as Shelter Plus Care projects). These four contracts enable the Sonoma County Housing Authority to support 149 formerly homeless, disabled persons in scattered site housing throughout Sonoma County, matching rental assistance with supportive services provided by partners including Face to Face, Disability & Legal Services Center, Social Advocates for Youth, and Sonoma County Department of Health Services Behavioral Health Division. The total amount of the four awards is \$1,174,980.
- Two renewal awards supporting the Homeless Management Information System (HMIS), a HUD-mandated web-based client database which reports quality statistical information regarding the extent and nature of homelessness to HUD officials and to the US Congress, and provides invaluable information for local systems planning. The two HMIS awards total \$187,907.
- Two Coordinated Intake Project awards that address HUD's mandate that communities accessing Federal Continuum of Care and Emergency Solutions Grant dollars would create a single front door into their homeless services system. This coordinated intake system is in the process of development with the goal of assessing people's needs when they first seek services and referring them appropriately. The two Coordinated Intake Project awards total \$349,991.
- The annual Continuum of Care Planning award of \$89,602 is calculated at 3% of the total \$3 million award to Sonoma County agencies, to partially defray the cost of managing the Continuum of Care planning effort.

HUD will contract directly with the other ten projects, representing a total of \$1,273,856 in support of the community as follows:

- Two permanent supportive housing projects operated by Catholic Charities, totaling \$496,064, which support housing for 34 chronically homeless persons, both at the Palms Inn and in scattered site apartments;
- Two permanent supportive housing projects operated by West County Community Services, totaling \$127,168, which support housing for 12 chronically homeless persons, both at Mill Street Supportive Housing and in scattered site apartments;
- Two permanent supportive housing projects operated by Committee on the Shelterless, totaling \$218,332, which support housing for 17 chronically homeless persons in scattered site apartments;

- Two permanent supportive housing projects operated by Buckelew Programs, totaling \$287,154, which support housing for 18 homeless persons with mental illness, at least 6 of them chronically homeless persons, in scattered site apartments;
- A rental assistance program operated by Social Advocates for youth, totaling \$97,444, which supports housing for 8 chronically homeless transition aged youth in scattered site apartments; and
- A permanent supportive housing project named Stony Point Commons, operated by Community Support network, which supports housing for 16 chronically homeless persons with mental illness in a single-room occupancy facility.

Approval of this item will authorize the Commission’s acceptance of \$1,802,480 in the nine U.S. Department of Housing and Urban Development (HUD) Continuum of Care 2016 awards described above, and will authorize the Executive Director of the Community Development Commission (Commission) to execute initial and renewal contracts with HUD for the above services, each for a one-year period beginning in calendar 2017 and ending in calendar 2018.

Staff anticipates these awards will be renewed annually, assuming adequate performance of each project, following HUD practice. At this time, there is no indication whether HUD Continuum of Care funding would be included in the projected reductions in the federal budget, therefore the awards to the Commission are projected to continue in FY 2018-19.

**Prior Board Actions:**

2/21/2017 – Authorized acceptance of Coordinated Intake and HMIS Expansion awards.  
 1/8/2013 – Authorized applications for Continuum of Care Planning and Coordinated Intake grants, execute associated Continuum of Care funding agreements, and submit and execute funding agreements and documents for renewal grant funding in subsequent years.

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

The Continuum of Care Rental Assistance, Coordinated Intake Projects, and Homeless Management Information System projects support countywide homeless programming in Sonoma County. The Continuum of Care Planning award facilitates a coordinated planning response to homelessness among all community partners.

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses	1,802,480	1,802,480	1,802,480
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>1,802,480</b>	<b>1,802,480</b>	<b>1,802,480</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	1,802,480	1,802,480	1,802,480
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>1,802,480</b>	<b>1,802,480</b>	<b>1,802,480</b>
<b>Narrative Explanation of Fiscal Impacts:</b>			
<p>The nine Continuum of Care HUD awards, totaling \$1,802,480 annually, are already included in the approved FY 16-17 budget and following years' budget projections. All of the contracts are renewals of funds received in previous years, and are anticipated to be renewed annually. The administration's 2018 fiscal blueprint is silent on projected cuts to the Targeted Homeless Assistance portion of HUD's budget, which includes the Continuum of Care funding stream.</p>			
<b>Staffing Impacts</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A – I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			
<b>Attachments:</b>			
<p>1 – FFY 2016 Continuum of Care Competition Award Report for CA-504, the Santa Rosa/Petaluma/Sonoma County CoC 2 – HUD Award Letter to the Community Development Commission</p>			
<b>Related Items "On File" with the Clerk of the Board:</b>			

**Fiscal Year 2016  
Continuum of Care Competition  
Homeless Assistance Award Report**

**State**

**CoC Name**

**Project Name**

**Program**

**Awarded Amount**

**CA-504 - Santa Rosa, Petaluma/Sonoma County CoC**

Catholic Charities Permanent Supportive Housing Project Santa Rosa 2	CoCR	\$256,121
Catholic Charities Permanent Supportive Housing Project Santa Rosa 3	CoCR	\$239,943
Cherry Creek Village	CoCR	\$53,243
Community Based Permanent Supportive Housing	CoCR	\$82,372
Community Based Permanent Supportive Housing 2-Bonus Project	CoCR	\$135,960
Coordinated Intake Expansion Project	CoCR	\$247,793
Coordinated Intake Project	CoCR	\$102,198
Homeless Management Information System (HMIS)	CoCR	\$137,907
Homeless Management Information System (HMIS) Expansion	CoCR	\$50,000
Mill Street Supportive Housing	CoCR	\$73,925
Renewal Rental Assistance - Chronically Homeless Persons with Mental Illness	CoCR	\$107,692
Renewal Rental Assistance - Persons with Disabilities	CoCR	\$192,088
Renewal Rental Assistance - Persons with HIV/AIDS	CoCR	\$804,182
Renewal Rental Assistance - Youth with Disabilities	CoCR	\$71,018
Samaritan (FACT) SHP 02.01.17-01.31.18	CoCR	\$81,987
SAY Sponsor-Based Rental Assistance	CoCR	\$97,444
Sonoma County Continuum of Care	CoC	\$89,602
Sonoma SCIL 02.01.17-01.31.18	CoCR	\$205,167
Stony Point Commons	CoCR	\$47,694

<b>CA-504 Total :</b>		<b>\$3,076,336</b>
-----------------------	--	--------------------



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY  
FOR COMMUNITY PLANNING AND DEVELOPMENT

RECEIVED  
MAR 08 2017  
SONOMA COUNTY COMMUNITY  
DEVELOPMENT COMMISSION

February 15, 2017

Mr. John Haig  
Assistant Executive Director  
Sonoma County Community Development Commission  
1440 Guerneville Road  
Santa Rosa, CA 95403-4107

Dear Mr. Haig:

Congratulations! I am delighted to inform you that the Fiscal Year (FY) 2016 Continuum of Care (CoC) Program project application(s) your organization submitted was selected for funding in the total amount of \$1,802,480.

The CoC Program is an important part of HUD's mission. CoCs all over the country continue to improve the lives of men, women, and children experiencing homelessness through their local planning efforts and through the direct housing and service programs funded under the FY 2016 CoC Program Competition. The programs and CoCs funded through the CoC Program continue to demonstrate their value by improving accountability and performance every year. HUD commends your organization for its work and encourages it to continue to strive for excellence in the fight against homelessness.

The conditionally obligated funds for your award(s) are detailed in the enclosure, which lists: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each conditionally selected application. Your local field office will be sending a letter to provide your organization with more information about finalizing your award(s), including execution of your grant agreement(s). Your organization will be able to access these funds once all conditions are satisfied and the grant agreement is fully executed.

Sincerely,

Clifford Taffet  
General Deputy Assistant Secretary  
for Community Planning and Development

Enclosure

Enclosure

CA0164L9T041609

Homeless Management Information System (HMIS)

\$137,907

CA0169L9T041608

Renewal Rental Assistance - Persons with Disabilities

\$192,088

CA0170L9T041609

Renewal Rental Assistance - Persons with HIV/AIDS

\$804,182

CA0890L9T041607

Renewal Rental Assistance - Youth with Disabilities

\$71,018

CA0891L9T041607

Renewal Rental Assistance - Chronically Homeless Persons with Mental Illness

\$107,692

CA1173L9T041603

Coordinated Intake Project

\$102,198

CA1470L9T041601

Homeless Management Information System (HMIS) Expansion

\$50,000

CA1471L9T041601

Coordinated Intake Expansion Project

\$247,793

CA1545L9T041600

Sonoma County Continuum of Care

\$89,602

Total Amount:

**\$1,802,480**





## County of Sonoma Agenda Item Summary Report

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

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

**To:** Board of Supervisors

**Board Agenda Date:** April 4, 2017

**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:** Establishment of an Underground Utility District on Fulton Road between Guerneville Road and Piner Road.

### **Recommended Actions:**

Hold a Public Hearing and consider adoption of the Resolution of Establishment, for the unincorporated County of Sonoma portion, of the Underground Utility District on Fulton Road between Guerneville Road and Piner Road.

### **Executive Summary:**

This proposed action, required by the Pacific Gas and Electric Company (PG&E), will adopt a resolution establishing an Underground Utility District on Fulton Road between Guerneville Road and Piner Road, in order to place the Underground Utility District in PG&E's queue for project design. The proposed district boundary includes all parcels of land that receive service off of utility poles that will be removed and replaced with underground facilities on Fulton Road between Guerneville and Piner Road. This consists of over 60 parcels of land, the majority of which are within the incorporated City of Santa Rosa. However, there are 5 parcels of land that are in the unincorporated County which must be included in the Underground Utility District for the project to be completed. The formation of this Underground Utility District is associated with the City of Santa Rosa's larger Fulton Road Widening project. This action is needed for the City of Santa Rosa to successfully move forward with their project.

### **Discussion:**

The procedure of forming an Underground Utility District, consistent with the California Public Utility Commission (CPUC) requirements, is defined in the Sonoma County Code, Chapter 25A Underground Utilities.

The purpose of establishing an Underground Utility District is to define the boundaries of all affected parcels. The proposed Fulton Road Underground Utility District, between Guerneville Road and Piner Road, will underground the overhead PG&E electrical, AT&T, and Comcast communication lines and remove all of the utility poles within the proposed district boundary.

The California Public Utility Commission (CPUC) requires PG&E to collect funds from ratepayers for the use in undergrounding existing overhead utilities, known as Electric Rule 20A (Rule 20A).

Rule 20A program funding is set aside each year by PG&E to share with the local governments.

Projects performed under Rule 20A are nominated by Cities and Counties and discussed with PG&E. Projects which qualify for use of Rule 20A funds must be in the general public interest and meet one or more of the following requirements:

- Undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities.
- The street, road or right of way is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic, such as major arterial or collector streets.
- The street, road or right of way adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public.

On June 21, 2016, City Council of Santa Rosa approved work order #A010070-2011-62 for preliminary design and environmental documentation for the proposed road widening improvements on Fulton Road between Guerneville Road and Piner Road.

In order to place the proposed Fulton Road Underground Utility District project in PG&E's queue for project design, the City and PG&E require a public hearing for property owners and the utilities with the City's approval of the Underground Utility District establishment resolution. Within the resolution is an order to the public utility companies to remove overhead wires, poles, and facilities and place them underground.

There are five parcels of land in the unincorporated County that abut Fulton Road and need to be included in the Underground Utility District for the City of Santa Rosa and PG&E to successfully complete their project. The City of Santa Rosa staff has requested that the County pass a resolution to include these parcels in the Underground Utility District. The full limits of the district are included in the attached District Boundary Map prepared by the City of Santa Rosa and PG&E. The five parcels within the jurisdiction of the County are separately shaded on the map and are generally located on the northwest end of the project.

The affected property owners within the unincorporated areas have been provided written notification by individual letters, dated March 4, 2017, of the time and date of this public hearing, and the need for their participation in the district.

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378. Future projects proposed to take place within the Underground Utility District will be subject to environmental review under CEQA.

If the proposed Underground Utility District is approved by the Board of Supervisors, the City of Santa Rosa and PG&E will proceed with the project. A signed Right of Entry will be required from each property to enable PG&E to complete the underground services and service panel conversions. The City will handle the right of entry process with PG&E. The cost of the work will be charged against City Rule 20A allocations and paid for by PG&E and the City at no cost to the property owners or the County.

<b>Prior Board Actions:</b>			
None.			
<b>Strategic Plan Alignment</b> Goal 3: Invest in the Future			
This Underground Utility District supports the future complete Street Improvements planned by the City of Santa Rosa on Fulton Road which will improve transportation infrastructure for all modes, pedestrian, bike, bus and auto.			
<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 16-17 Adopted</b>	<b>FY 17-18 Projected</b>	<b>FY 18-19 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			
<b>Narrative Explanation of Fiscal Impacts:</b>			
There is no financial impact to the County. The cost of the work will be charged against City Rule 20A allocations and paid for by PG&E and the City of Santa Rosa at no cost to the property owners or the County.			
<b>Staffing Impacts</b>			
<b>Position Title</b> (Payroll Classification)	<b>Monthly Salary Range</b> (A – I Step)	<b>Additions</b> (Number)	<b>Deletions</b> (Number)
<b>Narrative Explanation of Staffing Impacts (If Required):</b>			

<b>Attachments:</b>
Resolution, Underground District Boundary Map
<b>Related Items "On File" with the Clerk of the Board:</b>



County of Sonoma  
State of California

---

Date: April 4, 2017

Item Number: \_\_\_\_\_  
Resolution Number: \_\_\_\_\_

---

4/5 Vote Required

---

**RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, ESTABLISHING AN UNDERGROUND UTILITY DISTRICT FOR THOSE PARCELS WITHIN THE UNINCORPORATED COUNTY ABUTTING FULTON ROAD BETWEEN GUERNEVILLE ROAD AND PINER ROAD**

**Whereas**, the California Public Utilities Commission (CPUC) has authorized electric and telecommunication utilities to convert overhead utility lines and facilities to underground facilities pursuant to Electric Rule 20 and Telecommunication Rule 32; and

**Whereas**, pursuant to certain criteria, CPUC rules allow participating cities and counties to establish legislation authorizing the creation of underground utility districts within which existing overhead electric and telecommunication distribution and service facilities will be converted to underground; and

**Whereas**, the City of Santa Rosa, has adopted an ordinance, codified as Chapter 13-12 UNDERGROUND UTILITIES in the Santa Rosa City Code, authorizing the City Council to designate areas within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities; and

**Whereas**, the County of Sonoma, has similarly adopted an ordinance, codified as Chapter 25A – UNDERGROUND UTILITIES of the County Code, which authorizes the County Board of Supervisors to designate areas within which all existing overhead poles, overhead wires and overhead equipment associated with the distribution of electric power, telecommunication services and cable television should be removed and replaced with underground wires and facilities; and

**Whereas**, the City of Santa Rosa has consulted with PG&E and determined that the City has accumulated Rule 20A work credits, or PG&E has agreed that the City may borrow against future credits, sufficient to complete the proposed overhead to underground conversion project; and

**Whereas**, the City of Santa Rosa is currently in the process of preparing a preliminary design for the widening of Fulton Road, which would include the relocation of utilities underground consistent with City Code Chapter 13-12 and Rule 20A, and conducting

Resolution #

Date:

Page 2

environmental review of the proposed project as required pursuant to the California Environmental Quality Act (CEQA); and

**Whereas**, prior to PG&E entertaining any request to commence any analysis and design work necessary for the undergrounding of utilities, which work requires several month lead time, the City of Santa Rosa must establish an underground utilities district (Underground Utilities District) and enter into an agreement with PG&E for such work; and

**Whereas**, as part of the Rule 20A work, PG&E will conduct any necessary environmental review as required pursuant to CEQA for the design and construction of the Underground Utility District facilities; and

**Whereas**, the name of the proposed Underground Utility District is "The Underground Utility District on Fulton Road between Guerneville Road and Piner Road"; and

**Whereas**, the City of Santa Rosa has consulted with the affected utilities regarding the responsibility for each utility to complete the engineering of their respective portion of the Underground Utility District; and

**Whereas**, the City of Santa Rosa and the affected utilities have agreed on a work schedule which meets their respective capabilities and further agreed to waive any administrative fees, costs or special street restoration requirements for purposes of this project; and

**Whereas**, to the extent required, the City of Santa Rosa has agreed to provide easements or rights of way on private property as may be necessary for installation of utility facilities in a form satisfactory to the affected utilities; and

**Whereas**, the continued advancement of the Underground Utility District is subject to the City of Santa Rosa's determination that it is appropriate to pursue the Underground Utility District and the Fulton Road Widening Project; and

**Whereas**, for the City of Santa Rosa to successfully complete their proposed project it is necessary for the County of Sonoma to adopt a resolution to include five parcels of land that lie in within the jurisdiction of the County of Sonoma into the Underground Utility District; and

**Whereas**, a public hearing was called for on Tuesday, April 4, 2017, at or after the hour of 10:00 a.m. in the County Board of Supervisors Chambers, Santa Rosa, California, to ascertain whether the public necessity, health, safety or welfare require the removal of poles, overhead wires and associated structures and the underground installation of wires and facilities for supplying electric, communication or similar or associated service within the certain area of the City of Santa Rosa and County of Sonoma described in the attached Exhibit "A"; and

**Whereas**, notice of the public hearing has been given to all affected property owners, as shown on the last equalized assessment roll, and to the utility companies concerned, in the manner and for the time required by law; and

**Whereas**, the public hearing has been duly and regularly held and all persons interested have been given an opportunity to be heard; and

**Whereas**, the County Board of Supervisors determined after hearing all comments on the subject that the Underground Utility District herein is created in the general public interest for one or more for the following reasons:

Resolution #

Date:

Page 3

1. Such undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities; and
2. The street or road or right-of-way is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic (including bicycles); and
3. The street or road or right-of-way adjoins or passes through a civic area or public recreation area or an area of unusual scenic interest to the general public; and
4. The street or road or right-of-way is considered an arterial street or major collector as defined in the Governor's Office of Planning and Research General Plan Guidelines and in the adopted General Plan.

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

The public necessity, health, safety, and welfare require the removal of all existing utility poles (except those poles solely supporting streetlights or traffic signals), overhead wires and associated overhead structures and installation of underground wires and facilities for supplying electric power, communication, or similar associated services within the areas as shown in Exhibit A, attached hereto, with such area being designated as Underground Utility District; and

That the utility companies, cable television services and other affected services shall commence work on installation of underground facility installation in Underground Utility District, and that as each phase of the project is complete and ready for conversion from overhead to underground utility facilities, all fronting property owners shall be notified by first class letter, postage pre-paid, of the schedule for conversion of all utility service lines; and

The electric utility shall use the underground conversion allocation computed pursuant to decisions of the California Public Utilities Commission for the purpose of providing to each premises requiring it in Underground Utility District, a maximum of one hundred feet of individual electric service trenching and conductor (as well as backfill, paving and conduit, if required) and each other serving utility shall provide service trenching and conductor in accordance with its rules and tariffs on file with the California Public Utilities Commission or as required by its Franchise Agreement with the City of Underground Utility District; and

The electric utility shall use said underground conversion allowance allocation, up to a maximum amount of \$1,500 per service entrance, excluding permit fees, for the conversion of electric service panels to accept underground service in the Underground Utility District, and the City of Santa Rosa shall be financially responsible for any and all costs not covered by the electric utility for the installation and maintenance of the conduit and termination box located on, under or within any structure on the premises served; and

That upon notification as specified above, all property owners in Underground Utility District shall have underground electrical entrance facilities installed and inspected pursuant to the City of Santa Rosa Electrical Code within sixty (60) days and that should any property owner fail to install satisfactory underground electrical entrance facilities by the date specified in the notice, the electric utility shall notify the Director of Transportation Public Works who shall, within thirty (30) days direct the electric utility in writing to discontinue electrical service to the property, without recourse, pursuant to Rule 11 until electrical entrance facilities are ready to accept underground electrical conductors and have passed the necessary inspection requirements; and

Resolution #

Date:

Page 4

That once all services have been converted from overhead to underground, the utility companies, cable television services and other affected services shall remove all poles (except as specified above) and associated overhead facilities in Underground Utility District, by March 2020.

**Be It Further Resolved** that this action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378. Future projects proposed to take place within the UUD will be subject to environmental review under CEQA.

**Be It Further Resolved** that the Clerk of the Board of Supervisors or designee, within ten days after the adoption of this resolution, shall mail a copy of this resolution and a copy of the Chapter 25A of the County Code to affected property owners as such are shown on the last equalized assessment roll and to the affected utilities.

**Supervisors:**

Gorin:

Rabbitt:

Gore:

Hopkins:

Zane:

Ayes:

Noes:

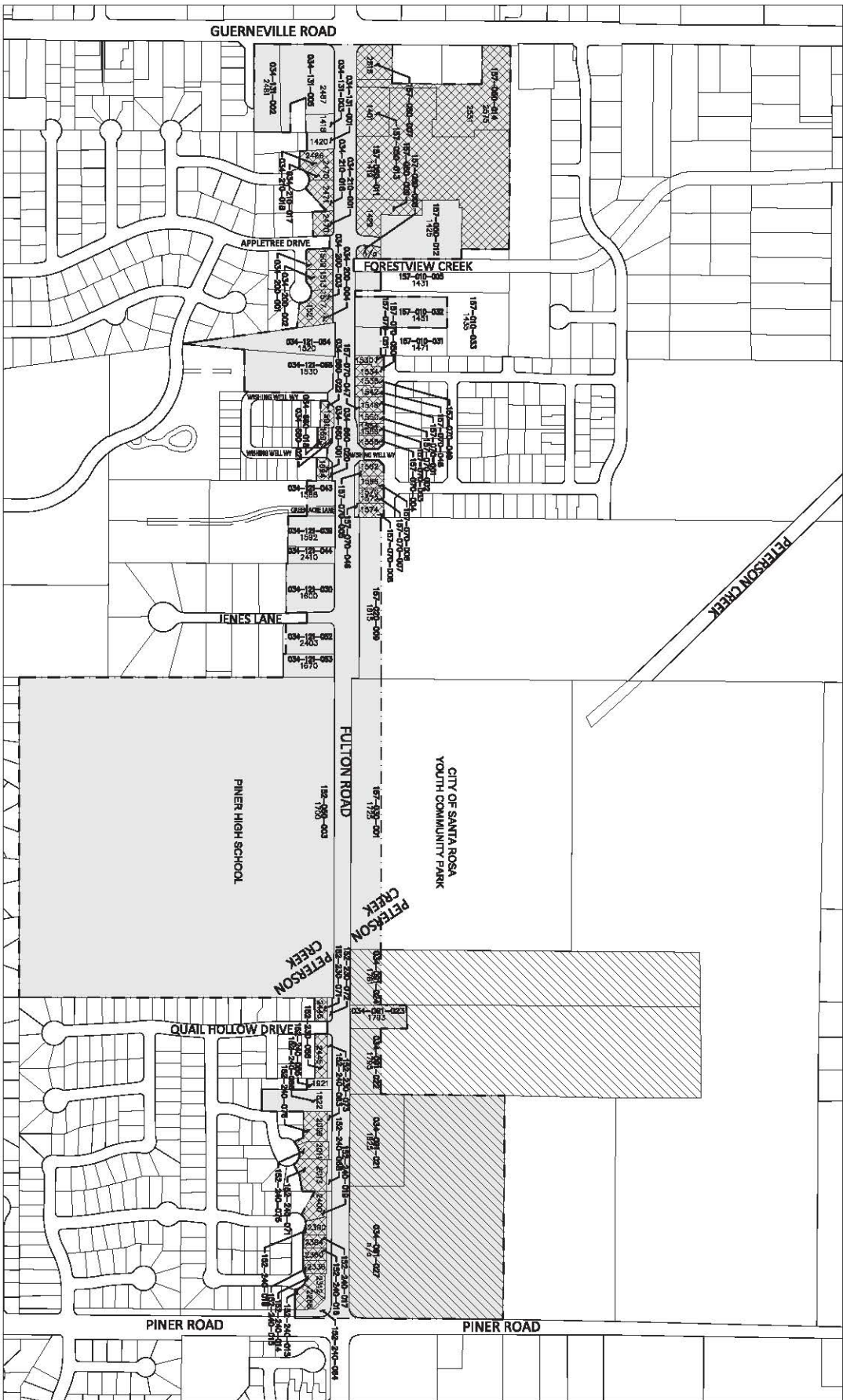
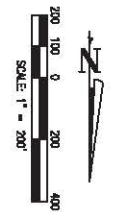
Absent:

Abstain:

**So Ordered.**



- LEGEND**
- PROPERTY LINE
  - EASEMENT LINE
  - UNDERGROUND UTILITY DISTRICT
  - PARCELS ALREADY UNDERGROUND (NO UNDERGROUND SERVICE REQUIRED)
  - PARCELS LOCATED OUTSIDE CITY LIMITS
  - ASSESSOR'S PARCEL NUMBER
  - STREET NUMBER



CITY OF SANTA ROSA  
**FULTON ROAD**

UNDERGROUND DISTRICT NO. X  
BOUNDARY MAP

SCALE: 1" = 200'  
DWN BY: OCC

DATE: MAY 3, 2016

SHEET 1 OF 1  
FILE NO. X004-3004