

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

TUESDAY

SEPTEMBER 25, 2018

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 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 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 request specific items be discussed and/or removed from the Consent Calendar. There will an opportunity for the public to comment on the consent calendar prior to it being voted upon.

PUBLIC COMMENT

Any member of the public may address the Board on a matter listed on the agenda. Commenters are requested to fill out a Speaker Card and to come forward to the podium when recognized by the Board Chair. Please state your name and limit your comments to the agenda item under discussion. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

**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

HUMAN RESOURCES/BOARD OF SUPERVISORS

AND

**AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT/
SONOMA COUNTY WATER AGENCY**

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

AND

COMMUNITY DEVELOPMENT COMMISSION

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

1. Miscellaneous Classification, Compensation, and Allocation Changes:
Adopt Concurrent Resolutions reflecting the recommendations of completed classification studies and other position allocation changes:
 - A) Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU – Local 1021, Salary Table Scales, to establish five new APOSD classifications and salaries; to revise and retitle seven APSOD classifications; to adjust the salaries for six APOSD classifications; and to delete one classification, effective September 25, 2018.
 - B) Adopt a Concurrent Resolution amending the Salary Resolution No. 95-0926, Appendix A – Salary Tables, to establish three new APOSD classifications and salaries; to revise and retitle three APOSD classifications; to adjust salaries for two APOSD classifications; and to delete two classifications, effective September 25, 2018.
 - C) Adopt a Concurrent Resolution approving the reclassification of nine APOSD positions, with the promotion of affected incumbents; and amending the Allocation Tables of the Agricultural Preservation and Open Space District, the General Services Department, the Auditor-Controller-Treasurer-Tax Collector, the Information Systems Department, and the Sonoma County Water Agency, effective September 25, 2018.

COUNTY ADMINISTRATOR/ FIRE AND EMERGENCY SERVICES

2. Extend Proclamation of Local Emergency Due to Sonoma Complex Fire:
Adopt a Resolution Extending the Proclamation of Local Emergency Issued on October 9, 2017, for another 30 Days Due to Damage Arising from the Complex Fire. (4/5th Vote Required)

COUNTY ADMINISTRATOR

3. Recovery Update:
Receive update on the status of recovery operations, planning, seeking of funding opportunities, community engagement and status of recovery framework.

COUNTY COUNSEL

4. Approval of amendments to the Statewide Community Infrastructure Program (SCIP) Acquisition Agreement for Paseo Vista:
Adopt a resolution approving the form of the First Amendment to Acquisition Agreement among City of Santa Rosa, County of Sonoma, and Paseo Vista Inc. (Fifth District)

HEALTH SERVICES

5. Medtronic Foundation Grant to Support Health Action:
Authorize the Director of Health Services to execute an agreement with Medtronic Foundation for the County of Sonoma to receive revenue to support Health Action efforts to design and implement new strategies for community engagement and collaboration in the amount of \$100,000 for the period of August 1, 2018 to August 31, 2020. (4/5th Vote Required)

HUMAN SERVICES

6. Board Resolution to accept funding for Victims of Crime Act (VOCA XE) and Victims of Crime Act (VOCA KE) Specialized Emergency Housing:
Adopt a resolution authorizing the Director of the Human Services Department to accept funding in the amount of:
- A) \$400,000 for a three year period from 7/1/2016 to 12/31/2019. This CalOES funding through the VOCA XE program provides victim advocacy, care coordination and legal assistance for elder and dependent adult victims of crime; and
 - B) \$595,000 from 10/1/2017 to 11/1/2019. This CalOES funding through the VOCA KE program addresses transitional emergency housing for elder and dependent adult victims of crime.

REGIONAL PARKS

7. Cooper Creek addition to Taylor Mountain Habitat Conservation Fund Grant:
Adopt a resolution authorizing the Director of Regional Parks to apply for the State Parks' Habitat Conservation Fund in the amount of \$220,000 for Cooper Creek addition to Taylor Mountain Regional Park and Open Space Preserve acquisition and authorizing the Director of Regional Parks to execute all documents which may be necessary to carry out and administer the grant. (Third District)

SHERIFF'S OFFICE

8. Surrendered and Abandoned Vessel Exchange (SAVE) Grant, \$40,000:
Adopt a resolution authorizing the Sheriff to execute the California Department of Parks and Recreation, Division of Boating and Waterways, Surrendered and Abandoned Vessel Exchange (SAVE) grant agreement providing funding in the amount of \$40,000 for the Sheriff's Office Marine Unit to dispose of surrendered, wrecked, and abandoned recreational boats through September 30, 2020. The grant promotes navigational and environmental safety on Sonoma County waterways by removing, reducing, and preventing abandoned recreational vessels and marine debris.

9. Electronic Monitoring Annual Review:
Receive and review the 2018 Administrative Policy for the Electronic Monitoring Program to comply with electronic monitoring program regulations as required by Penal Code 1203.16, 1203.17 and 1203.18. The Sheriff's Electronic Monitoring Program serves as a cost-effective detention alternative for Sonoma County to manage its jail population by lawfully offering a home detention alternative to low/moderate risk adult inmates in lieu of incarceration.

TRANSPORTATION AND PUBLIC WORKS

10. 2018 Fire Damaged Guardrail Replacement Project M11720:
A) Approve the plans and specifications for replacement of 2000 linear feet of guardrail and 305 linear feet of wooden sound wall in the 2018 Fire Damaged Guardrail Replacement Project M11720
B) Award contract to low bidder, Midstate Barrier, Inc. in the amount of \$216,345.00, plus a 10% contingency and authorize the Chair to execute construction contract M11720. (First and Fourth Districts)
11. Hauser Bridge Replacement Project, C11006, Contract Change Order:
Approve and authorize Chair to sign Change Order Number 8 to the construction contract with Granite Construction, Inc. in the amount of \$173,600.00 for a total contract amount of \$5,006,647.62 for modifications to the Hauser Bridge onsite drainage design. (Fifth District)

APPOINTMENTS/REAPPOINTMENTS

12. Approve the Reappointment of Jim Redding to the Advisory Council to Area Agency on Aging, Sonoma County, for a period of two years, beginning September 20, 2018 and ending on September 20, 2020. (Third District).

PRESENTATIONS/GOLD RESOLUTIONS

PRESENTATIONS AT THE BOARD MEETING

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

13. Adopt Gold Resolution recognizing September 25, 2018, as National Voter Registration Day. (Clerk Recorder Assessor)
14. Adopt a Gold Resolution recognizing National 4-H Week, October 7th through the 13th, 2018. (University of California Cooperative Extension)

PRESENTATIONS ON A DIFFERENT DATE

15. Adopt a Gold Resolution congratulating Safari West on its anniversary marking 25 years of wildlife preservation and contributions to the world of natural conservation. (Fourth District)

III. 8:45 A.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 to speak 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.)

IV. REGULAR CALENDAR

COUNTY ADMINISTRATOR

16. **9:00 A.M.** - Recovery and Resiliency Framework:
Receive update on the draft Recovery and Resiliency Framework. (Informational Only)

HUMAN RESOURCES

17. Memorandum of Understanding extension between the County of Sonoma and the Sonoma County Law Enforcement Association (“SCLEA”) and Government Code 7507 disclosure:
A) Adopt a Resolution approving an extension to the Memorandum of Understanding (“MOU”) between the County of Sonoma and the Sonoma County Law Enforcement Association (“SCLEA”) for the period of May 8, 2018 – May 7, 2019.
B) Receive and Review a Tentative Agreement for the modification of Article 19 (Medical Benefits for Future Retirees) of the Memorandum of Understanding (“MOU”) between the County and SCLEA for the period of October 9, 2018, through May 7, 2019, so that the Board is informed to receive an actuarial valuation of the impact of proposed changes in retiree medical benefits for SCLEA members of bargaining units 30, 40, 41, and 70 pursuant to California Government Code Section 7507.
18. Memorandum of Understanding extension between the County of Sonoma and Sonoma County Public Defender Investigators’ Association and Government Code 7507 disclosure:
A) Adopt a Resolution approving an extension to the Memorandum of Understanding (“MOU”) between the County of Sonoma and the Sonoma County Public Defender Investigators’ Association (“SCPDIA”) for the period of June 18, 2018 – June 17, 2019.
B) Receive and Review a Tentative Agreement for the modification of Article 16 (Medical Benefits for Future Retirees) of the Memorandum of Understanding (“MOU”) between the County and SCPDIA for the period of October 9, 2018 through June 17, 2019, so that the Board is informed to receive an actuarial valuation of the impact of proposed changes in retiree medical benefits for SCPDIA members of bargaining unit 55 pursuant to California Government Code Section 7507.

BOARD OF SUPERVISORS

19. Fee Waiver:
Approve request to waive County of Sonoma Permit and Resource Management Department Use Permit and Administrative Design Review fees in the amount of \$5,590.00 for the Lakeville Volunteer Fire Department. (Second District)
20. Fee Waiver:
Approve request for the UC Cooperative Extension, Sonoma County for a fee waiver in the amount of \$987.50, for the Cloverdale Vets Memorial Building Auditorium Use fee of \$987.50. The UC Cooperative Extension hosted the Living with Fire, Fire Preparedness Series meeting at the Vets Memorial Building entitled “Preparing for Fires: Prescribed Burning and Grazing.” (Fourth District)

V. PUBLIC COMMENT ON CLOSED SESSION ITEMS

VI. CLOSED SESSION CALENDAR

- 21. The Board of Supervisors will consider the following in closed session: Conference with Legal Counsel – Existing Litigation - County of Sonoma v. Timothy Pamatmat, Peggy Pamatmat, et al., SCV 247878. 9000 Argonne Way, Forestville, CA 95436-9382. District 5 (Government Code Section 54956.9(d)(1).)
- 22. The Board of Supervisors, the Board of Directors of the Water Agency, the Board Commissioners of the Community Development Commission, and the Board of Directors of The Agricultural Preservation and Open Space District will consider the following in closed session: Conference with Labor Negotiators: Christina Cramer/Carol Allen, County of Sonoma, and Rick Bolanos/Heather Coffman, Liebert Cassidy & Whitmore. Employee Organizations: All. Unrepresented employees: All, including retired employees. (Government Code section 54957.6).

VII. REGULAR AFTERNOON CALENDAR

23. **RECONVENE FROM CLOSED SESSION**

24. **REPORT ON CLOSED SESSION**

VIII. 1:30 P.M. - PRESENTATIONS/GOLD RESOLUTIONS

BOARD OF SUPERVISORS

- 25. Municipal Advisory Councils and Citizen’s Advisory Councils Update and Recommendations:
 - A) Accept an update on the status of Municipal and Citizens Advisory Councils in Sonoma County.
 - B) Adopt a Resolution to establish the Lower Russian River Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the Lower Russian River Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures.
 - C) Adopt a Resolution to establish the Sonoma County Coast Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the Sonoma County Coast Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures.
 - D) Direct staff to include options for the Board of Supervisors to fund ongoing costs of Municipal Advisory Councils in the Transient Occupancy Tax discussion planned for November.

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

26. 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>)

27. **ADJOURNMENT**

NOTE: The next Regular meeting will be held on October 9, 2018, at 8:30 a.m.

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

October 23, 2018 - Permit and Resource Management – PLP05-0062 Hale Winery



County of Sonoma Agenda Item Summary Report

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

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

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

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Human Resources Department

Staff Name and Phone Number:

Maggie Miller, (707) 565-3565

Supervisorial District(s):

Title: Miscellaneous Classification, Compensation, and Allocation Changes

Recommended Actions:

Adopt Concurrent Resolutions reflecting the recommendations of completed classification studies and other position allocation changes:

1. Adopt a Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU – Local 1021, Salary Table Scales, to establish five new APOSD classifications and salaries; to revise and retitle seven APSOD classifications; to adjust the salaries for six APOSD classifications; and to delete one classification, effective September 25, 2018.
2. Adopt a Concurrent Resolution amending the Salary Resolution No. 95-0926, Appendix A – Salary Tables, to establish three new APOSD classifications and salaries; to revise and retitle three APOSD classifications; to adjust salaries for two APOSD classifications; and to delete two classifications, effective September 25, 2018.
3. Adopt a Concurrent Resolution approving the reclassification of nine APOSD positions, with the promotion of affected incumbents; and amending the Allocation Tables of the Agricultural Preservation and Open Space District, the General Services Department, the Auditor-Controller-Treasurer-Tax Collector, the Information Systems Department, and the Sonoma County Water Agency, effective September 25, 2018.

Executive Summary:

The County's Human Resources Department is responsible for managing the County-wide classification and compensation structure. Components of this responsibility include ensuring employees are appropriately classified, administering the County's Compensation Plan, and assisting departments with organizational changes when they involve classification reviews. Regularly, the department conducts classification and compensation analyses, and develops reports and recommendations that are presented to incumbents, unions, departments, and in many situations the Civil Service Commission. Ensuring employees are appropriately classified and having a

sound classification plan results in the County's ability to attract and retain a highly qualified, engaged workforce charged with providing the most efficient services possible for our community.

Several times throughout each year, Human Resources coordinates "Miscellaneous Classification and Allocation Change" Items for Board approval, which allow Human Resources and departments to implement the outcomes of classification, compensation, and allocation change recommendations. In resolutions before your Board today Human Resources requests approval to establish implement the final recommendations resulting from classification studies in the Agricultural Preservation and Open Space District, the General Services Department, and the Sonoma County Water Agency and to change additional position allocations for the Auditor-Controller-Treasurer-Tax Collector and the Information Systems Department.

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 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 classifications. 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 in the County's Civil Service System. 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. However, four agencies (i.e., Agricultural Preservation and Open Space District, Community Development Commission, Sonoma County Fair, and Sonoma County Water Agency) are not governed by the County's Civil Service System, and the Board has sole authority for the related classification and compensation issues. As part of this effort, Human Resources is seeking approval for the following changes in classifications and allocations.

Agricultural Preservation and Open Space District (APOSD):

District-Wide Classification and Compensation Study:

In August, 2014, the Board received a report on the management review of APOSD conducted by Moss Adams, LLP, a professional consultant, which included the recommendation for a classification and compensation study of all District positions. Koff & Associates, a professional classification and compensation consulting firm experienced in working with other open space agencies, was retained to conduct the study. The study proved to be complicated, and Human Resources completed the study and worked with APOSD's management and staff to refine, expand, and finalize the recommendations.

The study resulted in the following recommendations:

- Create eight new classifications (APOSD Acquisitions Specialist, APOSD Senior Acquisitions Specialist, APOSD Senior Planner, APOSD Community Relations Assistant, APOSD Geographic Information Systems Coordinator, APOSD Acquisitions Manager, APOSD Conservation Planning Manager, and APOSD Stewardship Manager)
- Revise and re-title specifications, and update salaries, where applicable, for ten APOSD-specific classifications (APOSD Acquisitions Assistant, APOSD Assistant Planner, APOSD Community Relations Specialist, APOSD Executive Secretary, APOSD Geographic Information Systems Analyst, APOSD Planner, APOSD Stewardship Supervisor, APOSD Technician, APOSD Administrative and Fiscal Services Manager, and APOSD Assistant General Manager)

- Reclassify nine positions (one Receptionist to Secretary, one Public Information Specialist to the new classification of APOSD Community Relations Assistant, one OSD Associate Planner and two OSD Land Acquisition Specialists to the new classification of APOSD Acquisitions Specialist, one OSD Conservation Geographic Information Systems Analyst to the new classification of APOSD Geographic Information Systems Coordinator, and each of the three OSD Program Managers to new program-specific classifications of APOSD Acquisitions Manager, APOSD Conservation Planning Manager, and APOSD Stewardship Manager, respectively) with the promotion of affected incumbents in eight of these positions that are filled
- Delete the classifications of OSD Land Acquisition Specialist, OSD Program Manager and OSD Financial Analyst

The complete study report, including specifications, placement details, and salary recommendations are attached (Attachment 4).

Bargaining Unit, Fair Labor Standards Act (FLSA), and Salary Determinations:

Pursuant to the County’s Employee Relations Policy, Human Resources determined the appropriate bargaining unit for the eight new classifications, and whether each new class is non-exempt or exempt pursuant to the guidelines of the Fair Labor Standards Act. The table below provides the details of these determinations.

Class Title	Bargaining Unit	FLSA Determination
APOSD Acquisitions Specialist	SEIU-0005 Service & Technical Support Non-Supervisory	Non-Exempt
APOSD Senior Acquisitions Specialist		
APOSD Community Relations Assistant		
APOSD Geographic Information Systems Coordinator		
APOSD Senior Planner		
APOSD Acquisitions Manager	Bargaining Unit 0050-Administrative Management	Exempt
APOSD Conservation Planning Manager		
APOSD Stewardship Manager		

Based on an evaluation of both market data and internal equity factors, Human Resources has determined that the salaries and ongoing salary administration for the APOSD-specific classifications should be set as provided in the table below.

Class Title	Maximum Monthly Salary	Ongoing Administration
APOSD Acquisitions Assistant	\$6,501	20% below APOSD Acquisitions Specialist
APOSD Acquisitions Specialist	\$7,828	9% above APOSD Planner
APOSD Senior Acquisitions Specialist	\$9,082	16% above APOSD Acquisitions Specialist
APOSD Community Relations Assistant	\$6,651	15% below APOSD Community Relations Specialist
APOSD Community Relations Specialist	\$7,639	6% above APOSD Planner
APOSD Geographic Information Systems Analyst	\$7,225	3% above Information Technology Analyst II
APOSD Geographic Information Systems Coordinator	\$7,948	10% above APOSD Geographic Information Systems Analyst
APOSD Assistant Planner	\$6,289	14% below APOSD Planner
APOSD Planner	\$7,181	Tied to Park Planner II

APOSD Senior Planner	\$8,622	20% above APOSD Planner
APOSD Technician	\$5,489	15% below APOSD Assistant Planner
APOSD Stewardship Supervisor	\$9,495	10% above APOSD Senior Planner
APOSD Executive Secretary	\$5,352	3% above Executive Secretary
APOSD Administrative and Fiscal Services Manager	\$9,994	Tied to Accounting Manager Auditor Controller
APOSD Acquisitions Manager	\$10,592	9% below PRMD Deputy Director-Planning
APOSD Conservation Planning Manager	\$10,592	9% below PRMD Deputy Director-Planning
APOSD Stewardship Manager	\$10,592	9% below PRMD Deputy Director-Planning
APOSD Assistant General Manager	\$12,500	18% above APOSD Program Manager Classifications

Meet and Confer Process:

Human Resources, APOSD management, incumbents, and Service Employees International Union (SEIU) engaged in an extensive meet and confer process on the study recommendations and salary proposals that included 30 meet and confer sessions (18 on classification and 12 on compensation) between the time that the initial study report was released in January, 2016 and July, 2018.

In developing the final classification recommendations, Human Resources met with SEIU and incumbents to revise and update the specifications. Human Resources also worked with Koff & Associates to respond to nine requests from four incumbents for reconsideration of the study's recommendation for the classification of their positions.

In developing the final salary recommendations, Human Resources met with incumbents and SEIU to hear their counterproposals to the initial recommendations. Based on the information gained in those sessions, Human Resources conducted additional research and analysis and developed the final salary recommendations for approval.

Not all incumbents agree with the classification and salary recommendations. Since the District is not governed by the Civil Service Ordinance, the County's standard appeals process for incumbent objections on classification studies is not available to the APOSD staff. Therefore, the Human Resources Director met individually with four incumbents who believe their positions are not appropriately classified as the result of the study, and with all of the staff regarding their concerns on the salary recommendations. This resulted in some additional modifications to the recommendations which have been incorporated into this summary and the accompanying documents.

Human Resources believes that the County has fulfilled its obligation to meet and confer in good faith over the study's outcomes in accordance with the Memorandum of Understanding between SEIU and the County, and recommends that the Board approve the classification and salary recommendations detailed in this Item and its attachments.

Time-Limited APOSD Planner Position:

Also proposed in this Item is the approval of a one-year time-limited APOSD Planner allocation to address the backlog of approximately 40 baseline documents. Completed baselines are required on each specific property to enable the District's monitoring for compliance with the easement provisions. This is consistent with the national Land Trust Alliance Standards and Practices for land conservation work, and qualifies the District to be able to provide documentation towards tax credits for donated conservation easements under Internal Revenue Service regulations. It is anticipated that the addition of the time limited Planner allocation, along with staffing currently

working on baselines, will resolve the backlog within the one-year period. Therefore, the District is seeking Board approval for this one-year time-limited allocation.

Auditor-Controller-Treasurer-Tax Collector (ACTTC) & General Services Department:

The Enterprise Financial Systems (EFS) Support Organization is managed by the ACTTC, however only six of the eight support positions are allocated to the ACTTC, with the two remaining support positions allocated to the County Administrator’s Office (one Administrative Analyst III) and General Services (one Buyer). The EFS Support Organization has determined that all support positions should be allocated to the ACTTC. The other partner departments are in agreement.

In addition, the EFS Support Organization has worked with Human Resources to determine that the appropriate job classification for the Hyperion support position is a Senior Business Systems Analyst (currently an Administrative Analyst III) and the appropriate job classification for the allocation to be transferred from General Services to ACTTC is a Business Systems Analyst (currently a Buyer). Therefore, ACTTC is seeking the Board’s approval to add allocations for one Senior Business Systems Analyst and one Business Systems Analyst and to delete one Buyer position allocated to General Services.

General Services Department:

General Services asked Human Resources to study the Department Analyst position responsible for the oversight of several functions assigned to the department’s centralized Administrative Services Team. Through the study process it became clear that the position’s responsibilities for such core administrative functions as serving as the department’s Human Resources Liaison and supporting both the Board Item preparation and the contract management/renewal process, and for managing the specialized functions of campus parking enforcement/security and Veterans Memorial Building leasing/maintenance exceed the scope of the Department Analyst class. In reviewing the other classifications in the County system, Human Resources determined that Administrative Services Officer I is the most appropriate match for the position. On June 21, 2018, the Civil Service Commission approved the reclassification of this position and the retention of the incumbent in accordance with Civil Service Rule 3.3B. Therefore, General Services is seeking the Board’s approval for adding one Administrative Services Officer I and deleting one Department Analyst allocation.

Information Systems Department (ISD):

ISD’s warehouse positions include a Materials & Equipment Specialist and a Senior Storekeeper. The Department asked Human Resources to review the duties of the two positions because they felt the work was sufficiently similar to warrant them being in the same classification. In reviewing the job duties including day-to-day operations of IT inventory, the surplus of hardware, and low level technical support, Human Resources determined that the Materials and Equipment Specialist class, would be most appropriate for the department’s warehouse positions. Therefore, ISD is seeking approval to delete one vacant Senior Storekeeper allocation and add one Materials & Equipment Specialist Allocation.

Sonoma County Water Agency (SCWA):

Through negotiations with SEIU in 2016, Human Resources and SCWA agreed to conduct a classification and compensation study of all SEIU-represented positions. Koff & Associates, a professional consulting firm, was retained to conduct the study.

Human Resources is bringing the study forward for approval in phases due to its size and complexity. Similar to the first two phases that were brought to the Board in January and July, 2018, this third phase is comprised of the consultant’s recommendations for six positions in two classifications that were recommended for reclassification to existing classifications and the promotion of the incumbents pursuant to Water Agency Personnel Policy, Article V – Reclassification. The table below provides the details for these recommendations:

Positions Studied	Study Recommendation
5.0 Water Agency Maintenance Worker II	Reclassify to Water Agency Maintenance Worker III
1.0 Programmer Analyst	Reclassify to Human Services Systems and Programming Analyst (Class to be updated and re-titled)

Human Resources and SCWA management have reached agreement with SEIU Local 1021 on these recommendations through the meet and confer process. The recommendations for the remaining positions included in this study will be brought forward for approval once the meet and confer process is complete. The consultant’s study report memoranda with these recommendations are attached (Attachment 5).

Consequences of Non-Approval: If these requests are not approved, the above positions will not be allocated to the appropriate classifications, classification changes approved by the County’s Civil Service Commission will not be implemented, and salaries will not be appropriately adjusted.

Prior Board Actions:

Throughout the year, Human Resources 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.

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 18-19 Projected	FY 19-20 Projected
Budgeted Expenses	APOSD: \$130,000 ACTTC: \$338,000 GSO: \$17,821 ISD: \$7,820 WTR: \$13,800	APOSD: \$342,819 ACTTC: \$338,000 GSO: \$17,821 ISD: \$7,820 WTR: \$13,800	APOSD: \$322,264 ACTTC: \$338,000 GSO: \$23,752 ISD: \$7,820 WTR: \$55,200
Additional Appropriation Requested			
Total Expenditures	\$507,441	\$720,260	\$747,046
Funding Sources			
General Fund/WA GF	GSO: \$17,821 WTR: \$13,800	GSO: \$17,821 WTR: \$13,800	GSO: \$23,762 WTR: \$55,200
State/Federal			
Fees/Other	APOSD: \$130,000 ACTTC: \$338,000 ISD: \$7,820	APOSD: \$342,819 ACTTC: \$338,000 ISD: \$7,820	APOSD: \$322,264 ACTTC: \$338,000 ISD: \$7,820
Use of Fund Balance			
Contingencies			
Total Sources	\$507,441	\$720,260	\$747,046
Narrative Explanation of Fiscal Impacts:			
<p>Agricultural Preservation and Open Space District: The projected FY 18-19 costs for the classification and compensation study recommendations are \$236,861, and the cost for adding the Time-Limited Associate Planner is \$106,058 for a total of \$342,819. Extra help appropriations and overall salary savings cover the Time-Limited Associate Planner costs. Measure F sales tax revenues will cover these costs, and the \$236,861 FY 18-19 budget adjustment will be included with the Q2 Consolidated Budget Adjustments. For FY 19-20, the costs are \$307,789 and \$24,475 for a total of \$332,264 and will be included in the annual budget.</p> <p>Auditor-Controller-Treasurer-Tax Collector (ACTTC): This request presents no new or additional fiscal impacts. Both EFS Support Organization positions are already funded through the Enterprise Financial System (EFS) rates charged out to departments and external users as part of the annual EFS cost allocation. The associated costs for these positions have been incorporated into the annual rate setting process for the EFS since FY 14/15, are included within the current fiscal year, and will remain within the approved rate setting model in subsequent fiscal years.</p> <p>General Services Department: The projected additional salary and benefits costs are \$17,821 for FY 18-19 and \$23,762 ongoing. The department has accounted for these costs in its budget and no additional appropriation is required.</p> <p>Information Systems Department: The additional salary and benefit cost for replacing the Senior Storekeeper allocation with an Equipment and Materials Specialist allocation is projected to be \$7,569. The department will cover this cost by revenue.</p> <p>Sonoma County Water Agency: The increase in projected cost of ongoing annual salary and benefits for the reclassification of 5.0 positions from Water Agency Maintenance Worker II to Water Agency Maintenance Worker</p>			

III and the reclassification of 1.0 position from Programmer Analyst to Human Services Systems and Programming Analyst is \$55,200. Salary and benefits are budgeted in the General Fund which is funded through water sales revenue, taxes and grants. The General Fund is reimbursed by our enterprise funds through project costing. These increased labor costs will be funded by existing funds in the Water Agency's enterprise funds. The Water Agency's cost accounting system allocates labor costs to Water Agency projects specific to its enterprise funds.

Staffing Impacts

Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Receptionist	\$3,469.84 - \$4,219.46		(1.0)
Secretary	\$3,800.30 - \$4,617.75	1.0	
OSD Associate Planner	\$5,654.36 - \$6,873.58		(1.0)
OSD Land Acquisition Specialist	\$6,922.28 - \$8,412.83		(2.0)
APOSD Acquisitions Specialist	\$6,442.24 - \$7,828.00	3.0	
OSD Conservation Geographic Information Systems Analyst	\$4,847.34 - \$5,890.90		(1.0)
APOSD Geographic Information Systems Coordinator	\$6,540.00 -- \$7,948.00	1.0	
Public Information Specialist	\$4,431.65 - \$5,384.77		(1.0)
APOSD Community Relations Assistant	\$5,473.47 - \$6,651.00	1.0	
OSD Program Manager	\$7,776.26 - \$9,454.65		(3.0)
APOSD Acquisitions Manager	\$8,713.73 - \$10,592.00	1.0	
APOSD Conservation Planning Manager	\$8,713.73 - \$10,592.00	1.0	
APOSD Stewardship Manager	\$8,713.73 - \$10,592.00	1.0	
APOSD Planner – Time Limited	\$5,908.29 - \$7,181.00	1.0	
APOSD Assistant Planner	\$5,654.36 - \$6,287.00		(1.0)
APOSD Senior Acquisitions Specialist	\$7,470.15 - \$9,082.00	1.0	
OSD Associate Planner	\$5,654.36 - \$6,873.58		(1.0)
APOSD Senior Planner	\$7,092.73 - \$8,622.00	1.0	
Department Analyst	\$5,610.87-\$6,819.66		(1.0)
Administrative Services Officer I	\$6,626.61-\$8,202.38	1.0	
Buyer	\$4,718.63 - \$5,736.10		(1.0)
Business Systems Analyst	\$6,090.91 - \$7,404.06	1.0	

Senior Business Systems Analyst	\$7,282.31 - \$8,851.13	1.0	
Senior Storekeeper	\$3,828.13-\$4,652.54		(1.0)
Materials & Equipment Specialist	\$4,186.42-\$5,087.36	1.0	
Water Agency Maintenance Worker II	\$4,139.45 - \$5,031.70		(5.0)
Water Agency Maintenance Worker III		5.0	
Programmer Analyst	\$6,090.91 - \$7,404.06		(1.0)
Human Services Systems and Programming Analyst	\$6,584.86 - \$8,004.11	1.0	

Narrative Explanation of Staffing Impacts (If Required):

Agricultural Preservation and Open Space District: One incumbent in a 1.0 Receptionist position will be promoted to Secretary; 1.0 incumbent in an OSD Land Acquisitions Specialist position will be reclassified to APOSD Acquisitions Specialist and salary will be Y-Rated; one incumbent in a 1.0 Planner III (underfill of a 1.0 OSD Land Acquisitions Specialist position) and one incumbent in a 1.0 OSD Associate Planner position will be promoted to APOSD Acquisitions Specialist; and three incumbents in OSD Program Manager positions will be promoted to APOSD Acquisitions Manager, APOSD Conservation Planning Manager, or APOSD Stewardship Manager, based on their program assignment. There are no staffing impacts for the addition of the 1.0 APOSD Planner – Time Limited, 1.0 Senior Acquisitions Specialist, or the 1.0 Senior Planner positions, as the positions are vacant and will be filled through recruitments.

Auditor-Controller-Treasurer-Tax Collector (ACTTC): No incumbents are affected by the allocation changes since the positions are vacant.

General Services Department: One incumbent in a 1.0 Department Analyst position will be promoted to Administrative Services Officer I in accordance with Civil Service Rule 3.3B.

Information Systems Department: No incumbent is affected by the allocation change, since the 1.0 Senior Storekeeper position is vacant.

Sonoma County Water Agency: Three incumbents in 3.0 Water Agency Maintenance Worker II positions will be promoted to Water Agency Maintenance Worker III, pursuant to Water Agency Personnel Policy Article V. Reclassification; two vacant Water Agency Maintenance Worker II positions will be reclassified to Water Agency Maintenance Worker III. One incumbent in a 1.0 Programmer Analyst classification will be promoted to Human Services Systems and Programming Analyst (soon to be re-titled to Department Systems and Programming Analyst) pursuant to Water Agency Personnel Policy, Article V. Reclassification.

Attachments:

1. Resolution 1: Concurrent Resolution amending the Memorandum of Understanding between the County and SEIU – Local 1021, Salary Table Scales.
2. Resolution 2: Concurrent Resolution amending Salary Resolution No. 95-0926, Appendix A – Salary Tables.
3. Resolution 3: Concurrent Resolution approving the reclassification of seven positions at the Agricultural Preservation and Open Space District, approving six positions at the Sonoma County Water Agency, and amending the Allocation Tables of the Agricultural Preservation and Open Space District, the Auditor-Controller-Treasurer-Tax Collector, the General Services Department, the Information Systems Department, and the Sonoma County Water Agency.
4. Classification and Compensation Study Report Memorandum by Human Resources for the classification study of all positions at the Agricultural Preservation and Open Space District, with the Classification Study

Report by Koff & Associates, a professional consulting firm, and finalized by Human Resources, and Human Resources final salary recommendation memoranda.

5. Memoranda from Koff & Associates, a professional consulting firm, titled "Sonoma County Water Agency Classification Issues – Maintenance Worker Series" and "Sonoma County Water Agency Final Classification Recommendation for Robert Brown, Programmer Analyst".

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

1. Classification Study Report by Human Resources on the Department Analyst position on the Administrative Services Team of the General Services Department.



County of Sonoma
State of California

Resolution 1

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District, And The Board Of Directors Of The Northern Sonoma County Air Pollution Control District Amending The Memorandum of Understanding Between The County And SEIU - Local 1021, Appendix A - Salary Table Scales, Service and Technical Non-Supervisory – 0005 and SEIU General Supervisory – 0095, To Establish Five New Agricultural Preservation And Open Space District Classifications And Salaries; To Revise And Re-Title Seven Agricultural Preservation And Open Space District Classifications; To Adjust The Salaries For Six Agricultural Preservation And Open Space District Classifications; And To Delete One Classification, Effective September 25, 2018.

Whereas, a classification study conducted by Koff & Associates, a professional consulting firm, of all positions at the Agricultural Preservation and Open Space District (APOSD) determined the need for the new classifications of APOSD Acquisitions Specialist, APOSD Community Relations Assistant, APOSD Geographic Information Systems Coordinator, APOSD Senior Acquisitions Specialist, and APOSD Senior Planner; recommended that the remaining APOSD-specific classifications be retitled and updated; and concluded that the existing classification of OSD Land Acquisition Specialist should be deleted as set forth in Attachment A;

Whereas, pursuant to the Employee Relations Policy, Human Resources recommends the new classifications of be represented by SEIU, Local 1021, Bargaining Unit 0005-Service and Technical Non-Supervisory; and

Whereas, Human Resources determined that the new classifications are non-exempt in accordance with the Fair Labor Standards Act; and

Whereas, The County presented a salary proposals for all APOSD-specific classifications and offered to meet and confer on the impacts of the study recommendations, represented by SEIU, Local 1021, in accordance with Government Code 3500; and

Whereas, although SEIU is not in agreement with all of the study's classification and salary recommendations, the County has fulfilled its obligation to meet and confer in good faith on all issues and has complied with the provisions of the current Memorandum of Understanding between SEIU and the County to meet and confer for up to 30 days on proposed salary ranges;

Resolution #1

Date: September 25, 2018

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Now, Therefore, Be It Resolved that the Memorandum of Understanding between the County and SEIU - Local 1021, Appendix A - Salary Table Scales, Service and Technical Non-Supervisory – 0005 and SEIU General Supervisory – 0095 be amended to establish new classifications and salaries for APOSD Acquisitions Specialist, APOSD Community Relations Assistant, APOSD Geographic Information Systems Coordinator, APOSD Senior Acquisitions Specialist, and APOSD Senior Planner; to revise and retitle the existing APOSD-specific classifications as follows: OSD Acquisition Assistant to APOSD Acquisitions Assistant, OSD Assistant Planner to APOSD Assistant Planner, OSD Associate Planner to APOSD Planner, OSD Community Relations Specialist to APOSD Community Relations Specialist; OSD Conservation Geographic Information Systems Analyst to APOSD Geographic Information Systems Analyst; OSD Stewardship Coordinator to APOSD Stewardship Supervisor; and OSD Technician to APOSD Technician; to update salaries for the existing classes, where applicable; and to delete the classification of OSD Land Acquisition Specialist, effective September 25, 2018.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

**APPENDIX A
SALARY TABLE SCALES**

**The County of Sonoma
And Related Agencies**

**Service Employees' International Union Local 1021
Bargaining Units 0001, 0005, 0010, 0080, and 0095**

March 1, 2016 – February 28, 2018

SEIU Service & Technical Support Non-Supervisory – 0005

Job Code	Job Title	Appendix A-2 A Step Rate (March 14, 2017)	Appendix A-2 A Step Rate (September 25, 2018)
1298	OSD Acquisition Assistant APOSD Acquisitions Assistant	\$26.37	\$30.75
1288	OSD Land Acquisition Specialist	\$39.80	N/A
1294	APOSD Acquisitions Specialist	N/A	\$37.04
1295	APOSD Senior Acquisitions Specialist	N/A	\$42.95
1283	OSD Assistant Planner APOSD Assistant Planner	\$27.63	\$29.75
1285	OSD Associate Planner APOSD Planner	\$32.51	\$33.97
1281	APOSD Senior Planner	N/A	\$40.78
1287	APOSD Community Relations Assistant	N/A	\$31.47
1297	OSD Community Relations Specialist APOSD Community Relations Specialist	\$36.13	\$36.13
1292	OSD Conservation GIS Analyst APOSD Geographic Information Systems Analyst	\$27.87	\$34.18
1305	APOSD Geographic Information Systems Coordinator	N/A	\$37.60
1284	OSD Technician APOSD Technician	\$24.38	\$25.97

SEIU General Supervisory – 0095

Job Code	Job Title	Appendix A-2 A Step Rate (March 14, 2017)	Appendix A-2 A Step Rate (September 25, 2018)
1286	OSD Stewardship Coordinator OSD Stewardship Supervisor	\$37.34	\$44.90



County of Sonoma
State of California

Resolution 2

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District, And The Board Of Directors Of The Northern Sonoma County Air Pollution Control District Amending The County Of Sonoma Salary Resolution No. 95-0926, Appendix A - Salary Tables, Administrative Management – Bargaining Unit 0050 and Confidential – Bargaining Unit 51, To Establish Three New Agricultural Preservation And Open Space District Classifications And Salaries; To Revise And Re-Title Three Agricultural Preservation And Open Space District Classifications; To Adjust Salaries For Two Agricultural Preservation And Open Space District Classifications; And To Delete Two Classifications, Effective September 25, 2018.

Whereas, a classification study conducted by Koff & Associates, a professional consulting firm, of all positions at the Agricultural Preservation and Open Space District (APOSD) determined the need for new program-specific management classifications of APOSD Acquisitions Manager, APOSD Conservation Planning Manager, and APSOD Stewardship Manager; recommended that the existing management and confidential classes of OSD Administrative and Fiscal Services Manager, OSD Assistant General Manager, and OSD Executive Secretary be revised and retitled to APOSD Administrative and Fiscal Services Manager, APOSD Assistant General Manager, and Executive Secretary, respectively, with updates to the salaries for these classes, where applicable; and concluded that the existing classifications of OSD Program Manager and OSD Financial Analyst should be deleted as set forth in Attachment A;

Whereas, pursuant to the Employee Relations Policy, Human Resources recommends the new program management classifications of be represented by Administrative Management Bargaining Unit 0050, and

Whereas, Human Resources determined that the new program management classifications are exempt in accordance with the Fair Labor Standards Act;

Now, Therefore, Be It Resolved that the County Of Sonoma Salary Resolution No. 95-0926, Appendix A - Salary Tables, Administrative Management – Bargaining Unit 0050 and Confidential – Bargaining Unit 51, to establish the new Classifications and salaries for APOSD Acquisitions Manager, APOSD Conservation Planning Manager, and APOSD Stewardship Manager; to revised, re-title and update salaries, where

Resolution #2

Date: September 25, 2018

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applicable, for the existing classifications of OSD Administrative and Fiscal Services Manager to APOSD Administrative and Fiscal Services Manager, OSD Assistant General Manager to APOSD Assistant General Manager, and OSD Executive Secretary to APOSD Executive Secretary; and to delete the classifications of OSD Program Manager and OSD Financial Analyst, Effective September 25, 2018.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

**APPENDIX A
Salary Tables**

ADMINISTRATIVE MANAGEMENT – Bargaining Unit 0050

Job Code	Job Title	A Step Rate (March 14, 2017)	A Step Rate (September 25, 2018)
1301	OSD Administrative and Fiscal Services Manager APOSD Administrative and Fiscal Services Manager	\$41.78	\$47.27
1289	OSD Assistant General Manager APOSD Assistant General Manager	\$55.61	\$59.13
1299	OSD Program Manager	\$44.71	N/A
1300	OSD Financial Analyst	\$32.26	N/A
1303	APOSD Acquisitions Manager	N/A	\$50.10
1302	APOSD Conservation Planning Manager	N/A	\$50.10
1304	APOSD Stewardship Manager	N/A	\$50.10

CONFIDENTIAL – Bargaining Unit 0051

Job Code	Job Title	A Step Rate (March 14, 2017)	A Step Rate (September 25, 2018)
1282	OSD Executive Secretary APOSD Executive Secretary	\$25.30	\$25.30



County of Sonoma
State of California

Resolution 3

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, The Board Of Directors Of The Sonoma County Water Agency, The Board Of Commissioners Of The Community Development Commission, The Board Of Directors Of The Sonoma County Agricultural Preservation And Open Space District, And The Board Of Directors Of The Northern Sonoma County Air Pollution Control District Approving The Reclassification Of Nine Agricultural Preservation And Open Space District Positions And Six Sonoma County Water Agency Positions, With The Promotion Of Affected Incumbents; Amending The Allocation Tables Of The Agricultural Preservation And Open Space District, The General Services Department, The Auditor-Controller-Treasurer-Tax Collector's Office, The Information Systems Department, And The Sonoma County Water Agency; Effective September 25, 2018.

Whereas, a classification study conducted by Koff & Associates, a professional consulting firm, of all positions at the Agricultural Preservation and Open Space District (APOSD) determined the need for several new classifications; and recommended the reclassification of one Receptionist position to Secretary, two OSD Land Acquisitions Specialist and one OSD Associate Planner positions to the new classification of APOSD Acquisitions Specialist, the reclassification of one Public Information Specialist to the new classification of APOSD Community Relations Assistant, the reclassification of one OSD Conservation Geographic Information Systems Analyst position to the new classification of APOSD Geographic Information Systems Coordinator, and reclassification of the three OSD Program Manager positions to the new program-specific classes of APOSD Acquisitions Manager, APOSD Conservation Planning Manager, and APOSD Stewardship Manager; with the promotion of incumbents; and

Whereas, Human Resources believes it has fulfilled its obligation to meet and confer in good on the reclassification recommendation made through the APOSD study for represented positions;

Whereas, APOSD has identified the need for one time-limited APSOD Planner allocation to handle work related to ensuring baseline data is collected and recorded for all District-protected lands through September 24, 2019;

Whereas, at the June 21, 2018, meeting, the Civil Service Commission approved the Human Resources' recommendation that one Department Analyst position be reclassified to Administrative Services Officer I and that the incumbent be retained, in accordance with Civil Service Rule 3.3B; and

Whereas, The Auditor-Controller-Treasurer-Tax Collector has worked with Human Resources to determine one Business Systems Analyst and one Senior Business Systems Analyst positions are most appropriate to handle the ongoing maintenance and continual improvement of the Enterprise Financial System and that one Buyer position supporting the system but allocated to General Services should be deleted; and

Whereas, the Information Systems Department worked with Human Resources to review the position in their warehouse and determined that a vacant Senior Storekeeper position would be more appropriately classified as a Materials and Equipment Specialist;

Whereas, a classification study of all Sonoma County Water Agency positions represented by the Service Employees International Union (SEIU) conducted by Koff & Associates, a professional consulting firm, determined that five Water Agency Maintenance Worker II positions would be more appropriately classified at the Water Agency Maintenance Worker III level, and one Programmer Analyst would be more appropriately classified as a Human Services Systems and Programming Analyst with the retention of incumbents in accordance with the promotion of the incumbents pursuant to Water Agency Personnel Policy, Article V – Reclassification; and

Whereas, the County Human Resources met, conferred, and came to agreement with SEIU on these recommendations;

Now, Therefore, Be It Resolved that the reclassification eight existing positions of the Agricultural Preservation and Open Space District to new classifications, with the retention of incumbents is hereby approved; and that the Allocation Tables of the Agricultural Preservation and Open Space District, the General Services Department, the Auditor-Controller-Treasurer-Tax Collector’s Office, the Information System’s Department, and the Sonoma County Water Agency 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
APOSD							
31010101	0023	Secretary	0.0	1.0	1.0	Ongoing	2185
31010101	1280	Receptionist	1.0	(-1.0)	0.0	Ongoing	1995
31010103	1294	APOSD Acquisitions Specialist	0.0	3.0	3.0	Ongoing	3704
31010103	1288	OSD Land Acquisition Specialist	2.0	(-2.0)	0.0	Ongoing	3980
31010103	1285	OSD Associate Planner	1.0	(-1.0)	0.0	Ongoing	3251
		APOSD Associate Planner					3397
31010102	1297	APOSD Community Relations Assistant	0.0	1.0	1.0	Ongoing	3147
31010104	0902	Public Information Specialist	1.0	(-1.0)	0.0	Ongoing	2548

Resolution #3

Date: September 25, 2018

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31010102	1305	APOSD Geographic Information Systems Coordinator	0.0	1.0	1.0	Ongoing	3760
31010102	1292	OSD Conservation Geographic Information Systems Analyst	1.0	(-1.0)	0.0	Ongoing	2787
		APOSD Geographic Information Systems Analyst					3418
31010103	1303	APOSD Acquisitions Manager	0.0	1.0	1.0	Ongoing	5010
31010103	1299	OSD Program Manager	1.0	(-1.0)	0.0	Ongoing	4471
31010102	1302	APOSD Conservation Planning Manager	0.0	1.0	1.0	Ongoing	5010
31010102	1299	OSD Program Manager	1.0	(-1.0)	0.0	Ongoing	4471
31010104	1304	APOSD Stewardship Manager	0.0	1.0	1.0	Ongoing	5010
31010104	1299	OSD Program Manager	1.0	(-1.0)	0.0	Ongoing	4471
31010103	1295	APOSD Senior Acquisitions Specialist	0.0	1.0	1.0	Ongoing	4295
31010104	1283	OSD Assistant Planner	1.0	(-1.0)	0.0	Ongoing	2763
		APOSD Assistant Planner					2975
31010102	1281	APOSD Senior Planner	0.0	1.0	1.0	Ongoing	4078
31010102	1285	OSD Associate Planner	2.0	(-1.0)	1.0	Ongoing	3251
		APOSD Planner					3397
31010104	1285	APOSD Planner – Time Limited	0.0	1.0	1.0	9/24/2019	3397
General Services							
21010101	0828	Administrative Services Officer I	0.0	1.0	1.0	Ongoing	3810
21010101	0826	Department Analyst	2.0	(-1.0)	1.0	Ongoing	3226
21030100	0335	Buyer	5.0	(-1.0)	4.0	Ongoing	2713
ACTTC							
11010101	0163	Senior Business Systems Analyst	0.0	1.0	1.0	Ongoing	4187
11010101	0155	Business Systems Analyst	1.0	1.0	2.0	Ongoing	3502
ISD							
25010133	0318	Materials & Equipment Specialist	1.0	1.0	2.0	Ongoing	2407
25010133	0312	Senior Storekeeper	1.0	(-1.0)	0.0	Ongoing	2201
SCWA							
33010100	5086	Water Agency Maintenance Worker III	8.0	5.0	13.0	Ongoing	2758
33010100	5082	Water Agency Maintenance Worker II	9.0	(-5.0)	4.0	Ongoing	2380

Resolution #3

Date: September 25, 2018

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33010100	0172	Human Services Systems and Programming Analyst	0.0	1.0	1.0	Ongoing	3786
33010100	0130	Programmer Analyst	1.0	(-1.0)	0.0	Ongoing	3502

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



Human Resources Report On Agricultural Preservation And Open Space District Classification and Compensation Study September, 2018

On August 19, 2014, the County Administrator presented a report to the Board on the management review of the Agricultural Preservation and Open Space District (APOSD) conducted by Moss Adams, LLP, a professional consultant. One of the consultant's broad recommendations was to conduct a classification and compensation study of all District positions. Attached is the completed work product that encompasses all the resulting classification and compensation recommendations.

Koff & Associates, a professional classification and compensation consulting firm experienced in working with other open space agencies, was retained to conduct the study. The preliminary classification recommendations were provided in a Report released in January, 2016 (Exhibit A).

Koff's January 2016 report reflected their initial findings. Subsequent to this report, Human Resources had several further meetings and discussions with APOSD executive and program managers, and Human Resources had to evaluate input provided by incumbents via a protracted meet and confer process that included 18 meetings on the classification recommendations and specification updates.

Human Resources further refined and expanded Koff & Associates' classification recommendations to address a number of factors identified as a result of these meetings. Human Resources also worked with Koff & Associates to respond to seven incumbent requests for reconsideration of the consultant's classification recommendation for their positions. Finally, incumbents were granted the opportunity to meet with the Human Resources Director, several of which had individual meetings with the Director, for final consideration of their input before finalizing the report and recommendations and bringing it forward to the APOSD Board for adoption. As a result, Koff & Associates' report and recommendations have been updated to reflect these efforts.

Human Resources also prepared and presented salary recommendations for all new classifications and District-specific classifications. Consistent with public sector salary administration principles and using the principles of the County's compensation philosophy, Human Resources conducted an analysis and developed salary recommendations. Human Resources, District management, and SEIU participated in 13 meet and confer sessions related to the salary recommendation between October 2017 and June 2018. Exhibits B, C, and D reflect Human Resources recommendations. Regrettably, despite such an exhaustive meet and confer and appeal process, there are some incumbents who are not in agreement with all of the classification and salary recommendations. Since the District is not governed by the Civil Service Ordinance, the County's standard appeals process for handling incumbent objections for classification studies is not available to District staff. As stated earlier, the Human Resources Director agreed to a process that mirrored an appeal process to try to reach full support and agreement from all incumbents.

The County believes it has fulfilled its obligation to meet and confer in good faith for the classification recommendations and salaries in accordance with the current MOU between SEIU and the County, and recommends that the Board approve the recommendations for both classification and compensation detailed in the September 25, 2018 Board Item and attached exhibits.

Exhibits:

- A. Koff & Associates' Final Report of the Classification Study – Sonoma County Agricultural Preservation & Open Space District – Finalized by Human Resources, August, 2018
- B. Final APOSD Salary Recommendations



FINAL REPORT OF THE CLASSIFICATION STUDY

**Sonoma County Agricultural Preservation &
Open Space District**

Submitted By:

Koff & Associates

1/27/2016

Katie Kaneko

PRESIDENT

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

kkaneko@koffassociates.com

Tel: 510.658.5633

Fax: 510.652.5633

***Report Finalized by Human Resources
September, 2018***



January 18, 2016

Mr. Bill Keene
General Manager
Sonoma County Agricultural Preservation and Open Space District
747 Mendocino Avenue, #100
Santa Rosa, CA 95401

Dear Mr. Keene:

Koff & Associates is pleased to present the final classification report for the study of all positions, with the exception of the General Manager, at the Sonoma County Agricultural and Preservation and Open Space District. This report documents the classification study process, findings, recommendations and class specifications.

This report incorporates a summary of the study's multi-step process which included results of written Position Description Questionnaires (PDQs), submitted by the District's employees, interviews with employees, their supervisors, and managers. The process also required the District's supervisory, management review and comments on class allocation recommendations and draft class descriptions. In addition, the process included the review of the class allocation recommendations, and the draft class descriptions with the County's Human Resources personnel.

We would like to thank you, Mary Dodge, and Maggie Miller for your assistance and cooperation without which, this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the recommendations. It was a pleasure working with you and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Katie Kaneko
President



CONTENTS

BACKGROUND 0

CLASSIFICATION STUDY GOALS..... 1

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Appendix I: Position/Allocation Recommendations

Appendix II: Classification Specifications



BACKGROUND

In April 2015, the Sonoma County Agricultural Preservation and Open Space District (District) contracted with Koff & Associates to conduct a comprehensive classification study for all District classifications except the General Manager. All compensation findings, recommendations, and options for implementation are in this report.

This compensation review process was precipitated by:

- The concern of management and the employee groups that employees should be recognized for the level and scope of work performed and that they are paid on a fair and competitive basis that allows the District to recruit and retain a high-quality staff;
- The fact that class descriptions had not been systematically reviewed and updated for the entire District, and did not necessarily reflect current programs, responsibilities, technology, and the unique knowledge and skill sets required of the District's personnel;
- The desire to have a classification plan that can meet the needs of this growing District and,
- The desire to ensure that the District has adequate training, career paths, and a classification system that will foster long-term career service within the District;

The goal of the classification study is to assist the District in developing a competitive classification structure that meets the needs of the District with regards to recruitment and retention of qualified staff.

HUMAN RESOURCES' ROLE IN THE STUDY:

Once Koff & Associates' classification recommendations were released to APOSD, Human Resources conducted additional analysis, worked with management to refine and expand on the initial recommendations, and led the extended meet and confer process that took place with incumbents and the Service Employees International Union (SEIU) Local 1021 regarding the classification recommendations. Through these efforts additional classification issues were addressed, recommendations were revised, and the class specifications were updated.

Human Resources also worked with Koff & Associates to respond to seven incumbent requests for reconsideration of the classification recommendation for their positions. Finally, incumbents were granted the opportunity to meet with the Human Resources Director, for final consideration of their input before the study was finalized and brought forward to the APOSD Board for adoption.

Where applicable, the changes made to the consultant's original recommendations, have been noted in the Report.



CLASSIFICATION STUDY GOALS

The goals and objectives of the classification portion of the study were to:

- Obtain detailed information regarding each position through a variety of techniques, including written Position Description Questionnaires (PDQs) and interviews with employees, supervisors, and management;
- Prepare an updated classification plan, including recommended class descriptions, position allocations, and career ladders for individual job categories, that recognizes the scope and level of the various classes and positions, allows for organizational change to increase customer service levels and cost effectiveness, and is perceived equitable by management and employees alike;
- Provide class descriptions and other documentation that includes information required for compliance with the Americans with Disabilities Act (ADA) and appropriate qualifications, including knowledge, skills, and other requirements that are job-related and meet other legal guidelines; and
- Provide sufficient documentation to allow the District to maintain the classification system on a regular basis.

CLASSIFICATION STUDY PROCESS

The classification study procedures were as follows:

- An initial meeting was held with the project team, which included District management, and County Human Resources personnel, to clarify the study scope, objectives, processes, and deliverables.
- An orientation meeting was held to which all employees were invited, to meet consultant staff involved with the project, clarify study objectives and procedures, answer questions and distribute the Position Description Questionnaires.
- After the PDQs were completed by employees and reviewed by supervisors and consultant staff, interviews were conducted with all employees and management.
- Following the analysis of the classification information gathered, draft class concepts, specifications, and position allocations were developed for review by the District's management, supervisory, the County's Human Resources personnel.



- After resolution of issues, wherever possible, including additional contacts with employees and management to gain details and clarification, appropriate modifications were made to the draft specifications and allocations and this final report was prepared.

In order to understand our classification recommendations, it is important to understand titling conventions, classification concepts, and how the class descriptions are structured within the current County classification system, and then providing recommendations that align with the goals and objectives of the study and with market best practices.

CLASSIFICATION CONCEPTS

The Difference between Positions and Classifications

“Position” and “Classification” are two terms that are often used interchangeably, but have very different meanings. We recognize that the County also uses the word “allocation” synonymously with “position”. These terms can be used interchangeably throughout this report. As used in this report:

A position (or allocation) is an assigned group of duties and responsibilities performed by one person and can be full-time, part-time, regular or temporary, filled or vacant. Often the word “job” is used in place of the word “position”.

A classification or class may contain only one position or may consist of a number of positions. When you have several positions assigned to one class, it means that the same title is appropriate for each position; that the scope, level, duties, and responsibilities of each position assigned to the class are sufficiently similar (but not identical) that the same core knowledge, skills, and other requirements are appropriate for all positions, and that the same salary range is equitable for all positions in the class.

The description of a position often appears as a working desk manual, going into detail regarding work process steps, while a class description emphasizes the general scope and level of responsibilities, plus the knowledge, skills and other requirements for successful performance.

When positions are classified, the focus is on assigned job duties and the job related requirements for successful performance, not on individual employee capabilities or amount of work performed. Positions are thus evaluated and classified on the basis of such factors as knowledge and skill required to perform the work, the complexity of the work, the authority delegated to make decisions and take action, the responsibility for the work of others and/or for budget expenditures, contacts with others (both inside and outside of the organization), and the impact of the position on the organization and working conditions.



The Relationship of Classification and Compensation

Classification and the description of the work and the requirements to perform the work are separate and distinct from determining the worth of that work in the labor market and to the organization. While recommending the appropriate compensation for the work of a class depends upon an understanding of what that work is and what it requires (as noted above), compensation levels are often influenced by two factors:

The external labor market; and
Internal relationships within the organization.

This report is limited to classification. A separate compensation report will be provided once that second phase of the project has been completed.

The Purpose of Having a Classification Plan

A position classification plan provides an appropriate basis for making a variety of human resources decisions such as the:

- Development of job-related recruitment and selection procedures;
- Clear and objective appraisal of employee performance;
- Development of training plans and succession planning;
- Design of an equitable and competitive salary structure;
- Organizational development and the management of change; and
- Provision of an equitable basis for discipline and other employee actions.

In addition to providing this basis for various human resources management and process decisions, a position classification plan can also effectively support systems of administrative and fiscal control. Grouping of positions into an orderly classification system supports planning, budget analysis and preparation, and various other administrative functions.

Within a position classification plan, job classifications can either be broad (containing a number of positions) or narrow (emphasizing individual job characteristics). Broad job classifications are indicated when:

Employees can be hired with a broad spectrum of knowledge, skill and/or academic preparation and can readily learn the details of the District, the department and the position on-the-job; or there is a need for flexibility of the assignment within a department or an organization due to changing programs, technologies or workload.

Individualized job classifications are indicated when:

- There is an immediate need to recruit for specialty knowledge and skills;
- There is a minimum of time or capability for on-the-job training; or



- There is an organizational need to provide for specific job recognition and to highlight the differences between jobs.

Most classification plans are a combination of these two sets of factors, and we have chosen the middle ground in this study as being most practicable in the District's changing environment and service delivery expectations, as well as being in line with the District's strategic plan. This approach resulted in recommendations to retitle most classes to reflect the purpose and mission of the District, as it was indicated that the Open Space Titling did not emphasize the work done with regards to agricultural preservation. Therefore all District titles are preceded by the acronym (APOSD), which stands for Agricultural Preservation and Open Space District. In addition, there are recommendations for title changes, to more accurately reflect current responsibilities, as well as recommendations to reclassify certain individuals to either new or existing classifications that more accurately reflect current responsibilities (e.g., Receptionist to the existing classification of Secretary). Detailed allocation recommendations are found in Appendix I of the report.

It needs to be noted that not all of these classes currently have allocated positions but they have been created to provide the District the opportunity to grow and/or to develop its workforce in the future. Such is the case for two (2) classifications, the APOSD Senior Planner, and the APOSD Senior Real Property Specialist. In developing these classes, there is now a career ladder for the Real Property Specialist, and the Planner series.

Class Descriptions

In developing the new and revised classification descriptions for all positions, the basic concepts outlined in the previous pages were utilized. It should be noted that the County also commonly refers to class "descriptions" as class "specifications". These terms can be used interchangeably throughout this report. The recommended class descriptions are included in Appendix II of this report.

As mentioned previously, the class descriptions are based upon the information from the written PDQs completed by each employee, the individual job audit interviews, and from information provided by employees, supervisors, and managers during the multiple review processes. These descriptions provide:

- A written summary documenting the work performed and/or proposed by the incumbents of these classifications;
- Distinctions among the classes; and
- Documentation of requirements and qualifications to assist in the recruitment and selection process.

Just as there is a difference between a position and a class, there is also a difference between a position description and a class description. A position description, often known as a "desk manual", generally lists each duty an employee performs and may



also have information about how to perform that duty. A class description normally reflects several positions and is a summary document that does not list each duty performed by every employee. The class description, which is intended to be broader, more general and informational, is intended to indicate the general scope and level of responsibility and requirements of the class, not detail-specific position responsibilities.

The sections of each class description are as follows:

Title: This should be brief and descriptive of the class and consistent with other titles in the classification plan and the occupational area.

- The title of a classification is normally used for organization, classification, and compensation purposes within the District. Often working titles are used within a department to differentiate an individual (for example, a District title of Planner II that designates a fully competent Planner may have a working title of Stewardship or Conservation Planner II). All positions have a similar level of scope and responsibility; however, the working titles may give assurance to a member of the public that they are dealing with an appropriate individual. Working titles should be authorized by Human Resources to ensure consistency within the District and across departmental lines.

Definition: This provides a capsule description of the job and should give an indication of the type of supervision received, the scope and level of the work and any unusual or unique factors. The phrase “performs related work as required” is not meant to unfairly expand the scope of the work performed, but to acknowledge that jobs change and that not all duties are included in the class specification.

Distinguishing Characteristics: This can be considered the “editorial” section of the specification, slightly expanding the Definition, clarifying the most important aspects of the class and distinguishing this class from the next higher-level in a class series or from a similar class in a different occupational series. This section also specifies which class or classes provide supervision to the class being described and the type and level of work direction or supervision provided to this class. The section also specifies what type and level of work direction or supervision the class provides to other classes. This assists the reader in defining where the class “fits” in the organization and alludes to possible career advancement opportunities.

Examples of Typical Job Duties: This section provides a list of the major and typical duties, intended to define the scope and level of the class and to support the Qualifications, including Knowledge and Abilities. This list is meant to be illustrative only. It should be emphasized that the description is a summary document, and that duties change, depending upon program requirements, technology and organizational needs.



Knowledge and Abilities. A listing of the job-related knowledge and abilities required to successfully perform the work. They must be related to the duties and responsibilities of the work and capable of being validated under the Equal Employment Opportunity Commission's Uniform Guidelines on Selection Procedures. Knowledge (intellectual comprehension) and Abilities (aptitude or proficiency) should be sufficiently detailed to provide the basis for selection of qualified employees.

Qualifications: This element of the description has several sections:

- A listing of educational and experience requirements that outline minimum and alternative ways of gaining the knowledge and abilities required for entrance into the selection process. These elements are used as the basic screening technique for job applicants.
- Licenses and/or certifications identify those specifically required in order to perform the work. Note that a California driver's license is not routinely included unless it is documented in the description that such a license is regularly used in the performance of the work.

CLASSIFICATION FINDINGS AND RECOMMENDATIONS

Recommendations for Title Changes and Updated Class Specifications

All class specifications were updated or newly created in order to ensure that the format is consistent, and that the duties and responsibilities are current and properly reflect the required knowledge, abilities and skills.

One change in the classification plan, as noted above, was the retitling of most of the District's classifications to reflect that they are allocated solely to the County's Agricultural Preservation and Open Space District (APOSD), in addition to accurately reflecting the actual job responsibilities, and duties performed by those in the class, and to reflect industry terminology.

Twelve (12) positions within six (6) classifications are recommended for title changes:

Current Title	Koff's Original Proposed Title
OSD Community Relations Specialist	APOSD Community Relations Specialist
OSD Executive Secretary	APOSD Executive Secretary
(Open Space) OSD Technician (3 positions)	APOSD Open Space Technician (3 positions)
OSD Administrative & Fiscal Services Manager	APOSD Administrative & Fiscal Services Manager



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OSD Associate Planner (5 positions)	APOSD Planner II (5 positions)
OSD Stewardship Coordinator	APOSD Stewardship Coordinator

As noted above, these title changes are recommended to more clearly reflect the level and scope being performed by each class, as well as establish consistency with the labor market and industry standards. For example, it is our experience that typically there are not different titles assigned to specific planning specialties such as Conservation Planning or Stewardship, therefore for these classes, we are recommending a broad Planning classification series that will encompass all duties, knowledge and abilities required of these two (2) specializations. We find that planners often, perform the same essential duties even though they may have planning specialties. All class descriptions are included in Appendix II of this report and recommended position allocations in Appendix I.

Human Resources Update:

As noted in the Human Resources' Update to the Background section of this Report, both Koff and Human Resources evaluated the District's requirements for dedicated professional GIS support and determined that the existing class of OSD Conservation GIS Analyst should be updated and retitled to APOSD GIS Analyst.

Further analysis by Human Resources and due to information provided and discussed with APOSD management and in the meet and confer process resulted in changed titles from Koff's recommendations above. The table below illustrates the final recommended title changes for positions in nine (9) classifications. Job classification specification were also updated and are included in Appendix II of this report. Appendix I, which lists position allocation changes has been updated to reflect the completed and final recommendations.

Current Title	Final Recommended Title
<i>OSD Acquisition Assistant</i>	<i>APOSD Acquisitions Assistant</i>
<i>OSD Community Relations Specialist</i>	<i>APOSD Community Relations Specialist</i>
<i>OSD Executive Secretary</i>	<i>APOSD Executive Secretary</i>
<i>(Open Space) OSD Technician</i>	<i>APOSD Open Space Technician</i>
<i>OSD Administrative & Fiscal Services Manager</i>	<i>APOSD Administrative & Fiscal Services Manager</i>
<i>OSD Associate Planner</i>	<i>APOSD Planner</i>
<i>OSD Stewardship Coordinator</i>	<i>APOSD Stewardship Supervisor</i>
<i>OSD Conservation Geographic Information Systems Analyst</i>	<i>APOSD Geographic Information Systems Analyst</i>
<i>OSD Assistant General Manager</i>	<i>APOSD Assistant General Manager</i>

Recommendations for Reclassification

Eight (8) positions in the following six (6) classes are recommended for reclassification. We found that the work performed by the administrative support position was not fully captured in the Receptionist classification and was better captured within the Secretary



classification. For all other positions the reclassifications to new classifications were recommended to better reflect the level and specialized body of work performed.

Current Title	Koff's Original Proposed New Class
OSD Program Manager	Separate classes of: APOSD Conservation Program Manager APOSD Stewardship Program Manager APOSD Real Property Program Manager
Public Information Specialist	APOSD Public Engagement Program Specialist
OSD Land Acquisition Specialist	APOSD Real Property Specialist
Planner III (Working Title Land Acquisition Specialist)	
OSD Associate Planner(Working Title Land Acquisition Specialist)	
Current Class	Koff's Original Proposed Existing Class
Receptionist	Secretary

Human Resources Update:

As noted in Human Resources' Update to the Background section above, after Koff's report was issued, the following two changes occurred that alter the original recommendations.

- *Public Information Specialist and Assistant Community Relations Specialist: At the outset of the study APOSD had two positions dedicated to outreach and community engagement efforts. One, the Community Relations Specialist, handled the District's public information/media relations functions, and the other, with a working title of Public Engagement Specialist, coordinated the District's volunteer and intern projects. Due to a vacancy in the latter, the District desired re-evaluating the duties of these positions. It was determined that a new class of Assistant Community Relations Specialist would be appropriate.*
- *Both Koff and Human Resources evaluated the District's requirements for dedicated professional Geographic Information Systems (GIS) support and determined that the existing class of OSD Conservation GIS Analyst should be updated and retitled to APOSD GIS Analyst. Additionally, the District has taken on a number of initiatives designed to ensure the consistency in GIS data and the accessibility/usability of the system across all programs. Based on current OSD Conservation GIS position responsibilities, it was also determined that it functions at an advanced journey/lead level within the District and is expected to have formal lead-level oversight for lower level GIS staff positions that the District foresees adding in the future. Accordingly, this position would be more*



appropriately classified in a new, advanced journey/lead-level APOSD GIS Coordinator classification.

The table below illustrates the final recommended reclassifications for nine (9) positions into the five (5) "final recommended" classes listed below.

Current Title	Final Recommended New Class
<i>OSD Program Manager (3 positions)</i>	<i>Separate classes of: APOSD Acquisitions Manager APOSD Conservation Planning Manager APOSD Stewardship Manager</i>
<i>Public Information Specialist (currently vacant)</i>	<i>APOSD Community Relations Assistant</i>
<i>OSD Land Acquisition Specialist (3 positions: 1 Land Acquisitions Specialist, 1 Planner III, and 1 OSD Associate Planner)</i>	<i>APOSD Acquisitions Specialist</i>
<i>OSD Conservation Geographic Information Systems Analyst</i>	<i>APOSD Geographic Information Systems Coordinator</i>
Current Class	Final Recommended Existing Class
<i>Receptionist</i>	<i>Secretary</i>

Recommendations for New Classifications

To accommodate the future needs of the District, there were two new classifications created: the APOSD Senior Real Property Specialist and the APOSD Senior Planner. With the elimination of the Assistant General Manager position and the assumption of District-wide administration duties by each of the Program Managers coupled with the future projects anticipated by the District, it was thought that there would be a for a supervisory/lead level in each of the professional series.

Human Resources Update:

As noted above, developments have resulted from further analysis and discussion with APOSD management and additional information and gained through the discussions in the meet and confer process following the release of Koff's original Report. In the area of new classifications these include:

- The creation of the two new classifications of APOSD Assistant Community Relations Specialist and APOSD Geographic Information Systems Coordinator.
- As noted above, one basis for creating the new lead-level classifications in the Planner and Acquisitions series was the anticipated elimination of the Assistant General Manager classification. At this point, the need for organizational flexibility has led to the decision that this classification will be retained but not filled or allocated at this time. However, the study also pointed to the need for developing a class structure that would allow incumbents to gain the experience and knowledge in the areas of administration and staff leadership that are required to qualify for promotion to one of the three APOSD Manager positions



and the need for advanced-journey/lead level assignments in the program areas. Therefore, the creation of the Senior Planner and the Senior Acquisitions Specialist classifications remain as recommendations of this study. The recommendation to the Board will include the creation of two positions at this senior level.

- As a point of clarification, Koff & Associates determined the need for three separate classifications at the Program Manager level to allow for the effective recruitment and retention of candidates/incumbents with the requisite skills in each of these specialized areas.

Exemption Status Analysis

One of the major components of the job analysis and classification review is the determination of each classification's appropriate Fair Labor Standards Act (FLSA) status, i.e., exempt vs. non-exempt from the FLSA overtime rules and regulations.

As we review position description questionnaires and notes from the interviews, we analyze each classification's essential functions to determine FLSA status. There are three levels for the determination of the appropriate FLSA status that are utilized and on which we base our recommendations. Below are the steps used for the determination of Exempt FLSA status.

Salary Basis Test – The incumbents in a classification are paid at least \$455 per week (\$23,660 per year), not subject to reduction due to variations in quantity/quality of work performed. Note: computer professionals' salary minimum is defined in hourly terms as \$27.63 per hour.

Exemption Applicability – The incumbents in a classification perform any of the following types of jobs:

- **Executive:** Employee whose primary duty is to manage the business or a recognized department/entity and who customarily directs the work of two or more employees. This also includes individuals who hire, fire, or make recommendations that carry particular weight regarding employment status. Examples: executive, director, owner, manager, supervisor.
- **Administrative:** Employee whose primary activities are performing office work or non-manual work on matters of significance relating to the management or business operations of the firm or its customers and which require the exercise of discretion and independent judgment. Examples: coordinator, administrator, analyst, accountant.
- **Professional:** Employee who primarily performs work requiring advanced knowledge/education and which includes consistent exercise of discretion and independent judgment. The advanced knowledge must be in a field of science or learning acquired in a prolonged course of specialized intellectual instruction.



Examples: attorney, physician, statistician, architect, biologist, pharmacist, engineer, teacher.

- Computer professional: Employee who primarily performs work as a computer systems analyst, programmer, software engineer or similarly skilled work in the computer field performing a) application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications; b) design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specification; or c) design, documentation, testing, creation or modification of computer programs based on and related to user or system design specifications; or a combination of the duties described above, the performance of which requires the same level of skills. Examples: system analyst, database analyst, network architect, software engineer, programmer.

Job Analysis – A thorough job analysis of the job duties must be performed to determine exempt status. An exempt position must pass both the salary basis and duties tests. The job analysis should include:

- Review of the minimum qualifications established for the job;
- Review of prior class descriptions, questionnaires, and related documentation;
- Confirmation of duty accuracy with management; and
- Review and analysis of workflow, organizational relationships, policies, and other available organizational data.

Non-exempt classifications work within detailed and well-defined sets of rules and regulations, policies, procedures, and practices that must be followed when making decisions. Although the knowledge base required to perform the work may be significant, the framework within which incumbents work is fairly restrictive and finite. (Please note that FLSA does not allow for the consideration of workload and scheduling when it comes to exemption status).

Finally, often times a classification performs both non-exempt and exempt duties, so we analyze time spent on each type of duties. If a classification performs mostly non-exempt duties (i.e. more than 50% of his or her time), then the classification would be considered non-exempt.

The study reveals that all classifications are assigned the appropriate FLSA status and therefore there are no changes recommended.

Human Resources Update:

Appendix I has been updated to provide the final recommendations for each APOSD position as the result of this Report. The table includes the incumbent's name (where applicable), current classification, recommended action, recommended class title, and FLSA Exemption status.



MANTAINING THE CLASSIFICATION PLAN

A classification plan is not a stable, unchanging entity. Positions may grow and change depending upon technology, service delivery requirements and a number of other factors. As mentioned above, a “snapshot in time” may become outdated quickly in some areas.

We are therefore including this final section to this report, which will assist the District in identifying appropriate placement of new and/or realigned positions within the recommended classification structure. By utilizing this process, the District will be able to change and grow the organization while maintaining a structure that has been created within this study.

In considering whether a position should be placed in a higher/lower classification or where a new classification should be placed within the plan, the following factors should be examined. Although they are not quantified, as requests for reclassification occur, each of the following factors should be addressed. These will provide guidance for maintenance of the classification and compensation plans.

1. Type and Level of Knowledge and Skill Required

This factor defines the level of job knowledge and skill, including those attained by formal education, technical training, on-the-job experience and required certification or professional registration. The varying levels are as follows:

A. The basic or entry-level into any occupational field

This entry-level knowledge may be attained by obtaining a high school diploma, completing specific technical course work or obtaining a four-year or advanced college or university degree.

B. The experienced or journey-level in any occupational field

This knowledge and skill level recognizes a class that is expected to perform the day-to-day functions of the work independently, but with guidelines (written or oral) and supervisory assistance available. This level of knowledge is sufficient to provide on-the-job instruction to a fellow employee or an assistant when functioning in a lead capacity. Certifications, such as the International Right of Way certification referenced in the Real Property Specialist classification, may be required for demonstrating possession of the required knowledge and skills.

C. The advanced experienced or advanced journey-level in any occupational field

This knowledge and skill level is applied in situations where an employee is required to perform or deal with virtually any job situation that may be encountered. Guidelines may be limited and creative problem solving may be involved.



Supervisory knowledge and skills are considered in a separate factor and should not influence any assessment of this factor.

D. Total mastery of one or more occupational fields

This level normally requires an advanced level of college or university education and is normally found in a research, educational or product development situation.

2. Supervisory/Management Responsibility

This factor defines the supervisory and managerial responsibility, including short and long-range planning, budget development and administration, resource allocation, policy and procedure development and direction of staff.

A. No ongoing direction of programs or staff

The employee is responsible for the performance of his or her own work and may provide side-by-side instruction to a co-worker.

B. Lead direction of staff or program coordination

The employee plans, assigns, directs and reviews the work of staff performing similar work to that performed by the employee on a day-to-day basis. Training in work procedures is normally involved. If staff direction is not involved, the employee must have responsibility for independently coordinating one or more programs or projects on a regular basis.

C. Full first-line supervisor

The employee performs the supervisory duties listed above, and, in addition, makes effective recommendation and/or carries out selection, performance evaluation and disciplinary procedures. If staff supervision is not involved, the employee must have programmatic responsibility, including development and implementing goals, objectives, policies and procedures and budget development and administration.

D. Department managerial level

The employee is the manager of a specified department, normally reporting to the Chief Executive Officer (i.e. General Manager). The employee is considered mid-management, often supervising through subordinate levels of supervision. In addition to the responsibilities outlined above, responsibilities include allocating staff and budget resources among competing demands and performing significant program and service delivery planning and evaluation.

E. Chief Executive Officer level

The employee has total administrative responsibility for the District.



3. Supervision Received

A. Direct Supervision

Direct supervision is usually received by entry-level employees and trainees, i.e., employees who are new to the organization and/or position they are filling. Initially under close supervision, incumbents with basic related experience learn to perform the routine tasks and activities of the assigned classification. As experience is gained, assignments become more varied and are performed with greater independence. Positions receiving direct supervision usually perform most of the duties required of the positions at the next higher level (i.e., the journey-level in a class series), but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

B. General Supervision

General supervision is usually received by journey-level and experienced employees, i.e., employees who have been in a position for a period of time and have had the opportunity to be trained and learn most, if not all, duties and responsibilities of the assigned classification. Incumbents are cross-trained to perform the full range of technical work in all of the areas of assignment. Positions at this level are distinguished from the next lower level (i.e., the entry-level in a class series) by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

C. General Direction

General direction is usually received by supervisory or managerial employees, or employees who are highly specialized and/or subject matter experts in a certain field, function, or program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities of a work unit, division, function, and/or program and is responsible for providing professional-level support to the next higher classification level (often a Department Head or other executive manager) in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating the assigned work with other functional areas, work units, divisions, departments, and/or outside agencies. This class is often distinguished from the next higher classification level in that the latter has overall responsibility for all functions of the assigned department or division and for developing, implementing, and interpreting public policy.



D. Administrative Direction

Administrative direction is usually received by department heads or other executive management classifications. The class' work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The class itself often exercises general direction and supervision over other management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision and oversees, directs, and participates in all activities of the assigned department or work section, including short- and long-term planning, development, and administration. This class often provides assistance to the chief executive officer of the organization in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of the elected governing body, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the assigned department or work section with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering organizational goals and objectives within general policy guidelines.

E. Policy Direction

Policy direction is received by the organization's chief executive officer who is accountable to the governing body and responsible for enforcement of all codes and regulations, the conduct of all financial activities, and the efficient and economical performance of the organization's operations.

4. Problem Solving

This factor involves analyzing, evaluating, reasoning and creative thinking requirements. In a work environment, not only the breadth and variety of problems are considered, but also guidelines, such as supervision, policies, procedures, laws, regulations and standards available to the employee.

A. Structured problem solving

Work situations normally involve making choices among a limited number of alternatives that are clearly defined by policies and procedures. Supervision, either on-site or through a radio or telephone, is readily available.

B. Independent, guided problem solving

Work situations require making decisions among a variety of alternatives; however, policies, procedures, standards and regulations guide the majority of the work. Supervision is generally available in unusual situations.



C. Application of discriminating choices

Work situations require searching for solutions and independently making choices among a wide variety of policies, procedures, laws, regulations and standards. Interpretation and evaluation of the situation and available guidelines are required.

D. Creative, evaluative or analytical thinking

Work situations require the analysis and application of organizational policies and goals, complex laws and/or general business or ethical considerations.

5. Authority for Making Decisions and Taking Action

This factor describes the degree to which employees have the freedom to take action within their job. The variety and frequency of action and decisions, the availability of policies, procedures, laws and supervisory or managerial guidance, and the consequence or impact of such decisions are considered within this factor.

A. Direct, limited work responsibility

The employee is responsible for the successful performance of his or her own work with little latitude for discretion or decision-making. Direct supervision is readily available.

B. Decision-making within guidelines

The employee is responsible for the successful performance of their own work, but able to prioritize and determine methods of work performance within general guidelines. Supervision is available, although the employee is expected to perform independently on a day-to-day basis. Emergency or unusual situations may occur, but are handled within procedures and rules. Impact of decisions is normally limited to the department or function to which assigned.

C. Independent action with focus on work achieved

The employee receives assignments in terms of long-term objectives, rather than day-to-day or weekly timeframes. Broad policies and procedures are provided, but the employee has latitude for choosing techniques and deploying staff and material resources. Impact of decisions may have significant department or District wide service delivery and/or budgetary impact.

D. Decisions made within general policy or elected official guidance

The employee is subject only to the policy guidance of elected officials and/or broad regulatory or legal constraints. The ultimate authority for achieving the goals and objectives of the District are with this employee.



6. Interaction with Others

This factor includes the nature and purpose of contacts with others, from simple exchanges of factual information to the negotiation of difficult issues. It also considers with whom the contacts are made, from co-workers and the public to elected or appointed public officials.

A. Exchange of factual information

The employee is expected to use ordinary business courtesy to exchange factual information with co-workers and the public. Strained situations may occasionally occur, but the responsibilities are normally not confrontational.

B. Interpretation and explanation of policies and procedures

The employee is required to interpret policies and procedures, apply and explain them and influence the public or others to abide by them. Problems may need to be defined and clarified and individuals contacted may be upset or unreasonable. Contacts may also be made with individuals at all levels throughout the District.

C. Influencing individuals or groups

The employee is required to interpret laws, policies and procedures to individuals who may be confrontational or to deal with members of professional, business, community or other groups or regulatory agencies as a representative of the District.

D. Negotiation with organizations from a position of authority

The employee often deals with public officials, members of boards, councils, commissions and others to provide policy direction, explain agency missions and/or negotiate solutions to difficult problems.

7. Working Conditions/Physical Demands

This factor includes specific physical, situational and other factors that influence the employee's working situation.

A. Normal office or similar setting

The work is performed in a normal office or similar setting during regular office hours (occasional overtime may be required, but compensated for). Responsibilities include meeting standard deadlines, using office and related equipment, lifting materials weighing up to 25 pounds and communicating with others in a generally non-stressful manner.

B. Varied working conditions with some physical or emotional demands

The work is normally performed indoors, but may have some exposure to noise, heat, weather or other uncomfortable conditions. Stand-by, call back or regular



overtime may be required. The employee may have to meet frequent deadlines, work extended hours and maintain attention to detail at a computer or other machinery, deal with difficult people or regularly perform moderate physical activity.

C. Difficult working conditions and/or physical demands

The work has distinct and regular difficult demands. Shift work (24-7 or rotating) may be required; there may be exposure to hazardous materials or conditions; the employee may be subject to regular emergency callback and extended shifts; and/or the work may require extraordinary physical demands.

8. Career Ladders

This factor defines the path for advancement from one level to the next for each classification series. It is the summation of the above factors and it provides employees with clearly defined minimum qualifications, knowledge and abilities, education, certification, and experience they need to meet in order to be eligible to the next higher level in the series.

While the specific requirements will vary for each class series, in general terms, incumbents may be eligible for advancement to the next higher level after gaining the knowledge, skill, and experience that meet the qualifications for, demonstrating the ability to perform the work of the higher-level class, and ultimately based on District need. Each classification description clearly defines what an employee must specifically do to be eligible for advancement, and the District has final say in determining whether or not the employee meets those minimum requirements in addition to any minimum performance evaluation standards that are required in order to be considered.

Based on the above factors, in the maintenance of the classification plan when an employee is assigned an additional duty or responsibility and requests a change in classification, it is reasonable to ask:

- What additional knowledge and skills are required to perform the duty?
- How does one gain this additional knowledge and skills – through extended training, through a short-term seminar, through on-the-job experience?
- Does this duty or responsibility require new or additional supervisory responsibilities?
- Is there a greater variety of or are there more complex problems that need to be solved as a result of the new duty?
- Does the employee have to make a greater variety of or more difficult decisions as a result of this new duty?
- Are the impacts of decisions greater because of this new duty (effects on staff, budget, department or District -wide activities, relations with other agencies)?
- Are guidelines, policies, procedures provided to the employee for the performance of this new duty?



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- Is the employee interacting with District workers, the public or others differently as a result of this new assignment?
- Have the working or physical conditions of the job changed as a result of this new assignment?

Application of these factors by asking the appropriate questions will enable the District to maintain the classification and compensation system in a timely and consistent manner.

Again, we want to thank the District for its time and cooperation in bringing this study to a successful conclusion. It has been a pleasure working with the District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,

Koff & Associates, Inc.

A handwritten signature in purple ink, appearing to read 'Katie Kaneko', is written over a faint, illegible printed name.

Katie Kaneko
President

Appendix I

Allocation Recommendations

**APOSD Classification Study Recommendations
(Finalized by Human Resources - September, 2018)**

Employee Name	Current Class Title	Recommended Action	Recommended Class Title	FLSA Exemption Status
Carrie Ann Johnson	Receptionist	Reclassify incumbent	Secretary	Non-exempt
Donna Alton	Accounting Technician	No change	Accounting Technician	Non-exempt
Elaine Rotondo	Administrative Aide	No change	Administrative Aide	Non-exempt
Susan Jackson	Administrative Aide	No change	Administrative Aide	Non-exempt
Mariah Robson	OSD Executive Secretary	Retain incumbent; Title change; Specification update	APOSD Executive Secretary	Non-exempt
Mary Dodge	OSD Administrative & Fiscal Services Manager	Retain incumbent; Title change; Specification update	APOSD Administrative & Fiscal Services Manager	Exempt
N/A	Assistant General Manager	Title change; Specification update	APOSD Assistant General Manager	Exempt
Vacant Position	Public Information Specialist	Establish new class	APOSD Assistant Community Relations Specialist	Non-exempt
Amy Ricard	OSD Community Relations Specialist	Retain incumbent; Title change; Specification update	APOSD Community Relations Specialist	Non-exempt
N/A	Conservation GIS Analyst	Title change; Specification update	APOSD Geographic Information Systems Analyst	Non-exempt
Allison Schichtel	Conservation GIS Analyst	Reclassify incumbent; New job class	APOSD Geographic Information Systems Coordinator	Non-exempt
Robert (Kim) Batchelder	OSD Associate Planner	Retain incumbent; Title change; Specification update	APOSD Planner	Non-exempt
Vacant Position	OSD Associate Planner	Retain incumbent; Title change; Specification update	APOSD Planner	Exempt
N/A	N/A	Establish new job class	APOSD Senior Planner	
Karen Gaffney	OSD Program Manager (Working Title Conservation Program Manager)	Reclassify incumbent; New job class	APOSD Conservation Planning Manager	Exempt
Melina Hammar	Open Space Technician	Retain incumbent; Title change; Specification update	APOSD Technician	Non-exempt
Catherine Iantosca	Open Space Technician	Retain incumbent; Title change; Specification update	APOSD Technician	Non-exempt
Seamus Rafferty	Open Space Technician	Retain incumbent; Title change; Specification update	APOSD Technician	Non-exempt
Kelsey Setliff	Open Space Technician	Retain incumbent; Title change; Specification update	APOSD Technician	Non-exempt
Kathleen Marsh	Stewardship Coordinator	Retain incumbent; Title change; Specification update	APOSD Stewardship Supervisor	Non-exempt
Jacob Newell	OSD Associate Planner	Retain incumbent; Title change; Specification update	APOSD Planner	Non-exempt
Leslie Lew	OSD Associate Planner	Retain incumbent; Title change; Specification update	APOSD Planner	Non-exempt
Monica Delmartini	OSD Associate Planner	Retain incumbent; Title change; Specification update	APOSD Planner	Non-exempt

**APOSD Classification Study Recommendations
(Finalized by Human Resources - September, 2018)**

Employee Name	Current Class Title	Recommended Action	Recommended Class Title	FLSA Exemption Status
Sheri Emerson	OSD Program Manager (Working Title Stewardship Manager)	Reclassify incumbent; New job class	APOSD Stewardship Manager	Exempt
Curtis Kendall	OSD Acquisition Assistant	Retain incumbent; Title change; Specification update	APOSD Acquisitions Assistant	Non-exempt
Jennifer Kuszmar	OSD Associate Planner	Reclassify incumbent; New job class	APOSD Acquisitions Specialist	Non-exempt
Sara Press	Planner III	Reclassify incumbent; New job class	APOSD Acquisitions Specialist	Non-exempt
Stuart Martin	OSD Land Acquisition Specialist	Reclassify incumbent; New job class; Y-rate incumbent's salary	APOSD Acquisitions Specialist	Non-exempt
N/A	N/A	Establish new job class	APOSD Senior Acquisitions Specialist	Non-exempt
Misti Arias	OSD Program Manager (Working Title Acquisition Program Manager)	Reclassify incumbent; New job class	APOSD Acquisitions Manager	Exempt

Appendix II

Class Specifications

APOSD ACQUISITIONS ASSISTANT

Definition

Under supervision, performs a wide variety of research, technical, and support services related to conservation easement and land acquisition, matching grants, land disposition, and related initiatives in support of the Agricultural Preservation and Open Space District's (District's) land conservation programs, goals, and objectives.

Distinguishing Characteristics

This is the first level class within the APOSD Acquisitions class family and series and is allocated solely to the District, responsible for performing a wide variety of technical and routine professional-level acquisitions-related duties in the areas of land conservation, real estate, planning and legal research, data gathering, and document tracking that are supportive of the District's acquisition and matching grant projects and initiatives. The duties of this class involve considerable day-to-day coordination and communication with staff; assistance in the tracking and preparation of conservation project documents; and support for the Acquisitions Program's use of the District Geographic Information System (GIS). Incumbents have significant contact with landowners, outside consultants, partners, and other stakeholders. As experience is gained, assignments can become more varied and are performed with greater independence.

Supervision is received from an APOSD Program Manager.

APOSD Acquisitions Assistant is distinguished from that of Acquisitions Specialist in that the latter is the journey level class performing the full range of duties requiring increased levels of knowledge, skills, and abilities with a greater level of complexity and scope, and may serve a technical and functional resource to lower-level staff.

The APOSD Acquisitions series is distinguished from the APOSD Planner series by the performance of duties directly related to real property acquisition and disposition for the District.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Processes new applications from landowners interested in the District's programs; prepares property evaluation reports.

Evaluates potential acquisition projects in consideration of District selection criteria, land use and zoning designations, most current available data, site visits, and communication with landowners.

Assists project staff with compiling data, statistics, and documentation; researches, analyzes,

and interprets land conservation, environmental, and land use data and trends; conducts field work and prepare site assessment reports.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Provides general information about the District's acquisitions program to interested individuals, groups, and agencies.

Assists in applications for and administering of various grants related to the area of assignment; assists in negotiating and preparing grant agreements; monitors related expenditures.

Maintains database of ongoing projects in accordance with District procedures and tracks the status of all District Acquisitions projects from application through close of escrow.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: principles of research and data collection pertaining to land conservation, planning, property evaluation, and environmental issues; technical and legal issues of urban and regional planning, land use management, environmental compliance, and program management; written and oral communication including English grammar, vocabulary, mechanics, syntax, and composition; use of computer and software applications.

Knowledge of: basic principles and practices of land conservation, real estate, ecology, and land use planning; use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Ability to: understand and interpret title reports, maps, contracts, legal descriptions, deed restrictions and other real estate documents; conduct statistical research, and analyze data pertaining to a variety of conservation and other open space matters; assimilate documents pertaining to real estate transactions; perform multiple tasks under deadlines; establish and maintain effective relationships with people encountered in the course of work; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; perform analytical work carefully and accurately; communicate effectively both orally and in writing; use computers and software.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, in real estate, environmental studies, land use, conservation, natural resource planning, agriculture, geography, ecology or a related field, and one year of experience in land conservation, natural resource protection, parks, or another

similar field, with a governmental agency or non-profit that includes experience working with GIS, including system functionality and map production.

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

APOSD ACQUISITIONS SPECIALIST

Definition

Under general supervision, functions as a project manager for conservation easement and land acquisition, matching grants, land disposition, and related initiatives in support of the Agricultural Preservation and Open Space District's (District's) land conservation programs, goals, and objectives; works with landowners and partners to structure land protection strategies which meet the needs of the District and all other interested parties; assists in developing acquisition and land protection projects and initiatives; prepares or oversees the preparation of related legal and other documents and reports.

Distinguishing Characteristics

This is the journey level class within the APOSD Acquisitions series and is allocated solely to the District. Incumbents manage projects in professional acquisitions-related fields such as real estate, grant management, and planning and assist with the development and implementation of programs and initiatives to further land protection through acquisition of land and conservation easements.

Supervision is received from the APOSD Acquisitions Manager. Assignments are received in the form of objectives, and incumbents are expected to act with considerable independence in the selection of techniques and resources. An incumbent has no supervisory responsibilities, however, may serve as a technical and functional resource to lower level staff.

APOSD Acquisitions Specialist is distinguished from APOSD Acquisitions Assistant in that the former is a journey level class responsible for the full range of duties that require increased levels of knowledge, skills, and abilities and are characterized by a broader scope and greater level of complexity. It is further distinguished from APOSD Senior Acquisitions Specialist in that the latter is the advanced journey, lead level class with responsibility for performing duties related to the most complex, difficult, and politically sensitive programs and initiatives, supporting the management functions of the Acquisitions Program, and/or for the planning, oversight, coordination, and review of the work of subordinate professional and technical staff.

The APOSD Acquisitions Series is distinguished from the APOSD Planner series by the performance of duties directly related to real property acquisition and disposition for the District.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Serves as the project manager for assigned projects and initiatives; develops project structure,

strategies, budgets, and timelines; monitors and approves expenditures; coordinates with stakeholders; pursues funding opportunities.

Works with property owners, their agents, and stakeholders to design and structure appropriate and feasible land protection projects.

Negotiates and drafts complex legal property/protection related agreements, including those related to easements (e.g., conservation, trail), matching grants, affirmative covenants, transfers, purchases, dedication offers, and other real estate documents.

Assists in the development, coordination, and implementation of goals, objectives, policies, procedures, and priorities for the District's Acquisitions Program programs and initiatives.

Participates in the evaluation, selection, and prioritization of the District's acquisition and matching grant projects; conducts due diligence on properties being considered for purchase, transfer, sale, and matching grants including title research, appraisals, zoning, and development potential, code compliance, environmental hazards, and regulatory assessments.

Develops Requests for Proposals/Qualifications and the solicitation and selection processes for professional services; evaluates proposals and recommends contract awards; administers contracts after award.

Prepares and presents staff reports to the District's Board of Directors, Fiscal Oversight Commission, Citizens Advisory Committee, and other groups at public meetings; prepares and presents reports and recommendations to District management and staff on assigned programs and initiatives; provides information to policy makers, groups, other agencies and interested individuals on District program, projects, and initiatives.

Communicates about the District and assigned programs both internally and externally; attends and participates in professional meetings and conferences; researches and reports on new trends and innovations in the field of land conservation and management as well as other fields as they relate to area of assignment; participates in public relations and outreach efforts as assigned.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Prepares and submits grant applications for District projects and initiatives; administers agreements, including budget monitoring, invoicing, reporting, and compliance.

Drafts and submits applications for regulatory approvals related to real estate transactions

including lot line adjustments, zoning changes, Williamson Act, parcel mergers, and the California Environmental Quality Act (CEQA).

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: principles and practices of land conservation and acquisition; conservation easements, real estate agreements, contracts, and other property related documents; principles and practices of project management; negotiation techniques and strategies; written and oral communication including English grammar, vocabulary, mechanics, syntax, composition; use of computers and software applications.

Knowledge of: principles and practices of real estate, title, land use planning, ecology, grant management, and agriculture; legal description standards; the use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; pertinent federal, state, and local laws and ordinances related to land use, planning, zoning, and natural resource protection.

Ability to: manage acquisition projects and initiatives; structure and negotiate complex land acquisition agreements; understand and interpret title reports, maps, contracts, legal descriptions, deed restrictions, and other real estate documents; research and analyze data and develop effective courses of action; evaluate land appraisals; present technical ideas and concepts graphically and visually; establish and maintain effective relationships with those encountered in the course of work; perform analytical work carefully and accurately; communicate effectively both orally and in writing; make presentations before a variety of audiences, including boards and citizens' groups; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; use computers and software; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in real estate, environmental studies, land use, conservation, natural resource planning, agriculture, geography, ecology or a related field, and three years increasingly responsible experience in land conservation, natural resource protection, parks, or another similar field that includes significant public contact and project management. Coursework or experience with GIS and experience with a public agency or nonprofit land trust are highly desirable.

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

APOSD ASSISTANT PLANNER

Definition

Under supervision, performs professional planning, research, and analysis related to and in support of the Agricultural Preservation and Open Space District's (District's) programs and land conservation efforts; prepares and presents planning studies and reports.

Distinguishing Characteristics

This is the first level class within the professional APOSD Planner class family and series and is allocated solely to the District. Incumbents apply planning and field research skills gained through basic planning experience to develop and present studies and reports on District planning projects and initiatives. As experience is gained, assignments can become more varied and are performed with greater independence.

Supervision is received from an APOSD Program Manager or APOSD Stewardship Supervisor, and work assignments may be given and reviewed by a program or project lead.

APOSD Assistant Planner is distinguished from APOSD Planner in that the latter is the journey level class responsible for performing the full range of duties requiring increased levels of knowledge, skills, and abilities and that have a broader scope and a greater level of complexity, and may serve as a technical and functional resource to lower-level staff. The APOSD Planner series is distinguished from the APOSD Acquisitions Specialist series in that the latter is dedicated to the performance of duties directly related to real property acquisition and disposition for the District.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Conducts and/or participates in planning studies for District projects and initiatives; conducts library, public records, and field research related to site conditions, restrictions, protection, and ecological restoration.

Assists with the review and analysis of proposed uses of and activities on District protected lands for compliance with conservation and open space easements; evaluates proposals to amend easement terms, and processes amendments consistent with District terms.

Assists with easement enforcement activities.

Reviews and responds to assigned proposals for general plan, zoning, development, improvements, redevelopment, and regional plans that impact District activities; may review and/or evaluate environmental documents from other agencies for projects of interest to the

District.

Develops, coordinates, and maintains appropriate databases, maps, and graphics including those for presentations, meetings, reports, and project documentation.

Participates in the development of Requests for Proposals/Qualifications for professional services related to the preparation of baseline reports, property management plans, and other documents, including written descriptions and graphic presentations; assists with the preparation of scopes of work, bid processes, and solicitations; assists with the review of proposals and recommendations for contract award; assists with the development of the contract; supports the monitoring, administration, and evaluation of consultant/vendor conformance; reviews and may approve invoices for payment.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Prepares letters, reports, and documents; may prepare and present or assist in the preparation and presentation of staff reports to the District's Board of Directors, Fiscal Oversight Commission, Citizens Advisory Committee, and other groups at public meetings; may prepare and present reports and recommendations to District management and staff on assigned programs and initiatives; provides information on District programs, projects, and initiatives to interested individuals, groups, and other agencies.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: agricultural, conservation, and land stewardship practices; principles and practices of project management; negotiation techniques and strategies; written and oral communication including English grammar, vocabulary, mechanics, syntax, and composition; modern office administrative practices and procedures including the operation of computers, software, and standard office equipment.

Knowledge of: the principles and practices of natural resource management, land use, site, and environmental planning; pertinent federal, state, and local laws and ordinances related to land use, planning, zoning, and natural resource protection; principles of research and statistics pertaining to the analysis of planning data; site planning and architectural design principles; use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; principles and practices of digitizing, data conversion, data management, and cartography.

Ability to: learn to manage conservation and stewardship projects and initiatives; learn to understand and interpret various title reports, maps, contracts, legal descriptions, deed restrictions, and other planning and stewardship documents; research and analyze data and

learn to develop effective courses of action; present ideas and concepts graphically and visually; establish and maintain effective relationships with people encountered in the course of work; perform analytical work carefully and accurately; communicate effectively both orally and in writing; use computers and software; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in planning, geography, environmental studies, ecology, resource management, landscape architecture, or other related fields, and one year of experience in conservation planning, parks, resource management, land use, or another related field. Coursework or experience with GIS and experience with a public agency or nonprofit land trust are desirable.

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

APOSD COMMUNITY RELATIONS ASSISTANT

Definition

Under supervision, implements and coordinates the Agricultural Preservation and Open Space District's (District's) communications, volunteer, intern, and educational activities; provides information to promote these activities; recruits, trains, and recognizes volunteers and interns; procures and coordinates contracts for services that support public communications, and volunteer, intern, and educational activities on District protected lands.

Distinguishing Characteristics

This is a single position class allocated solely to the District responsible for implementing and coordinating District volunteer, intern, and educational activities, and for supporting public communications and marketing efforts. An incumbent makes public presentations and both plans and conducts education and training sessions.

Supervision is received from an APOSD Program Manager. Technical and/or functional guidance may be received from the Community Relations Specialist.

The APOSD Community Relations Assistant class is distinguished from the APOSD Community Relations Specialist in that the latter is responsible for the full range of duties related to providing assistance in the development, coordination, and implementation of the District's community relations projects and initiatives and may provide guidance and/or lead the Assistant.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include but are not limited to the following:

Coordinates and implements the District's volunteer, intern, and education programs including public outings and stewardship opportunities.

Coordinates public ceremonies and community events to recognize District initiatives and activities as well as the District's involvement in other public events.

Develops and coordinates outreach activities and materials designed to promote public engagement.

Coordinates and attends community events and public tours of District properties.

Interviews, screens, selects, and places volunteers and interns.

Schedules, trains, and supervises volunteer activities such as monitoring properties and

documenting changes, conducting public tours, conducting bird and plant surveys, and participating in clean-up, planting, and maintenance of District properties.

Tracks and reports volunteer activities and accomplishments.

Develops, implements, and coordinates volunteer recognition and incentive programs.

Assists with developing and disseminating District marketing materials such as news releases, brochures, newsletters, and website content; gathers information, designs layout, and writes copy; updates website regarding volunteer, intern, and education activities; prepares and distributes related public information.

Drafts and distributes news releases, media alerts, and press materials; monitors news publications and other District-related media coverage; assists in developing District responses to media and public inquiries in consultation with District and County Administrator staff, the Board, and others, as needed.

Develops and maintains the District website content.

Develops content and design for presentations, newsletters, and marketing materials.

Assists in developing strategies, goals, objectives, procedures, and priorities for District community relations projects and initiatives.

Assists in implementing the District's stakeholder outreach strategy; analyzes public input received through these channels to support the evaluation of the appropriate level and channels for inclusion in District communications goals, objectives, and programs.

Assists with coordinating public outreach activities with members of District staff, Board, Financial Oversight Commission, and Citizens Advisory Committee; assists in preparing speeches and supporting informational materials.

Assists with implementing the District's brand and image for use in District communications, outreach, and marketing efforts.

Maintains professional and effective working relationships with Boards, the Advisory Committee, the Fiscal Oversight Commission, staff, news media, community groups, elected officials, schools, and other governmental and community agencies.

Assists in the preparation of staff reports and recommendations to District management and staff on assigned projects and initiatives; provides information to policy makers, groups, other agencies, and interested individuals on District programs, projects, and initiatives.

May conduct presentations regarding District programs, projects, and initiatives for community, governmental, industry, and other special interest groups; coordinates public meetings, citizen participation groups, and public hearings; staffs community educational events.

Participates in the development of Requests for Proposals/Qualifications for professional services related to assigned projects and initiatives; assists with the preparation of scopes of work, bid processes, and solicitations; assists with the review and selection proposals and recommendations for contract award; assists with the development of resulting contacts;

supports the monitoring, administration, and evaluation of consultant/vendor conformance; may approve invoices for payment.

Assists with the development of and makes recommendations for annual budget for District projects and initiatives in area of assignment; monitors related budget and expenditures; reviews and may approve related invoices for payment.

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

Performs related duties as assigned.

Knowledge and Abilities

Knowledge of: principles and practices of project management, particularly related to volunteer, intern, and education activity coordination, and community education/outreach; conservation education principles and techniques; written and oral communication including English grammar, vocabulary, mechanics, syntax, composition; modern office administrative practices and procedures including the operation of computers, software, and standard office equipment; public presentation methods and techniques, including the development of visual aids; principles and practices related to procurement of professional services; event planning; principles and practices of recruitment and training; grant writing.

Ability to: prepare written communications, including newsletters, articles, news releases, and related informational brochures and pamphlets; learns to apply for and administer grants; plan, organize, direct, and monitor the work of consultants; design and prepare layouts for graphic publication; establish effective working relationships with people encountered in the course of work; effectively use desktop publishing, spreadsheet, database, word processing, graphic design, and presentation software applications; effectively speak on radio and television or before an audience; speak, read and write English; work evenings, weekends and holidays when necessary; use audio visual aids; use photographic equipment; plan and schedule work to accomplish goals provided direct supervision; prepare clear and concise reports.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with academic course work in natural resource management and/or interpretation, conservation education, communications, public relations, journalism, media studies, English, sociology, psychology, or related fields and one year of paid experience in conservation education, natural resource management and/or interpretation, marketing, public relations, event management, or volunteer/intern activity coordination.

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

APOSD COMMUNITY RELATIONS SPECIALIST

Definition

Under direction, develops, coordinates, and implements the District's communications projects and initiatives linking public information, media relations, community outreach, and education activities in order to further public awareness of the Sonoma County Agricultural Preservation and Open Space District (District); serves as the District's primary media representative and coordinates community relations efforts with District staff, community groups, civic groups, public agencies, and private organizations.

Distinguishing Characteristics

This is a single position job class allocated solely to the District that is responsible for communications and community and media relations activities. An incumbent develops, plans, organizes, coordinates, and delivers public information on a variety of District programs, projects, initiatives, and educational activities. Incumbents are required to use tact, judgment, and knowledge of District-wide operations.

Supervision is received from an APOSD Program Manager. Assignments are received in the form of objectives, and incumbents are expected to act with considerable independence in the selection of techniques and resources. An incumbent has no supervisory responsibilities, however, may have lead-level responsibilities for work coordination and review, the training of staff, and for serving as a technical and functional resource.

APOSD Community Relations Specialist is distinguished from APOSD Community Relations Assistant in that the Specialist handles assigned projects and initiatives that require a higher level of knowledge, skills, and abilities and thus has a greater level of complexity and scope, and by the fact that it may have lead level responsibility for planning, organizing, and reviewing the work of the APOSD Community Relations Assistant or other assigned staff. This class is further distinguished from an APOSD Program Manager due to the latter class' responsibilities for broad District administrative, strategic planning, and management responsibilities.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Plans, develops, manages, and implements the public information, media relations, community and stakeholder outreach for all District activities; assists in developing strategies, goals, objectives, procedures, and priorities for District community relations projects and initiatives.

Coordinates the development and implementation of the District's brand and image for use in

District communications, outreach, and marketing efforts.

Drafts and distributes news releases, media alerts, and press materials; monitors news publications and other District-related media coverage; responds to media and public inquiries in consultation with District and County Administrator staff, the Board, and others, as needed.

Develops and maintains the District's website content; plans, develops, and manages online communications.

Develops and manages content and design for presentations, newsletters, and marketing materials.

Assists in developing, implementing, and managing the District's stakeholder outreach strategy; analyzes public input received through these channels to evaluate the appropriate level and channels for inclusion in District communications goals, objectives, and programs.

Coordinates public outreach activities with members of District staff, Board, Financial Oversight Commission, and Citizens Advisory Committee; prepares speeches and supporting informational materials.

Arranges public ceremonies and events to recognize District initiatives and activities; plans and coordinates District involvement in other public events.

Maintains professional and effective working relationships with Boards, the Advisory Committee, the Fiscal Oversight Commission, staff, news media, community groups, elected officials, schools, and other governmental and community agencies; acts as a District spokesperson in dealing with media and other groups.

Prepares and presents staff reports to the District's Board of Directors, Fiscal Oversight Commission, Advisory Committee, and other groups at public meetings; prepares and presents reports and recommendations to District management and staff on assigned projects and initiatives; provides information to policy makers, groups, other agencies, and interested individuals on District programs, projects, and initiatives.

Conducts presentations regarding District programs, projects, and initiatives for community, governmental, industry, and other special interest groups; coordinates and facilitates public meetings, citizen participation groups, and public hearings; staffs community educational events.

May provide oversight of the District's Education and Volunteer Program; may have lead-level responsibilities for coordinating, assessing, and monitoring workload and for training, or coordinating training, of assigned Community Relations staff.

Serves as the project manager for assigned projects and initiatives; develops project structure, strategies, budgets, and timelines; coordinates and evaluates the work of District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and appropriate project completion; monitors and approves expenditures; coordinates with stakeholders; pursues funding opportunities.

Develops Requests for Proposals/Qualifications for professional services related to assigned projects and initiatives; prepares scopes of work, bid processes, and solicitation; reviews and

selects proposals; initiates contacts; may approve invoices for payment.

Assists with the development of and makes recommendations for annual budget for District Community Relations projects and initiatives; monitors related budget and expenditures; approves related invoices for payment.

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

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: principles, techniques, and methods of communication and community relations related to organizational outreach activities; written and oral communication including English grammar, vocabulary, mechanics, syntax, composition; editing and publishing procedures; marketing concepts and practices; graphic techniques and tools, including software programs, used in multimedia and web applications; principles and practices in web content management and social media coordination; principles and practices of project management.

Knowledge of: federal, state, and local environmental, conservation, and land use government programs and regulations; District and County government programs, services, activities, regulations, and administrative procedures; Request for Proposal process; principles of contract development, negotiation, and administration; modern office administrative practices and procedures including the operation of computers, software, and standard office equipment.

Ability to: implement and coordinate an effective and responsive local government community relations and media liaison program; plan, organize, direct, and monitor the work of consultants; read, understand, and apply applicable federal, state, and local laws, rules, and regulations; collect, organize, synthesize, and evaluate data and information from a variety of sources; understand and effectively communicate the District's mission, programs, projects, initiatives, and activities in an understandable format; manage District website and social media content; track relevant social, economic, and governmental trends and issues that may affect the District's program; write, edit, and direct the preparation of publications; handle a variety of public contact with courtesy and tact; respond to inquiries and concerns from public; organize, prioritize, and coordinate projects involving District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and accurate project completion; prepare a variety of written analyses, evaluation summaries, recommendations, speeches, scripts, correspondence, and reports; effectively use spreadsheet, database, word processing, and PowerPoint applications; communicate effectively and persuasively, both orally and in writing; use initiative, prudence, and independent judgment within District policy, procedural, and legal guidelines; adhere to deadlines and short time constraints; maintain confidentiality of sensitive information.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this

would include a Bachelor's degree, or equivalent, in communications, journalism, public relations, public administration, business administration, or a related field and two years of professional experience in public relations and/or communications which includes serving as a liaison with the media and representatives from community and civic groups, public agencies, and/or private organizations.

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

APOSD GEOGRAPHIC INFORMATION SYSTEMS ANALYST

Definition

Under general supervision, performs skilled analyses using Geographic Information Systems (GIS) data; maintains the Agricultural Preservation and Open Space District's (District's) GIS databases; prepares maps in a variety of formats, visual aids, and graphics in support of District land conservation efforts.

Distinguishing Characteristics

This is the journey level class in the APOSD Geographic Information Systems class series and is allocated solely to the District. Incumbents are responsible for performing the full scope of duties related to creating and maintaining GIS databases, data models, infrastructures, and platforms and for assisting with the evaluation and processing required to meet the District's program and project goals and objectives.

Supervision is received from an APOSD Program Manager and lead direction may be received from the APOSD GIS Coordinator.

APOSD GIS Analyst is distinguished from APOSD GIS Coordinator by the fact that the latter is an advanced journey level classification responsible for supporting District-wide GIS initiatives, handling the most complex GIS work with the largest consequence to the District, and may be responsible for the assigning and reviewing work of and for training GIS staff.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Supports daily GIS functions; supports the design and maintenance of District-wide GIS database and related web-based and mobile applications.

Maintains a comprehensive library of data layers related to District protected lands, natural and cultural resources, trails, and other essential data sets; evaluates, acquires, and integrates data from other agencies and organizations into the District's library.

Performs GIS analysis, spatial modeling, cartography, and remote sensing in support of a wide variety of planning, conservation, land acquisition, and real property projects, as well as grant applications; evaluates property specific and regional conservation values.

Supports the development and implementation of strategies and procedures for integrating data standards, use, and methods of analyses to support District projects, programs, and services; works with District management, staff, and technical experts on resolving issues as needed.

Functions as a liaison with software vendors on user issues; may install, test, and implement vendor supplied modifications to existing software.

Researches developments in GIS technology and applications; recommends use of new technologies, products, systems, software, and other related applications.

Participates in the development and deployment of custom applications to streamline and standardize data collection; develops tools and applications for automating and integrating data with existing workflows.

Provides cartographic support for District staff, programs, and projects; develops maps, presentation tools, and informational materials for use in meetings and educational programs and on the internet; creates and manages map templates and styles.

Participates in the development and maintenance of District GIS standards and protocols; maintains compliant metadata; writes and maintains user and technical operating instructions and documentation.

Serves as technical GIS resource to District staff; provides support for and troubleshoots GIS software, databases, and related applications; trains staff on District GIS protocols and the proper use of GIS data, systems, and related equipment.

Maintains equipment, software, and supplies used for GIS services.

Supports the development of consultant Requests for Proposal/Qualification and the solicitation and selection processes for professional services; assists with evaluating proposals and developing recommendations for contract awards; assists with contract administration.

May represent the District in inter-agency coordination activities related to GIS, regional planning, and conservation efforts; may represent District on County-wide technical and other committees as assigned; acts as a liaison for GIS and data requests and questions.

May conduct field work for site assessments; may include hiking on rugged terrain; collects Global Positioning Systems (GPS) data, as needed; integrates data collected in the field into GIS database; assists staff with collection and management of GPS data.

Performs other related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: Geographic Information Systems (GIS), related computer systems, ArcGIS, and related software; principles and techniques of cartography and quality map production using ArcGIS and other software; methods and techniques used in landscape-scale spatial analysis, ecological modeling, and remote sensing; modern office practices, methods, and computer equipment and applications related to the work; English usage, spelling, vocabulary, grammar, and punctuation; techniques for providing a high level of customer service by effectively dealing with vendors and District staff.

Working knowledge of: data management theory, principles, and practices and their application to a wide variety of services and programs; technology, hardware and software, and current applications and practices related to GIS data platforms; theories and techniques of GIS

applications and web mapping technology; methods and techniques used in writing Python geo-processing scripts and SQL scripts; principles and practices of urban, regional, environmental, and open space planning and resource management.

Knowledge of: project management principles and practices; land conservation, land use planning, and/or resource management.

Ability to: support a GIS program that includes effective database development, management, accessibility, and systems integration; conduct complex spatial analyses and tabular and spatial queries; design and create professional-level cartographic products; prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials; perform analytical work carefully and accurately; use English effectively to communicate in person, over the telephone, and in writing; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; use tact, initiative, prudence, and independent judgment within District policy, procedural, and legal guidelines; establish, maintain, and foster effective working relationships with those contacted in the course of work.

Minimum Qualifications

Education & Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with major coursework in Geographic Information Science, urban or regional planning, environmental planning, landscape architecture, natural resources management, or a related field, and two years of progressively responsible experience in GIS systems as applied to conservation planning, open space, parks, natural resources, land use, or similar fields, as well as experience in research, mapping, graphic production, and/or report writing.

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

APOSD GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR

Definition

Under general direction, designs, develops, and coordinates the Agricultural Preservation and Open Space District's (District's) Geographic Information Systems (GIS) in support of District land conservation efforts, landscape scale prioritization, and related projects and initiatives; serves as a technical resources for District GIS users.

Distinguishing Characteristics

This is the advanced journey level of the APOSD Geographic Information Systems class series and is allocated solely to the District. Incumbents are responsible for overseeing and administering the District's GIS systems and related equipment, including the creation, maintenance, and use of GIS databases, data models, infrastructures, and platforms; and for evaluating and processing internal and external requests. The work requires the frequent use of tact, judgment, and knowledge of District-wide operations, and the ability to conduct projects independently and to coordinate assigned District-wide projects.

Supervision is received from an APOSD Program Manager. Assignments are received in the form of objectives, and incumbents are expected to act with considerable independence in the selection of techniques and resources. An incumbent has no supervisory responsibilities, however, does serve as a technical and functional resource and as a project coordinator for District staff on GIS-related matters, and may have lead level responsibilities for the coordination and review of work as well as the training for GIS staff.

APOSD GIS Coordinator is distinguished from APOSD GIS Analyst in that the latter is a journey level class responsible for the full range of duties associated with conducting analysis, and providing professional level support to District staff for issues and projects associated with GIS.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited, to the following:

Plans and oversees the daily GIS functions, operations, and activities, including the design, administration, and maintenance of District-wide GIS databases and related web-based and mobile applications.

Maintains a comprehensive library of data layers related to District protected lands, natural and cultural resources, trails, and other essential data sets; evaluates, acquires, and integrates data from other agencies and organizations into the District's library.

Works with District management, staff, and technical experts to develop and implement strategies and procedures for integrating data standards, use, and methods of analyses to support District projects, programs, and services.

Performs GIS analysis, spatial modeling, and remote sensing to support a wide variety of planning, conservation, land acquisition, and real property projects, as well as grant applications; evaluates property-specific and regional conservation values.

Researches, evaluates, and monitors developments in GIS technology and applications; recommends strategies for use of new technologies and related products.

Develops custom applications to streamline and standardize data collection; develops tools and applications for automating and integrating data with existing workflows.

Provides cartographic support for District staff, programs, and projects; develops maps, presentation tools, and informational materials for use in meetings and educational programs and on the internet; creates and manages map templates and styles.

Develops and maintains GIS standards and protocols; develops quality control procedures; maintains compliant metadata; writes and maintains user and technical operating instructions and documentation.

Serves as technical GIS resource to District staff; provides support for and troubleshoots GIS software, databases, and related applications; trains staff on District GIS protocols and the proper use of GIS data, systems, and related equipment.

Serves as the project manager for assigned projects and initiatives; develops project structure, strategies, budgets, and timelines; coordinates and evaluates the work of District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and appropriate project completion; monitors and approves expenditures; coordinates with stakeholders; pursues funding opportunities.

May have lead-level responsibilities for coordinating, assessing, and monitoring workload and for training, or coordinating training, of assigned GIS staff.

Supports the purchase and maintenance of equipment, software, and supplies used for GIS services; coordinates District GIS upgrades of software and hardware.

Develops partnerships and represents the District in inter-agency coordination activities related to GIS, regional planning, and conservation efforts; represents District on County-wide technical and other committees as assigned; acts as a liaison for GIS and data requests and questions.

Responsible for the development of consultant Requests for Proposal/Qualification and the solicitation and selection processes for professional services; evaluates proposals and recommends contract awards; administers contracts after award; approves invoices for payment.

Prepares and submits grant proposals for District GIS projects and initiatives; administers resulting agreements, including budget monitoring, invoicing, reporting, and compliance.

May perform the duties of the APOSD Geographic Information Systems Analyst.

Conducts field work for site assessments; may include hiking on rugged terrain; collects Global Positioning Systems (GPS) data, as needed; integrates data collected in the field into GIS database; assists staff with collection and management of GPS data.

Performs other related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: Geographic information and related computer systems, ArcGIS, and related software; data management theory, principles, and practices and their application to a wide variety of services and programs; technology, hardware and software, and current applications and practices related to GIS data platforms; theories and techniques of GIS applications and web mapping technology; methods and techniques used in writing Python geo-processing scripts and SQL scripts; relational database management systems and principles; principles and techniques of cartography and publication-quality map production using ArcGIS and other software; methods and techniques used in spatial analysis, ecological modeling, and remote sensing; modern office practices, methods, and computer equipment and applications related to the work; English usage, spelling, vocabulary, grammar, and punctuation; techniques for providing a high level of customer service by effectively dealing with vendors and District staff.

Working knowledge of: general project management principles and practices; principles and practices of urban, regional, environmental, and open space planning and resource management.

Knowledge of: project management principles and practices of land conservation, land use planning, and/or resource management.

Ability to: Implement a GIS program that includes effective database development, management, accessibility, and systems integration; perform analyses of informational requirements and needs, identify problems, recommend cost-effective technical system improvements, provide technical advice and consultation, and ensure efficient system utilization; conduct complex spatial analyses and tabular and spatial queries; design and create professional cartographic products; prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other materials; perform careful and accurate analysis; use English effectively to communicate in person, over the telephone, and in writing; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize, prioritize, and coordinate projects involving District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and accurate project completion; use tact, initiative, prudence, and independent judgment within District policy, procedural, and legal guidelines; establish, maintain, and foster effective working relationships with those contacted in the course of work.

Minimum Qualifications

Education & Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with major coursework in Geographic Information Science, information systems, computer science, urban or regional planning, environmental planning, natural resources management, or a related field and three years of progressively responsible experience in technical or data management specific to GIS systems as applied to conservational planning, open space, parks, natural resources, land use or a similar field. A graduate degree in a related field and experience with technical project management are desirable.

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

APOSD PLANNER

Definition

Under general supervision, performs professional planning, research, and analysis related to and in support of the Agricultural Preservation and Open Space District's (District's) programs; prepares and presents planning studies and reports; develops, implements, and coordinates projects and initiatives for District protected lands.

Distinguishing Characteristics

This is the journey level class within the professional APOSD Planner series and is allocated solely to the District, responsible for applying both planning and field research skills to develop and present studies and reports on District planning projects and initiatives. Incumbents are also responsible for assisting in the development and implementation of related programs and initiatives.

Supervision is received from an APOSD Program Manager and/or APOSD Stewardship Supervisor, and work assignments can be given and reviewed by a program or project lead. Assignments are received in the form of objectives, and incumbents are expected to act with independence in the selection of techniques and resources. An incumbent has no supervisory responsibilities, but may serve as technical and functional resource to lower-level staff.

APOSD Planner is distinguished from APOSD Assistant Planner in that the former is the journey level class responsible for performing the full range of duties that require increased levels of knowledge, skills, and abilities, and are characterized by a broader scope and a greater level of complexity. It is further distinguished from APOSD Senior Planner in that the latter is the advanced journey, lead class level with responsibility for performing duties related to the most complex, difficult, and politically sensitive programs and initiatives, supporting the management functions of the assigned Program, and for the assignment and review of the work of subordinate professional and technical staff.

The APOSD Planner series is distinguished from the APOSD Acquisitions Specialist series in that the latter is dedicated to the performance of duties directly related to real property acquisition and disposition for the District.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Conducts planning studies for District projects and initiatives; conducts library, public records, and field research related to site conditions, restrictions, protection, and ecological restoration.

Develops Requests for Proposals/Qualifications for professional services related to the preparation of baseline reports, property management plans, and other documents, including

written descriptions and graphic presentations; prepares scopes of work, bid processes, and solicitations; reviews proposals and recommends contract awards; develops contracts; approves invoices for payment.

Reviews and analyzes proposed uses of and activities on District protected lands for compliance with conservation and open space easements; evaluates proposals to amend easement terms and processes amendments consistent with District terms.

Assists with easement enforcement activities.

Prepares and presents staff reports to the District's Board of Directors, Fiscal Oversight Commission, Citizens Advisory Committee, and other groups at public meetings; prepares and presents reports and recommendations to District management and staff on assigned programs and initiatives; provides information to policy makers, groups, other agencies, and interested individuals on District programs, projects, and initiatives.

Drafts and submits applications for regulatory approval of District projects in accordance with the California Environmental Quality Act (CEQA) and other environmental requirements.

Serves as the project manager for assigned projects and initiatives; develops project structure, strategies, budgets, and timelines; coordinates and evaluates the work of District staff and consultants, contractors, vendors, and/or regulatory agency staff to ensure timely and appropriate project completion; monitors and approves expenditures; coordinates with stakeholders; pursues funding opportunities.

Reviews and responds to assigned proposals for general plan, zoning, development, improvements, redevelopment, and regional plans that impact District activities; reviews and evaluates environmental documents from other agencies for projects of interest to the District.

Coordinates with agencies, non-profit organizations, and community groups on initiatives to further District goals.

Prepares and submits grant applications for District projects; administers agreements, including budget monitoring, invoicing, reporting, and compliance.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

May serve as a resource for and participate in the training of lower level District staff, volunteers, and interns.

Communicates about the District and assigned programs with stakeholders both internally and externally; attends and participates in professional meetings and conferences; provides information about projects and initiatives to policy makers, individuals, groups, and agencies; researches and reports on new trends and innovations in the field of land conservation and

management as well as other fields as they relate to area of assignment; participates in public relations and outreach efforts as assigned.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: agricultural, conservation, and land stewardship practices; principles and practices of project management; negotiation techniques and strategies; written and oral communication including English grammar, vocabulary, mechanics, syntax, composition; modern office administrative practices and procedures including the operation of computers, software, and standard office equipment.

Knowledge of: the principles and practices of natural resource management, land use, site, and environmental planning; pertinent federal, state and local laws and ordinances related to land use, planning, zoning, and natural resource protection; principles of research and statistics pertaining to planning, data, site planning, and architectural design principles; use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; principles and practices of digitizing, data conversion, data management, and cartography; applications related to database management, report generation, and desktop publishing.

Ability to: manage conservation and stewardship planning projects and initiatives; understand and interpret various title reports, maps, contracts, legal descriptions, deed restrictions, and other planning and stewardship documents; research and analyze data, and develop effective courses of action; present ideas and concepts graphically and visually; establish and maintain effective relationships with people encountered in the course of work; perform analytical work carefully and accurately; communicate effectively both orally and in writing; make presentations before a variety of audiences, including boards and citizens' groups; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; use computers and software.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in planning, geography, environmental studies, ecology, resource management, landscape architecture, or other related fields, and three years of professional conservation planning experience in parks, resource management, land use, or another related field. Coursework or experience with GIS and GPS systems and experience with a public agency or nonprofit land trust are highly desirable.

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

APOSD SENIOR ACQUISITIONS SPECIALIST

Definition

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing complex professional and technical support to the Agricultural Preservation and Open Space District's (District's) Acquisitions Program; functions as project manager for the most complex conservation easement and land acquisitions, matching grants, and conservation initiatives; works with stakeholders to structure land protection strategies which meet the needs of the District, partners, and landowners; implements acquisition and protection programs; identifies new strategies and tools for land conservation; prepares or oversees the preparation of related legal and other documents and reports; provides highly complex and responsible support to assigned management staff in areas of expertise.

Distinguishing Characteristics

This is the advanced journey, lead level class in the APOSD Acquisitions series and is allocated solely to the District responsible for the project management in professional acquisitions-related fields such as real estate, grant management and planning, for implementing acquisition initiatives, coordinating major comprehensive acquisition projects, and overseeing the day-to-day administration of complex and diverse policies and procedures.

Supervision is received from an APOSD Program Manager. Assignments are received in the form of project and program objectives, and incumbents are expected to act with considerable independence in the selection and implementation of the strategies and tools necessary to further programmatic objectives and acquire or protect priority lands.

An incumbent serves as the lead in the planning, organization, and review of work and assist the Manager with the formal supervision of assigned professional, technical, and administrative staff.

The APOSD Senior Acquisitions Specialist is distinguished from the APOSD Acquisitions Specialist in that the former is an advanced journey level class exercising a high degree of independent judgment, has extensive program development and management responsibility for the most complex projects, supports the management functions of the Acquisitions Program, and has lead level responsibility for planning, organizing, and reviewing the work of assigned staff, as needed. This class is further distinguished from the next higher level of APOSD Acquisitions Manager due to the broad departmental administrative, strategic planning, and management responsibilities of the latter class.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Participates in the development of strategic goals, objectives, policies, and priorities for the District and the Acquisitions Program; develops and implements strategies for Acquisition Program projects; has significant involvement and responsibility for all comprehensive acquisition studies to determine acquisition priorities; evaluates acquisition proposals, property referrals, and appropriate tools for protection.

Assists in the development of standardized procedures, tools, and methods to improve and continuously monitor the efficiency and effectiveness of the Acquisitions Program, service delivery methods, and procedures; ensures that environmental, financial, regulatory, and legal requirements are met; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and presents resulting recommendations to management..

Provides assistance with formulating, developing, evaluating, and monitoring of the Program's budget.

Coordinates, assesses, and monitors workload; trains or coordinates training of assigned staff; provides guidance and may review work of assigned staff.

Manages acquisitions projects, programs, and initiatives independently; develops project plans; facilitates communication between stakeholders; evaluates applications; recommends and coordinates funding.

Confers with property owners and their agents to design and structure appropriate and feasible land protection strategies which may involve creative acquisition agreements, easements, leases, purchases, sales, and transfers to other agencies.

Negotiates a variety of real property interests such as gifts, bargain sales, lease-back agreements, dispositions, and fair market value purchases of easements and fee title.

Prepares leases, contracts, purchase agreements, specialized easement documents, resolutions, declarations, and other recordable land acquisition related documents for legal review.

Oversees the development of Requests for Proposals/Qualifications and the solicitation and selection processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.

Participates in the selection, evaluation, and performance management of assigned staff; provides input to the Manager on discipline and termination procedures.

Develops, administers, and monitors budgets for acquisition initiatives and projects; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Prepares, reviews, and completes various reports, including Board agenda reports and planning project related documentation and correspondence; oversees, reviews, and prepares California Environmental Quality Act (CEQA) compliance documents.

Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.

Serves as a liaison for acquisition programs to outside agencies, neighborhood groups, and concerned citizens; performs a variety of public relations and outreach work related to assigned activities.

Provides highly complex staff assistance to the Acquisitions Program Manager; develops and reviews staff reports related to assigned activities and services; presents information and staff recommendations to various commissions, committees, and boards; provides staff support to commissions, committees, and task forces as necessary.

Attends and participates in professional group meetings; provides information about acquisition and protection procedures and strategies to interested individuals, groups, and other agencies; stays abreast of new trends and innovations in the field of land conservation; researches emerging strategies and tools and their applicability to District needs.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: the principles and practices of land conservation, natural resource management, land use, real estate and title, site and environmental planning; pertinent federal, state, and local laws and ordinances related to land use, planning, zoning, and environmental protection; principles of research and statistics pertaining to the analysis of data.

Working knowledge of: public and private land acquisition funding sources and grant proposals; methods and techniques used in the preparation of legal descriptions of property, appraisals, agreements, contracts, and other property related documents; English grammar, vocabulary, mechanics, syntax, composition; techniques for providing a high level of customer service to public and District staff, in person and over the telephone; negotiation, mediation, and conflict resolution techniques.

Knowledge of: principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures; use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Ability to: plan, organize, and carry through research projects effectively; plan, organize, assign, review, and evaluate the work of staff; structure and negotiate complex acquisition interests; train staff in work procedures; read and interpret maps and legal property descriptions; understand, interpret, and explain a wide variety of laws, ordinances, codes, rules, and regulations relating to land use issues; work effectively with and advise appointed citizens' advisory committees, groups, and various official boards; effectively communicate orally and in

writing; prepare clear and concise written reports; establish and maintain effective, relationships with District and County employees, representatives of other public agencies, and the general public; utilize electronic information systems and analyze and interpret such information; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree with coursework in real estate, environmental studies, land use, conservation or natural resource planning, or related fields, and three increasingly responsible project management experience in land conservation, environmental protection, open space, parks or similar field that includes significant public contact, preferably with a public agency or nonprofit land trust. Experience working in a lead capacity is highly desirable.

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

APOSD SENIOR PLANNER

Definition

Under general direction, develops multi-objective plans at a variety of spatial and temporal scales; develops and analyzes data in support of projects and initiatives for the Agricultural Preservation and Open Space District (District); plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff; manages the effective use of assigned resources to improve organizational productivity and service; coordinates planning efforts among other District staff and outside consultants, contractors, and public agencies; provides highly complex and responsible support to assigned management staff in areas of expertise; and assists with the development of, implements, and coordinates District projects and initiatives for protected lands.

Distinguishing Characteristics

This is the advanced journey, lead level class in the professional Planner series and is allocated solely to the District, responsible for handling complete projects and initiatives of high complexity, and for supporting the administrative functions of the assigned program. Incumbents function as project planners, and provide day-to-day administration of complex and diverse planning and analysis activities at multiple scales.

An APOSD Senior Planner serves as the lead in the planning, organization, and review of work of assigned professional, technical, and administrative staff, and may assist the District Program Manager with formal supervisory responsibilities.

Supervision is received from an APOSD Program Manager and/or APOSD Stewardship Supervisor. Assignments are received in the form of project and program objectives, and incumbents are expected to act with considerable independence in the selection of tools, models, data, techniques, and applicable resources.

The APOSD Senior Planner is distinguished from the APOSD Planner in that the former is an advanced journey level class exercising a high degree of independent judgment, has extensive program development and management responsibility for the most complex projects, supports the management functions of its assigned Program, and has lead level responsibility for planning, organizing, and reviewing the work of assigned staff, as needed. This class is further distinguished from the next higher classes of APOSD Conservation Planning Manager, APOSD Stewardship Manager, and/or APOSD Land and Real Property Acquisition Manager by the latter classes' administrative, strategic planning, and management responsibilities.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Has significant involvement and responsibility for planning functions and activities of assigned

programs and initiatives.

Develops multi-objective strategies using current principles of conservation planning and landscape ecology; develops and utilizes data, hardware, software, tools, models, and a variety of data collection and analysis protocols; conducts literature reviews, field, and online research to support the functions of a District Program; develops reports, site assessments, and management plans for Sonoma County and District protected lands; meets with outside agencies, District personnel, field staff, members of the public, and neighbors to solicit input and to identify concerns, problems, and opportunities.

Carries out particularly complex or sensitive land management and/or easement stewardship projects independently; reviews land acquisition projects for consistency with stewardship program policies and considerations; coordinates District-wide planning projects.

Participates in the development and implementation of strategic goals, objectives, policies, and priorities for the District and its Program(s); recommends appropriate service and staffing levels based on policy; recommends and administers policies and procedures such as guidelines, design standards, and standard plans and specifications while ensuring that environmental, financial, regulatory, and legal requirements are met.

Develops, administers, and monitors budgets for assigned projects; forecasts project's funding needs; monitors and approves expenditures; recommends adjustments as necessary; assists with developing and monitoring Program budget.

Assists in development of standardized procedures, tools, and methods to improve and continuously monitor the efficiency and effectiveness of assigned program(s), service delivery methods, and procedures; makes recommendations for operational improvements to District management.

Coordinates, assesses, and monitors workload; trains or coordinates training of assigned staff; provides guidance and may review work of assigned staff.

Participates in the selection, evaluation, and performance management of assigned staff; provides input to the District Program Manager on disciplinary procedures.

Oversees the development of Requests for Proposals/Qualifications and the solicitation and selection processes for professional planning and analysis services; evaluates proposals and recommends contract awards; administers contracts after award.

Meets and confers with contractors, representatives of a variety of outside agencies, and the general public in acquiring information and coordinating assigned planning projects and initiatives; provides information regarding District planning policies and procedures.

Prepares, reviews, and completes various reports, including Board agenda reports and planning project related documentation and correspondence; oversees, reviews, and prepares California Environmental Quality Act (CEQA) compliance documents.

Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.

Serves as a liaison for assigned Program to outside agencies, neighborhood groups, and concerned citizens; performs public relations and outreach work related to assigned activities.

Provides staff assistance to District management; develops and reviews staff reports related to assigned activities and services; presents information and staff recommendations to various commissions, committees, and boards; provides staff support to commissions, committees, and task forces, as necessary.

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to capital improvement planning and natural resource management programs, policies, and procedures.

Attends and participates in professional group meetings; stays abreast of new trends, innovations, and regulatory changes in the fields of conservation, landscape ecology, spatial analysis, open space and preserve planning; researches emerging products and enhancements and their applicability to District needs.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: advanced principles, methods, theories, practices, and techniques of conservation and land steward planning and practices, including landscape ecology, spatial analysis, resource management, urban and regional land use, and design review; urban and rural land use planning; research methods and protocols, conservation tools, data, models, software and hardware, and of standard statistical methods and procedures as they apply to the use of socio-economic and environmental data; applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Working knowledge of: administrative principles and practices, including project management, and the development, analysis, and evaluation of programs, policies, and operational needs; operations, services, and activities of a conservation planning, stewardship, open space management, resource management and protection, and land use planning program; general principles of risk management related to the functions of the assigned area; negotiation techniques and strategies; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; use of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports; modern office practices, methods, and use of both computer equipment and applications related to the work.

Knowledge of: principles and practices of employee supervision, including work planning,

assignment, review, evaluation, and training of staff in work procedures.

Ability to: develop multi-objective plans based on current science and methods; utilize current tools, models, hardware, and software to effectively implement conservation plans and District mission; evaluate graphic design and site plans; effectively plan, organize, and carry through research and analysis projects; plan, organize, assign, and review the work of staff; train staff in work procedures; effectively present the results of research and analyses in oral, written, and graphic form; read and interpret maps and legal property descriptions; problem solve and understand, interpret, and explain a wide variety of laws, ordinances, codes, rules, and regulations relating to land use issues; work effectively with and advise appointed citizens' advisory committees and groups and various official boards; prepare clear and concise written reports; perform difficult, complex, and specialized planning studies and projects with a great deal of independence; establish and maintain effective working relationships with District and County employees, representatives of other public agencies, and the general public; use tact, initiative, prudence, and independent judgment within District policy, procedural, and legal guidelines; utilize electronic information systems and analyze and interpret such information; use GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in conservation planning, ecology, geography, environmental science, resource management, landscape architecture, or other related fields, and three years of experience involving increasingly responsible project management in open space planning, preferably in a governmental, non-profit land trust, land management, or similar organization. Significant coursework in and/or experience with GIS and experience working in a lead capacity are highly desirable.

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

APOSD STEWARDSHIP SUPERVISOR

Definition

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of professional, technical, and administrative staff performing supporting stewardship activities for the Agricultural Preservation and Open Space District (District) protected lands; oversees baseline document preparation, easement monitoring, and permitted use requests; and makes recommendations regarding easement amendments and enforcement actions to District management.

Distinguishing Characteristics

This is a supervisory class allocated solely to the District that is expected to lead and assist with projects, including those with significant legal ramifications, related to the stewardship of District protected lands with a minimum of supervision and to supervise professional, technical, and administrative staff as well as volunteers and interns. Incumbents provide highly complex and responsible support to assigned management staff in areas of expertise as well as in general Program and District administrative areas, serve as a project manager for specific enforcement actions and/or amendments; may coordinate or support fee land management projects. Assignments requires use of tact, judgment, and considerable independence in the selection of techniques and resources.

Assignments are received in the form of program objectives from an APOSD Program Manager.

The APOSD Stewardship Supervisor is distinguished from classifications in the APOSD Planner series and the APOSD Technician classification in that it is a supervisory level responsible for organizing and setting work priorities for staff assigned to the Stewardship Program. This position differs from the next higher level of APOSD Program Manager due to the administrative and management responsibilities of the latter class.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Participates in the development and implementation of strategic goals, objectives, policies, and priorities for the Stewardship Program; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Serves as a project manager on specific enforcement actions, amendments, and/or land management projects; coordinates and evaluates the work of other District staff, consultants, contractors, and/or regulatory agencies.

Assists with the development of budgets for the Stewardship Program; estimates funds required for staffing, equipment, materials, and supplies; monitors and approves expenditures;

recommends adjustments as necessary.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and presents resulting operational recommendations to APOSD Management.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; supports and may initiate discipline and termination procedures.

Evaluates site conditions, surveys and prepares descriptions of natural resources in preserves; provides recommendations regarding rare species protection and invasive species control.

Oversees baseline document preparation, easement monitoring, and review of permitted use requests, including the evaluation of proposed uses or condition for consistency with the provisions of an easement; makes recommendations to District Management regarding appropriate enforcement actions or responses to proposed easement amendments; as necessary.

May coordinate or serve as a project manager for specific enforcement actions or amendments; may coordinate or assist with fee land management projects, including the coordination among other District staff and outside consultants, contractors, and regulatory agencies.

Coordinates land management projects, and activities; develops project plans; facilitates communication between stakeholders; evaluates applications; recommends and coordinates funding; prepares and presents staff reports to the Board of Directors, commissions, and committees.

Researches and compiles information for land management projects; conducts or directs field or background research; meets with outside agencies and District personnel, field staff, members of the public, and neighbors to solicit input and to identify concerns, problems, and opportunities.

Oversees the development of consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts, including the approval of invoices, after award.

Meets and confers with contractors, a variety of outside agencies, and the general public in acquiring information and coordinating assigned planning projects and programs; provides information regarding District planning policies and procedures.

Serves as technical resource to APOSD Management regarding complex issues such as recommended easement enforcement actions and response to situations and decisions with considerable public or legal ramifications.

Develops and reviews staff reports related to assigned activities and services; presents information and staff recommendations to the various commissions, committees, and boards; provides staff support to commissions, committees, and task forces, as necessary.

Attends and participates in professional group meetings; stays abreast of new trends and

innovations in the field of open space and preserve planning; researches emerging products and enhancements and their applicability to District needs.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: advanced principles, methods, theories, practices, and techniques of land conservation and land stewardship, land use, natural resource management, as well as site and environmental planning; applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures related to land use, planning, zoning, and environmental protection; principles and methods for evaluating and determining conformance with legal documents; written and oral communication including English grammar, vocabulary, mechanics, syntax, composition; and report writing.

Working knowledge of: administrative principles and practices, including project management, and the development, analysis, and evaluation of programs, policies, and operational needs; principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures; operations, services, and activities of open space management, resource management and protection, and land use planning program; general ecology, habitat types, natural resources and watersheds; principles of research and statistics pertaining to the analysis of planning data.

Knowledge of: general principles of risk management related to the functions of the assigned area; land conservation tools and their implications including conservation and open space easements, fee purchase, and grant donations; techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; use of GIS, GPS, and related software and hardware to collect data, to perform analyses, and to prepare maps and reports; modern office practices, methods, and computer equipment and applications related to the work; mediation and conflict resolution techniques.

Ability to: evaluate land use and determine consistency with legal easement language; evaluate site plans; supervise, plan, organize and carry through research projects effectively; plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures; present the results of research effectively in oral, written or graphic form; read and interpret maps and legal property descriptions; problem solve and understand, interpret, and explain a wide variety of laws, ordinances, codes, rules and regulations relating to land use issues; prepare clear and concise written reports; perform and manage difficult and legally complex studies and projects with considerable independence; establish and maintain effective working relationships with

District and County employees, representatives of other public agencies and the general public; use GIS, GPS, and related software and hardware to collect data, to perform analyses, and to prepare maps and reports; utilize electronic information systems and analyze and interpret such information.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in geography, environmental studies, resource management, landscape architecture, architecture, planning, economics or other related fields, and three years of experience equivalent to an APOSD Planner with the District or four years of increasingly responsible professional planning and/or related project management experience in open space, parks, environmental science, resource management, or other related fields. Coursework or experience with Geographic Information Systems and lead level experience are highly desirable.

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

APOSD Technician

Definition

Under supervision, performs technical duties in support of the Agricultural Preservation and Open Space District's (District's) programs, projects, and initiatives by performing a wide variety of assignments, including conducting research and field surveys; gathering and managing data; preparing related maps, graphics, and reports; and coordinating land maintenance activities.

Distinguishing Characteristics

This is a technician level class allocated solely to the District. Incumbents handle a wide variety of assignments, including conducting public records research and field surveys; gathering and managing data, preparing maps, graphics, and reports; creating, updating, and maintaining spatial and other database records; and coordinating land maintenance activities.

Supervision is provided by a District Manager or the Stewardship Supervisor.

APOSD Technician is distinguished from the APOSD Stewardship Supervisor in that the latter is a supervisory class responsible for the oversight and coordination of support work related to all stewardship activities.

This class is exempt from the Civil Service Rules of the County of Sonoma, as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include but are not limited to the following:

Conducts field surveys to assess District protected properties and to document existing site conditions; collects land use and natural resource data in the field; and prepares related survey reports and maps.

Represents the District in developing and maintaining effective working relationships with landowners and the public; assists in collaborating with conservation easement landowners and partners to identify and resolve a variety of ongoing land management issues.

Uses Geographic Information Systems (GIS) and other field technologies to collect field data; prepares devices for field use and performs post-processing of data.

Maintains property-specific GIS and other databases; performs spatial and tabular database queries, performs spatial analyses, creates and edits spatial data, and generates property summaries.

Uses GIS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Coordinates land management services delivered through contractors; assists in the development of consultant requests for proposal, advertising, and bid processes for

professional and/or construction services; assists in the evaluation of proposals; gives input on contract compliance and service delivery.

Extracts information from maps and aerial photographs, planning and zoning records, real estate documents, public records, and other reports and documents; assists in the preparation of technical reports.

Assists in conducting land conservation planning studies and field research, including resource inventories and assessment, for land acquisitions and conservation easements; conducts research on land use and natural resource issues, including site conditions, restrictions, protection and restoration; assists in preparing baseline and existing conditions reports for District acquisitions and properties.

Provides support for District projects including the development of charts, maps, displays, presentations, graphics, brochures, and drawings; prepares other related materials.

Assists in reviewing requests for use of District protected properties for conformance to guidelines and restrictions, and assists in preparing responses; may act as liaison with property owners.

Coordinates and reviews the work of volunteers and interns; assists in the selection and training of volunteers and interns.

Serves as a technical resource and assists in training new staff on District monitoring, report development, map development, and use of District databases.

Assists in preparing and submitting grant applications for District projects.

Maintains files of maps, records, and documents.

Responds to routine requests for information regarding District protected properties.

Performs related duties as assigned.

Knowledge and Abilities

Working knowledge of: natural resource management and field data collection for the preparation of reports research, analysis, and maps assessing and documenting property conditions; use of GIS, GPS, and related software and hardware to collect data, to perform analyses, and to prepare maps and reports; written and oral communication including English grammar, vocabulary, mechanics, syntax, and composition, and principles of effective report writing.

Knowledge of: principles and practices of land conservation, and land and/or natural resource planning as well as basic statistical and analytic research; principles and practices of digitizing, data conversion, data management, and cartography; the principles and techniques of graphic production

Ability to: conduct field surveys and basic statistical and other research; understand and interpret various maps, aerial photographs, planning documents, title reports, and boundary descriptions; present ideas and concepts graphically and visually; take photographs; coordinate and review the work of volunteers; establish and maintain effective relationships with those encountered in the course of work; perform analytical work carefully and accurately; speak and

write clearly, concisely, and effectively; use GIS, GPS, and related software and hardware to collect data, to perform analyses, and to prepare maps and reports; use a personal computer, including word processing, graphics, and database applications.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include an Associate's degree, or equivalent, with coursework in planning, geography, GIS, environmental studies, natural resource management, landscape architecture, or other related fields, and some experience in open space, parks, environmental protection, land use planning, or other related fields that included experience in drafting and the preparation of reports. Coursework or experience with GIS and experience working with volunteers are highly desirable.

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

APOSD ACQUISITIONS MANAGER

Definition

Under administrative direction, plans, organizes, manages, and oversees the Agricultural Preservation and Open Space District's (District's) Acquisition Program and activities including open space land purchase and protection programs; coordinates assigned activities with and fosters cooperative working relationships with other District programs, officials, outside agencies, and the public; performs comprehensive professional research and analysis related to land acquisition, conservation easement and disposition of District owned land; provides highly responsible and complex professional assistance to the General Manager in areas of expertise.

Distinguishing Characteristics

This is a single position managerial class, allocated solely to the District that oversees, directs, and participates in all activities of the Acquisition Program, including short- and long-term planning, development, and administration of policies, procedures, and services. This class provides assistance to the Assistant General Manager and/or the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The position receives administrative support from the Assistant General Manager and General Manager and exercises direct and general supervision of assigned staff.

Successful performance of the work requires knowledge of land conservation strategies and techniques including conservation easements; real estate practices and title; laws, regulations, and procedures pertaining to the acquisition, sale, and lease of public lands; public policy; District functions and activities, including the role of the Board of Directors; and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the program with those of other programs and outside agencies and managing and overseeing the complex and varied functions of the program. The incumbent is accountable for accomplishing program planning and operational goals and objectives and for furthering District's mission, goals, and objectives within general policy guidelines.

This class is distinguished from the Assistant General Manager in that the latter is for responsible for long-term direction and management of multiple services and programs, and from the General Manager by the latter's responsibility for providing leadership, and strategic direction for the entire District. It is further distinguished from the District's Conservation Planning Manager and the Stewardship Manager based on the program-specific expertise required and specific functional area managed.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Assumes full management responsibility for all Acquisition Program, projects, services, and activities; develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program including identifying critical geographies and conservation values to protect.

Manages and participates in the development and administration of the program's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.

Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

Evaluates the need for and develops, plans, and schedules for long-term land acquisition and protection programs; organizes available resources for the acquisition of District land and easements; compiles estimates, contract provisions, and specifications.

Directs and oversees negotiations for various types of land acquisitions such as gifts, bargain sales, lease-back agreements, and fair market value purchases of easements and fee titles; identifies solutions for complex project structure and language issues related to retained rights of landowners, District's interests, and partner agreements.

Represents the program to other District programs, Board of Directors, elected officials, community and neighborhood groups, commissions, committees, and outside agencies; explains and interprets programs, policies, and activities; negotiates and resolves significant and controversial issues.

Reviews and approves contracts, purchase agreements, specialized easement documents, resolutions, declarations, and other recordable real property related documents; oversees contract administration.

Determines financial needs, assesses potential funding sources, and oversees and participates in actively pursuing state, federal and other funding sources; oversees and participates in the

preparation of grant applications, and ongoing grant administration for open space acquisition, improvement and management.

Maintains effective press and media relations; responds to difficult and sensitive public inquiries and complaints; recommends resolutions and alternative recommendations.

Participates as a member of the management team; works cooperatively to address District issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of land conservation, acquisition and management, and other services as they relate to the area of assignment.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: Federal, State and local laws and ordinances related to land use and environmental protection; agricultural and land conservation techniques and practices, including easements, fee purchase, and donations; resource management, land use, and environmental research, analysis and documentation; real estate negotiations; appraisal standards and practices; escrow processes; tax implications of land conservation strategies; economic trends of land value; grant application procedures; and principles and practices of project management.

Ability to: understand, interpret and apply procedures, laws, rules and regulations as they apply to land use and environmental protections; coordinate and conduct conservation transactions and other open space activities and projects; manage and prioritize land acquisition and conservation projects; adhere to deadlines and short time constraints; review work of other technical professionals; administer contracts and grants; understand and interpret various title reports, boundary descriptions, deed restrictions, and legal issues; research and analyze data pertaining to a variety of conservation planning and real estate transaction matters and develop effective courses of action; present ideas and concepts graphically and visually; plan, organize and supervise the work of subordinate staff; train, develop and lead staff; establish and maintain effective, cooperative relationships with people encountered in the course of work; perform analytical work carefully and accurately; speak and write clearly, concisely and effectively; exercise independent judgment on diverse assignments; make presentations before boards and citizens' groups; use a personal computer, including word processing and database applications.

Minimum Qualifications

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with significant coursework in business or

public administration, real estate, planning, geography, environmental studies, agricultural or resource management, conservation, or other related field and five years professional level experience in one or more of the following areas: real estate, land conservation, open space or resource planning, park planning, environmental protection, land use or other related field, combined with experience in real estate negotiations, land acquisition program and project management and supervising staff. Experience in a similar agency and a Master's degree, or equivalent, are highly desirable.

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

APOSD ADMINSTRATIVE AND FISCAL SERVICES MANAGER

Definition

Under administrative direction, manages the fiscal and administrative activities of the Agricultural Preservation and Open Space District (District); prepares and manages the annual budget and financial plans; performs administrative and fiscal policy development and direction.

Distinguishing Characteristics

This is a management level position, allocated solely to the District, that serves as the financial manager of the District and has immediate responsibility for the District's fiscal and administrative policies and practices, budget control, adherence to established internal controls, maintenance of financial records, monitoring and evaluation of operational, programmatic, and fiscal impacts of legislation governing the District, and the preparation of periodic financial reports. The incumbent provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities and uses considerable independent judgment and discretion in delegated fiscal and administrative responsibilities and staff supervision.

This classification is distinguished from the General Manager by the latter's responsibility for providing leadership and strategic direction for the entire District.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited, to the following:

Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within District policy, appropriate budget, service, and staffing levels.

Responsible for preparing and monitoring the District budget; completes various financial reports throughout the year; provides financial reports, summaries, and statements to the General Manager, managers, related agencies, and boards; supervises District audits.

Selects, trains, and directs administrative and fiscal personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Develops systems and policies for internal financial controls and reporting; tracks and monitors grant proceeds, donations, contributions, revenues, and other capital assets; manages District funds including debts and cash investments.

Plans, organizes, and directs the District's financial and accounting activities; ensures that the recording of financial transactions and financial statements conforms with generally accepted

accounting principles; suggests proper procedures for controlling funds to prevent mismanagement or misappropriation; coordinates with related agencies to assist in establishing policies and procedures, as appropriate.

Conducts analytical studies of organizational, budgetary, and administrative problems and recommends changes to methods, procedures, and policies; assists in formulating major administrative policies within areas of responsibility, including financial, organizational, and human resources administrative functions.

Coordinates the District's long-range financial plan including reviewing debt capacity, evaluating options for long-term financing, and issuance of bonds; manages continuing disclosure reporting.

Plans, organizes, and directs human resources functions, including District compliance programs, and oversight of recruitment, performance management and development, leave management, workers' compensation, benefits, discrimination investigations, labor relations, progressive discipline, and the coordination with County Human Resources on these issues, as appropriate.

Administers and manages the District procurement processes, purchasing functions, contracts, and other fiscally related administrative duties; negotiates and manages fiscal agreements; manages the offer and sale of notes and bonds, when authorized.

Maintains close working relationships and consults with finance staff of the County as needed regarding fiscal policies and procedures and general fiscal direction, as well as with banks, underwriters, consultants, bond rating services, and others as required.

Makes presentations to the District, agencies, and boards, as required; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects, as assigned.

Oversees and directs the maintenance of working and official District files and records.

Monitors changes in laws, regulations, and technology that may affect operations; implements policy and procedural changes as required.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: principles, theories, and practices of accounting, auditing, cost and budgetary systems, and related fiscal methods and procedures, particularly as applied to governmental systems; laws, ordinances, and regulations influencing County and District fiscal operations; Generally Accounting Principles; principles and techniques of administrative organization and business management; principles and practices of contract negotiation, administration, and management; administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff.

Working Knowledge of: principles and practices of supervision and personnel management; modern office management including the application and use of standard office and electronic data processing equipment; principles and practices of workflow processes and tracking; general

office management; written and oral communications, including language mechanics, syntax and English composition; techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff..

Ability to: perform complex fiscal procedures and operations; successfully manage fiscal operations of a large organization; supervise and manage the work of employees; negotiate, administer, and manage contracts; exercise responsibility, initiative, and ingenuity in analyzing and solving administrative problems; determine organizational needs and functional changes in order to improve efficiency and effectiveness; interpret complex laws, mandates, and regulations; complete complex, detailed, and concise reports and correspondence; communicate effectively, both orally and in writing; establish and maintain effective and collaborative relationships with staff, other County and governmental officials and agencies; exercise initiative and function with considerable independence; work under pressure and meet established deadlines.

Minimum Qualifications

Education & Experience: Any combination of education, training and experience that would likely provide the required knowledge and abilities. Normally, this would include significant academic coursework in accounting, finance, economics, business administration, or a closely related field and at least four years of professional fiscal management experience in a large public or private organization, or other closely related experience. A Bachelor's degree from an accredited college or university in accounting, finance, economics, business administration, or a closely related field and possession of a Certified Public Accountant certificate are desired.

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

APOSD CONSERVATION PLANNING MANAGER

Definition

Under administrative direction, plans, organizes, manages, and oversees all functions and activities of the District's Conservation Planning Program, including landscape scale analysis of resources, trends and socio-economic and policy information; oversees data collection and management, natural and cultural resources assessments; oversees planning at the property and county scale;; plans, organizes, manages, and oversees community outreach functions and activities including public information, media relations, and design and development of the Agricultural Preservation and Open Space District's (APOSD's) website; acts as a legislative liaison for the District, including working with legislators and lobbyists to obtain necessary resources for District projects and programs; coordinates activities and fosters cooperative working relationships with other District programs, officials, intergovernmental and regulatory agencies, various public and private groups, and the public; provides highly responsible and complex professional assistance to the General Manager and executive management in areas of expertise.

Distinguishing Characteristics

This is a single position managerial class, allocated solely to the APOSD, that oversees, directs, and participates in all Conservation Planning activities, including short and long-term planning, site specific and regional planning, development, and administration of policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The position receives administrative support from the General Manager and exercises direct and general supervision of assigned staff.

Successful performance of the work requires knowledge of landscape ecology and multi-criteria and multi-objective planning at a variety of scales, public policy, legislative processes, as well as community outreach and public education; knowledge of District functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating Conservation Planning activities with those of other District programs and outside agencies, and managing and overseeing complex and varied functions. The incumbent is accountable for accomplishing planning and operational goals and objectives for the Conservation Planning Program, and for furthering the District's mission, goals, and objectives within general policy guidelines.

This class is distinguished from the General Manager by the latter's responsibility for providing leadership, and strategic direction for the entire District. It is further distinguished from the Stewardship Manager and the Land and Real Property Acquisition Manager based on program-specific expertise required and the specific area managed.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5

Typical Duties

Duties may include but are not limited to the following:

Assumes full management responsibility for all Conservation Planning Program projects, services, and activities; develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned program area including identifying critical geographies and conservation values to protect.

Manages and participates in the development and administration of the program's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, trains, motivates, and directs assigned personnel; evaluates and reviews work for acceptability and conformance with standards, including program and project priorities, and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.

Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

Evaluates the need for, develops, plans, and schedules long-term public and media relations and website development programs as well as legislative programs; compiles estimates, contract provisions, and specifications.

Advises the General Manager on the formulation, strategic development, implementation, and evaluation of the District's strategic planning, communications, marketing, and community relations programs, projects, and activities.

Monitors changing legislation that may affect the District; prepares correspondence in support of or opposition to proposed legislation; meets and confers with legislators on pending legislation; coordinates legislative efforts with other agencies and the District's legislative advocate.

Coordinates and conducts long term strategic and science based planning for District priorities, directs short term assessment and planning projects; ensures consistent collection and management of District data in support of planning and conservation prioritization and land management; evaluates complex land use issues, directs special projects, and surveys.

Ensures conformance of conservation management plans and projects with federal, state, and local laws and ordinances; participates in and reviews District projects in accordance with the California Environmental Quality Act (CEQA); reviews and responds to proposals for land use, development, improvements, and regional plans that impact conservation planning activities; evaluates environmental documents from other agencies for projects of interest to the District; recommends appropriate levels of public access to District lands.

Coordinates with other agencies to pursue mutual goals for conservation and resource management activities; coordinates District resource management efforts with Federal, State, regional, and local resource agencies to ensure water quality, watershed protection, species recovery planning, and other preservation goals; serves as District liaison to community groups, public agencies and non-profit organizations.

Coordinates activities with other program staff, County programs, and representatives of county, local, regional, state, and federal agencies to pursue mutual goals for conservation and resource management activities; ensures water quality, watershed protection, species recovery planning, and other preservation goals.

Represents and serves as District liaison; prepares a variety of letters, reports, and documents; makes presentations before a variety of Boards, commissions, and other advisory bodies, governmental agencies, and community organizations and interest groups.

Participates as a member of the management team; works cooperatively to address District issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of open space real property acquisition and management, and other services as they relate to the area of assignment.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: Conservation planning, including multi-criteria and multi-objective planning processes at a variety of spatial and temporal scales; landscape ecology principles; tools, models, hardware and software needed for effective conservation planning, as well as methods and protocols used in local and regional assessment and planning. Federal, State, and local laws and ordinances related to land use and environmental protection; principles and practices of public information, media relations, and community outreach project and program development, as well as legislative lobbying and liaising; theories, principles, and contents of land use, zoning, subdivision, and urban planning regulations, natural resource protection, long-term planning and budgeting, and environmental laws.

Working knowledge of: administrative principles and practices, including goal setting, program development and implementation; principles and practices of performance evaluation and

supervision of staff, either directly or through subordinate levels of supervision; principles and practices of project management; methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Ability to: understand, interpret and apply conservation planning principles, procedures, laws, rules, and regulations as they apply to land use and environmental protections; coordinate and conduct conservation transactions and other open space activities and projects; manage and prioritize land acquisition and conservation projects; adhere to deadlines and short time constraints; review work of other technical professionals; administer contracts and grants; understand and interpret various title reports, boundary descriptions, deed restrictions, and legal issues; research and analyze data pertaining to a variety of conservation planning and real estate transaction matters and develop effective courses of action; present ideas and concepts graphically and visually; plan, organize, and supervise the work of subordinate staff; train, develop, and lead staff; establish and maintain effective, effective relationships with those encountered in the course of work; perform analytical work carefully and accurately; speak and write clearly, concisely, and effectively; exercise independent judgment on diverse assignments; make presentations before boards and citizens' groups; use a personal computer, including word processing and database applications.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, in planning, ecology, geography, environmental studies, agricultural or resource management, conservation, business or public administration, or other related fields; and five years of professional level planning and resources management experience in one or more of the following areas: land conservation, open space or resource planning, park planning, environmental protection, land use, or other related fields, combined with experience in project management and supervising staff. Experience in a similar agency and a master's degree are highly desirable

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

APOSD EXECUTIVE SECRETARY

Definition

Under general direction, the Executive Secretary serves as a secretary to the General Manager; of the Agricultural Preservation and Open Space District (District) may supervise the work of a clerical staff engaged in varied activities; and performs difficult clerical work.

Distinguishing Characteristics

This position serves as secretary to the General Manager and provides administrative support to District management. This position provides secretarial services to appointive or elective commissions, boards and committees. Incumbents of this class are expected to have a high degree of knowledge of District programs, services, organization and objectives sufficient to plan, evaluate, coordinate and perform clerical support and minor administrative duties. A high degree of independent judgment and discretion is required in relaying information and coordination activities within the District, and with other public agencies, county departments and the general public.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Receives visitors, screens correspondence, telephone calls and visitors; independently schedules conferences and meetings; refers matters to appropriate staff members; follows matters through to ensure timely reply.

Answers a variety of routine and semi-technical questions related to the organization, functions, procedures, regulations, and programs of the District after determining that information may be given; answers inquiries for complaints which do not need policy interpretation or expertise.

Maintains calendars and sets up appointments for administrative and professional staff; confirms or reschedules appointments, notifies them and interested parties; anticipates the need of reference materials and assembles materials for their use; briefs employee of the nature of appointments prior to their scheduled meetings.

May act as a secretary to one or more committees or boards; schedules and arranges for rooms and equipment prepares and distributes agenda; attends and takes minutes of meetings;

accepts and records evidences; summarizes and types minutes of meetings from electronic recording devices or handwritten notes; distributes minutes to appropriate persons; types public announcement for public release.

Organizes, maintains, and disposes of files of records, correspondence, resolutions, ordinances, policies, and other official and confidential data; determines materials to be placed in permanent storage outside of the office, and those to be microfilmed.

Plans, coordinates and may perform work assignments such as maintaining District personnel and payroll records; submits Payroll Time Reports to the Auditor-Controller's Office; maintains the District's purchasing requisition system, including a stock of office supply materials; prepares statistical reports and maintains fiscal control records associated with the District's fiscal line-item budgetary appropriations.

Prepares and may supervise other employees in preparing a variety of highly confidential reports, proposals, motions, histories, minutes, and legal documents from electronic recording devices or handwritten notes; examines sentence structure, grammatical construction, lay-out, format, punctuation, and spelling.

Performs a variety of minor administrative functions relating to the updating of regulatory manuals and resource binders, requisition of supplies and equipment, maintenance and compilation of budgetary expenditures and related information, maintenance and processing of personnel records; and maintenance of mailing lists, and miscellaneous control records; enters benefit enrollment and changes into related databases; responds to employee benefit questions; assists in coordinating the recruitment process..

Compiles a variety of information from different organizations filing systems, codes, regulatory guidelines and source documents using different forms of arrangement and organization to comply with procedural guidelines or managerial requests; consolidates section or division reports; liaison between supervisor and clerical support units in the correct procedures and format used in compiling reports.

Makes travel or lodging arrangements for supervisor, staff of visiting officials; prepares and submits appropriate authorization, expense and claim forms for payment.

May act as a confidential secretary in the context of employer-employee relations.

Performs related duties as assigned.

Knowledge and Abilities

Thorough knowledge of: the organization, services, programs and functions of the District; departmental and general clerical work practices from reference materials, procedures, guidelines, written formats, and timetables to schedule events; compile, consolidate and summarize information, authorize and/or submit claims, requisitions, payroll time reports; a variety of information such as work progress, routings, application of procedures to specific situations, agendas, status of account, location of materials, and coordination of clerical

support and administrative functions; the functions, timetables, workload, and priority of the administrative and professional positions served; the procedures, work practices, form and routines associated with secretarial responsibilities to one or more committees or boards if such work has been assigned.

Working knowledge of: database, spreadsheet and word processing applications; modern office management techniques; the principles of supervision and office practices to provide training to secretarial and general clerical positions; office equipment and filing systems; the principal administrative employee's style of writing and thinking in order to compose routine correspondence in his/her absence.

Ability to: select, understand and apply regulations, rules, procedures, office routine and work practices to a variety of clerical support and minor administrative work functions; exercise discretion and good judgment in coordination and performing work assigned; independently initiate, prioritize, perform or solve problems related to deviations in work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives; coordinate the submittal of a variety of information such as resolutions, reports and appeals by committee or board members and to prioritize subject matter to be heard by content and implication as well as structural format; summarize motions, divisions, appeals, and actions presented before or taken by committee or board members; transcribe minutes of meetings; instruct co-workers in proper office practices, routines, and procedures; screen and prioritize correspondence, phone calls or visitors and to refer matters to the appropriate person; select, extract and organize a variety of information related to different District programs, services, or functions; answer procedural, factual and semi-technical questions related to District services, programs, or functions; schedule appointments, maintain General Manager's calendar and coordinate calendared events; compose correspondence in answer to routine inquiries or complaints; utilize standardized forms related to District services, functions and programs; represent the District in a tactful, courteous and effective manner; safeguard sensitive or classified materials; independently set-up, prepare and summarize records related to District's budget, expenditures, fund, or revenue records, personnel and time and leave records, and purchasing and inventory records.

Ability may be required of incumbent to recognize and record board or committee meetings as needed.

Ability may be required to witness and attest the authenticity of signatures, powers of attorney, or legalities of written documents or instructions.

Minimum Qualifications

Education and Experience: Any combination of education, vocational training and work experience that provides the opportunity to acquire the knowledge and abilities listed. Normally, this would include formal course in secretarial skills and three or more years of general clerical work experience will provide this opportunity

Performance Skills: The ability to type accurately at the rate of 45 words per minute is

APOSD Executive Secretary
required.

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

APOSD ASSISTANT GENERAL MANAGER

Definition

Under administrative direction of the General Manager, plans, directs, manages, supervises, and coordinates one or more of the Agricultural Preservation and Open Space District's (District's) programs; assists in the overall direction, strategic planning, development, and administration of the District; and acts as a liaison to various public, non-profit, and advisory groups and agencies; supervises staff.

Distinguishing Characteristics

This is a single position class characterized by the responsibility to assist the General Manager in the management of District programs and services through subordinate managers and staff. Incumbents are expected to manage or personally conduct sensitive, difficult, and complex staff work; may represent the General Manager and act on behalf of the District in the General Manager's absence, or as otherwise authorized. The duties of this class involve considerable public contact and require considerable independent judgment and the exercise of care, initiative, and tact.

This position differs from the General Manager in that the latter has overall responsibility for all functions of the District. This position differs from program managers in that the Assistant General Manager is responsible for long-term direction and management of multiple services and programs.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Important responsibilities and duties include, but are not limited to:

Assists the General Manager in establishing and achieving District priorities, goals, and objectives; oversees a range of District programs and services; reviews and evaluates changes in federal, state, and/or local laws or regulations that impact the delivery of services; and directs the implementation of changes to programs and services as appropriate to ensure that objectives are met, best practices are observed, and operations are legally compliant.

Directs, coordinates, and/or supervises the work of program managers, staff, contractors, and consultants involved in District program and projects; selects, trains and evaluates staff; coordinates and provides staff training; assigns and reviews work activities, projects, and programs.

Plans, organizes, coordinates, supervises, and evaluates the performance of professional and technical personnel engaged in assigned District activities; ensures compliance with federal, state, and local regulations and with County rules and policies; prioritizes resources and assignments; provides direction, coaches, and guides staff.

Interviews, selects, and ensures appropriate training and supervision of assigned staff; establishes work priorities and performance standards and evaluates performance in support of District overall objectives; reviews performance related recommendations, including merit recommendations, made by subordinate managers; advises subordinate managers and supervisors on appropriate handling of employee performance issues; oversees the professional development of assigned managers and staff.

Personally conducts high priority and complex work assignments; drafts and presents reports and recommendations; analyzes programs and services and continually seeks program and process improvements.

Participates in the development and administration of the District's budget and operational improvement plans; evaluates and makes recommendations on additional needs for staffing, equipment, material, and supplies.

Oversees and maintains District liaison relationships for all open space acquisition and planning activities with various agencies, community and nonprofit groups; works with these agencies and groups to help coordinate mutual goals for land planning and resource management.

Evaluates and makes recommendations on pending/proposed legislative changes affecting the District and its programs; represents the District before legislative bodies and public forums regarding legislative and regulatory issues.

Makes presentations at Board, Authority, Advisory Committee, and other public meetings; provides information about planning matters to interested individuals, groups and other agencies.

Serves as the General Manager in his/her absence.

May perform related duties as required.

Knowledge and Ability

Considerable knowledge of: the principles and practices of land conservation, natural resource management, use, site, and environmental planning; pertinent federal, state, and local laws and ordinances related to land use, planning, zoning, and environmental protection; principles of research and statistics pertaining to the analysis of planning data; grant application and administrative procedures.

Working knowledge of: principles and practices of supervision, training, performance evaluation, project management, and policy development.

Ability to: direct, coordinate, and conduct open space planning and acquisition activities and projects; direct, assign, and review the work of staff and contractors; recommend and implement goals, objectives, and practices for providing effective and

efficient District services; understand and interpret various title reports, boundary descriptions, deed restrictions, and legal issues; develop and administer contracts and grants; review proposed projects which may impact District lands, goals, and interests and make detailed recommendations for appropriate response; research and analyze data pertaining to a variety of open space planning matters and develop effective courses of action; establish and maintain effective relationships with people encountered in the course of work including staff of the District and other County departments, consultants, contractors, public officials, representatives of other agencies, and the general public; perform analytical work carefully and accurately; speak and write clearly, concisely, and effectively to a broad ranges of audiences with varied backgrounds; exercise independent judgment on diverse assignments; make presentations before boards and citizens' groups; use a computer, including word processing applications.

Minimum Qualifications

Education and Experience: Any combination of education, training and experience that would likely provide the required knowledge and abilities. Normally, this would include a Bachelor's Degree or equivalent with coursework in planning, geography, environmental studies, resource management, landscape architecture, architecture, or other related fields, and six years of increasingly responsible planning and/or land preservation experience in open space, parks, environmental protection, land use, or other related field, including at least two years in a supervisory, administrative, or project management capacity.

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

APOSD STEWARDSHIP MANAGER

Definition

Under administrative direction, plans, organizes, manages and oversees all functions and activities of the Stewardship Program including conservation easement, fee land, and public engagement; plans, organizes, manages and oversees stewardship projects; coordinates activities and fosters cooperative working relationships with other Agricultural Preservation and Open Space District (District) programs, officials, intergovernmental and regulatory agencies, various public and private groups, and the public; provides highly responsible and complex professional assistance to the General Manager and executive management in areas of expertise.

Distinguishing Characteristics

This is a single position managerial class, allocated solely to the District that oversees, directs, and participates in all activities of the Stewardship Program, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The position receives administrative support from the General Manager and exercises direct and general supervision of assigned staff.

Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District's mission, goals, and objectives within general policy guidelines.

This class is distinguished from the General Manager by the latter's responsibility for providing leadership, and strategic direction for the entire District. It is further distinguished from the District's Conservation Planning Manager and the Acquisitions Manager based on the program-specific expertise required and specific functional area managed.

This class is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A, as amended.

Typical Duties

Duties may include, but are not limited to, the following:

Assumes full management responsibility for all Stewardship projects, services, and activities including conservation easement, fee land, and public engagement; develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program including identifying critical geographies and conservation values to protect.

Manages and participates in the development and administration of the program's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.

Contributes to the overall quality of the District's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

Functions as project manager and/or lead negotiator on complex stewardship projects that may involve trail management, recreational or other capital improvements, leases, or donations; develops or oversees the development of property-specific natural resource management, habitat restoration, infrastructure maintenance, and public access projects.

Coordinates grant requests to other agencies and/or non-profit conservation organizations for acquisition and stewardship projects; oversees state and federal grant funding requests to assist the District in developing properties for recreational purposes.

Confers with property owners, agents, and District partners to design and structure appropriate and feasible land protection and land management strategies that may involve creative acquisition and land management arrangements, easements, purchase contracts, sales and transfers to other agencies.

Ensures that District easement stewardship and land management practices are developed and implemented using the best available scientific information.

Oversees and reviews work products of outside professionals such as educators, biologists, environmental specialists, and appraisers who provide technical support for acquisition and stewardship projects.

Oversees District public engagement and volunteer programs including, but not limited to patrol and stewardship workdays.

Participates in and reviews as the subject matter expert, District projects in accordance with the California Environmental Quality Act; reviews and responds to proposals for land use, development, improvements, and regional plans that impact District acquisition, stewardship or other conservation planning activities; evaluates environmental documents from other agencies for projects of interest to the District; recommends appropriate levels of public access

Coordinates with other agencies to pursue mutual goals for conservation and resource management activities; coordinates District resource management efforts with federal, state, regional, and local resource agencies to ensure water quality, watershed protection, species recovery planning, and other preservation goals; serves as District liaison to community groups, public agencies and non-profit organizations.

Prepares letters, reports, and documents; makes presentations for stewardship projects at Board, Advisory Committee, Fiscal Oversight Commission, and other public meetings; provides information about the Stewardship Program to interested individuals, groups and other agencies.

Represents and serves as District liaison; prepares a variety of letters, reports, and documents; makes presentations for the department before a variety of Boards, commissions, and other advisory bodies, governmental agencies, and community organizations and interest groups.

Participates as a member of the executive management team; works cooperatively to address District issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: Federal, State and local laws and ordinances related to land use and environmental protection; agricultural and land conservation techniques and practices, including easements, fee purchase, and donations; resource management, land use, and environmental research, analysis and documentation; real estate negotiations; appraisal standards and practices; escrow processes; and tax implications of land conservation strategies.

Working knowledge of: administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision; principles and practices of project management; grant application procedures; methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Ability to: understand, interpret and apply procedures, laws, rules and regulations as they apply to land use and environmental protections; coordinate and conduct conservation transactions and other open space activities and projects; manage and prioritize land acquisition and conservation projects; adhere to deadlines and short time constraints; review work of other technical professionals; administer contracts and grants; understand and interpret various title reports, boundary descriptions, deed restrictions, and legal issues; research and analyze data pertaining to a variety of conservation planning and real estate transaction matters and develop effective courses of action; present ideas and concepts graphically and visually; plan, organize and supervise the work of subordinate staff; train, develop and lead staff; establish

and maintain effective, cooperative relationships with people encountered in the course of work; perform analytical work carefully and accurately; speak and write clearly, concisely and effectively; exercise independent judgment on diverse assignments; make presentations before boards and citizens' groups; use a personal computer, including word processing and database applications.

Minimum Qualifications

Education and Experience: Any combination of education and work experience that would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with significant coursework in planning, geography, environmental studies, agricultural or resource management, conservation, business or public administration, or other related field and five years professional level experience in one or more of the following areas: land conservation, open space or resource planning, park planning, environmental protection, land use or other related field, combined with experience in conservation or stewardship program and project management and supervising staff. Experience in a similar agency and a Master's degree, or equivalent, are highly desirable.

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

Final APOSD Salary Proposals

Class Title	Maximum Monthly		Ongoing Salary Administration
	Current	New	
APOSD Technician	\$5,153	\$5,489	15% below APOSD Assistant Planner
APOSD Assistant Planner	\$5,840	\$6,289	14% below APOSD Planner
APOSD Planner (Associate Planner)	\$6,874	\$7,181	Tied to Park Planner II
APOSD Senior Planner	N/A	\$8,622	20% above APOSD Planner
APOSD Stewardship Supervisor (Stewardship Cord)	\$7,895	\$9,495	10% above APOSD Senior Planner
APOSD Acquisitions Assistant (Acquisition Assistant)	\$5,574	\$6,501	20% below APOSD Acquisitions Specialist
APOSD Acquisitions Specialist (Land Acquisition Spec)	\$8,413	\$7,828	Proposed 9% above APOSD Planner
APOSD Senior Acquisitions Specialist	N/A	\$9,082	16% above Acquisitions Specialist
APOSD Community Relations Assistant	N/A	\$6,651	15% below APOSD Community Relations Specialist
APOSD Community Relations Specialist	\$7,639	\$7,639	6% above APOSD Planner
APOSD GIS Analyst (Conservation GIS Analyst)	\$5,891	\$7,225	3% above ITA II
APOSD GIS Coordinator	N/A	\$7,948	10% above APOSD GIS Analyst
APOSD Executive Secretary	\$5,352	\$5,352	3% above County Executive Secretary
APOSD Administrative & Fiscal Services Manager	\$8,832	\$9,994	Tied to Accounting Manager - Auditor Controller (also CDC Cont. & Ret. Acctng. Mgr.)
APOSD Program Managers (APOSD Acquisitions Manager APOSD Conserv. Plan. Manager APOSD Steward. Manager)	\$9,455	\$10,592	9% below PRMD Deputy Director-Planning
APOSD Assistant General Manager	\$11,757	\$12,500	18% above APOSD Program Manager Classifications

To: Maggie Miller, Principal Classification Analyst
County of Sonoma

From: Debbie Owen, Senior Project Manager, Koff & Associates

Subject: Sonoma County Water Agency
Classification Issues – Maintenance Worker Series

Date: January 28, 2018

INTRODUCTION/FINDINGS

The information and findings in this report is preceded by a report issued by Koff & Associates (“K&A”) dated September 25, 2017; that report contained findings with respect to the following classifications:

- Water Agency Maintenance Worker II – referred to in this report as WAMW II;
- Water Agency Maintenance Worker III – referred to in this report as WAMW III;
- Water Agency Lead Maintenance Worker - referred to in this report as WALMW.

After the September 25 report was issued, K&A was asked to respond to additional feedback received from positions in the WALMW classification; the group reported to County Human Resources that they did not consider the consultant was responsive to the issues raised with respect to their own classification, namely that the WALMW positions should be re-classified to the Water Agency Maintenance Supervisor, a classification which is no longer encumbered.

It is important to note that there have been no formal written appeals filed by any maintenance worker staff with respect to the findings and recommendations in the original report dated July 31, 2017, nor to the subsequent report dated September 25, 2017.

The September 25, 2017 report focused primarily on the use of the WAMW II classification, since it was the crux of the matter, specifically with respect to escalation of classification levels for all maintenance worker staff based on lead responsibilities assigned to some positions in the WAMW II classification; i.e., the Maintenance Worker Team considered the most equitable method of resolving lead level issues at the WAMW II level would be to realign all maintenance worker staff in a revised series as presented below:

- WAMW II staff should be moved to the WAMW III level;
- WAMW III staff should be moved to the WALMW level;
- WALMW staff should be moved to the Water Agency Maintenance Supervisor level.

It was our assessment, both then and now, that the WAMW II lead level duties raised in the meeting are organizational and resource management issues, and not related to classification; as such they were outside the scope of the study K&A was retained to conduct. For that reason, the final section of the September 25, 2017 report stated:

“K&A has not provided recommendations or findings for this issue since it is beyond the scope of the classification study, and we consider this to a workforce management issue to be resolved by the Agency and Human Resources. With respect to use of the classification series, we can comment that:

- *Based on discussions with all concerned, there may be validity on the issue with respect to some positions in the WAMW II classification serving in a lead capacity on an **ongoing** basis –*

this is inconsistent with the stated purpose of the classification as defined in the classification specification.

- *The advanced journey level of the series can include the provision of lead level responsibilities, but this is generally absent in the WAMW III classification.”*

No recommendation was made for the WALMW classification since the determination was that positions are working within the scope of a lead level classification, i.e. the WALMW classification to which the positions are currently assigned nonetheless, the omission of a written recommendation in the September 25 report, and the rationale behind the recommendation, is contained in this report.

Apart from the statement from the group with respect to the consultant’s lack of responsiveness to their issues, no further information was provided for the final analysis. Based upon a review of the PDQ’s, and verbal feedback received from the Maintenance Worker team, K&A recommends:

- The classification specification for the WALMW should be revised to better clarify the work of a lead level position; amendments should be made based upon the content of the task statements in section 7.0 of the PDQ jointly prepared and submitted by incumbents.
 - Although we consider the WALMW classification specification lacks detail, based on the information presented in the PDQ’s and the meetings with Maintenance Worker Team, K&A considers the work performed is lead level, and the positions are not responsible for direct supervisory tasks which are the responsibility of the Water Agency Maintenance Coordinators. While K&A is not aware of the exact history of the Water Agency Maintenance Supervisor, because the four positions in question are already assigned to the WALMW lead level classification, no changes in allocations are recommended.
- The classification specification for the WAMW III should be revised to include crew lead responsibilities since this within the scope of an advanced journey level classification, and some employees are performing those tasks; amendments should be made based upon the content of the PDQ jointly submitted by incumbents; no changes in allocations are recommended.
- The classification specification for the WAMW II should be revised to remove crew lead responsibilities since positions performing that work would be working outside the scope of the intent of the classification.

The next section of this report provides background information on the reason for the review of the maintenance worker series, summaries of the work assigned to each classification, and a section on the maintenance group’s organization and operational use of the maintenance series.

STUDY BACKGROUND/HISTORY

K&A was retained by the Sonoma County Water Agency (“Agency”), a department within the County of Sonoma, (“County”) to conduct a classification review of multiple positions, including those within the Maintenance Worker series. At issue was the question of whether some positions were working outside the scope of the class, specifically the WAMW II and the WALMW.

The original K&A report dated July 31, 2017 did not change the allocation of any maintenance worker staff, presumably because its findings were that the positions were working within the scope of their assigned classification.

After the original report was issued, K&A was asked to meet with the Maintenance Worker Team to hear issues with respect to the use of the Maintenance Worker series. At issue for the meeting was the use of the WAMW II and WAMW III classifications for ongoing crew leader duties; the team asserted that assignment of lead responsibilities on an ongoing basis has resulted in staff working outside the scope of the classification at the WAMW II level. In addition the WALMW positions asserted that their staff supervision and program operational responsibilities are more closely aligned with the Water Agency Maintenance Supervisor classification which is not currently allocated in the Agency.

As part of the preparation work for the meeting, the Position Description Questionnaires (PDQ's) for all positions and relevant sections of the July 31, 2017 report were reviewed.

A meeting with Maintenance Worker Team (e.g. these individuals are speaking on behalf of themselves and other staff at a lower level to identify work assignment issues) was conducted on September 12th, and the meeting with the Water Agency Maintenance Coordinators was held on September 13th. Meeting attendees were:

Maintenance Worker Team

- WALMW Staff
 - Mr. Kevin Trenam
 - Mr. Jeff Andress
- WAMW III Staff
 - Mr. Danny Colvin
 - Mr. Mike Wieling

Water Agency Coordinator Staff

- Mr. Jon Niehaus
- Mr. David Royall

Any and all conversations on this matter were, from the consultant's perspective, intended to address the issues arising from the use of the WAMW II as a lead worker, and to provide the consultant with additional information not presented earlier in the study in the event it impacted the study recommendations for any other maintenance classifications. In addition to other items discussed, based on employee input, and management feedback on the PDQ's with respect to supervisory responsibilities, time was spent with both groups to determine why there should be such a discrepancy in a shared understanding of supervisory responsibilities, and to explain the differences in the responsibilities assigned to lead versus first level supervisors to develop a shared understanding of those differences.

WATER AGENCY MAINTENANCE WORKER CLASSIFICATIONS

The Water Agency's maintenance group included in the study are summarized below:

WAMW II

The WAMW II classification is the journey level of the series, and contains the following statements:

- Distinguishing Characteristics – "Incumbents perform the more difficult manual construction and maintenance tasks and may act as lead to a small crew of lower level maintenance personnel for short periods of time."

- Duty statement 4 of 5 – “During lead workers absence, incumbents may lead crews for short periods of time, train others and assure projects are performed correctly and in a timely manner; and/or may operate heavy equipment including dump trucks, dozers, graders, scrapers and backhoes.”
- Minimum qualifications - some positions are required to have a Class A license and may also be required to have endorsements if they operate heavy trucks on a continuing assignment.
- The WAMW II staff (Guillory, Carli, Hopkins, Contreras, Duke, Vierra and Gonzalez) stated in their group PDQ that they supervised the work of crews and provided the name of the organization whose employees they directed, and task details of the type of supervision they exercise - these tasks are consistent with lead level work.
 - With the exception of task 8 which started the narrative with “working and directing co-workers and contracted agencies” (we presume these to be the organizations identified in Section 3.2) there were no specific duty statements with percentages of time supporting ongoing lead accountabilities in the group PDQ; however time performed on task 8 was 15%.
 - Management feedback stated that “these positions were not responsible for supervising other positions”.

WAMW III

The WAMW III is an advanced journey level classification whose focus is on heavy equipment operation.

- The Definition section of the classification specification states “Performs skilled work operating heavy equipment in the maintenance and construction of Water Agency facilities; performs a variety of semi-skilled and heavy manual tasks in Water Agency construction and maintenance.”
- In the Distinguishing Characteristics of the classification specification, it further states “Incumbents perform the skilled duties in maintaining, repairing, and installing water and wastewater treatment systems and flood control. Such duties entail operating and maintaining heavy equipment on a continuous basis.”
- The classification specification does not specifically call out lead duties, with the exception of duty statement 6, “Additionally, incumbents may assume the WALMW responsibilities during absences.”
- The WAMW III staff (Wieling, McCrea, Crowley, Harding and Romeo) stated in their group PDQ that they supervised the work of crews, and provided names of employees whose work they directed, and task details of the type of supervision they exercise - these tasks are consistent with lead level work.
 - Management feedback stated that these “positions were not responsible for directly supervising other positions”.

WALMW

The WALMW classification is responsible for planning, scheduling, directing and overseeing the work of multiple work crews.

- The Definition section of the classification specification states “Performs the more difficult and responsible maintenance and repair and installation duties; provides training and direction to Water Agency Maintenance Workers, and coordinates the day-to-day operations of crews working in the field on the maintenance, repair and installation of the Agency’s water and

wastewater treatment and distribution systems repair; maintenance and installation of flood control channels and river channels.”

- In the Distinguishing Characteristics of the classification specification, it further states “This is the lead worker and advanced journey level within the Water Agency Maintenance Worker series. Incumbents perform the more difficult tasks assigned to the crews and provide direction coordinating the day-to-day activities of Water Agency maintenance worker field crews.”
- A summary of the work and percentages of time reported by the WALMW staff (Andress, Trenam, Winton and Tourady) in their group PDQ is presented below:
 - Scheduling crews in their daily duties; establishing priorities and scheduling proper equipment – *15% of time*
 - Data entry and logging schedules, cleaning reports, map changes, and other documents; tree mitigation and load counts of removed materials; and responding to business and public inquiries and complaints – *20% of time.*
 - Scheduling dig ups and repairs for other Agency crews at other plant and facility locations – *10% of time*
 - Winter storm response tasks – *5% of time*
 - Monitoring and inspecting tools and equipment; making or scheduling repairs – *2% of time*
 - Preparing specifications for new equipment and trucks and purchasing small equipment and tools – *5% of time*
 - Safety and training of all crews and safety meetings; new project safety and traffic plans – *15% of time*
 - Supervising private contractors and crews on various projects; quality control and ensuring compliance with Agency standards and practices – *7% of time*
 - Reviewing engineering plans and providing recommendations for changes; developing emergency response plans for projects; meetings for capital improvement projects and meeting with contractors to bid jobs and obtain estimates – *5% of time*
 - Managing a variety of vegetation mitigation, sediment removal, road and levee repairs, site work, planting vegetation and tree trimming, dam repairs and related projects – *15% of time.*
 - The WALMW staff stated in the PDQ that they supervised the work of crews, and provided names of employees whose work they directed, and task details of the type of supervision they exercise - these tasks are consistent with lead level work.
 - Budget responsibilities are identified as \$1.25 million for each WALMW for their assigned projects including cost savings.
- Relevant management (Water Agency Coordinator [“Coordinator”]) feedback on the content of the PDQ is summarized below:
 - Section 1 – Purpose

- *Group response* –The lengthy narrative prepared by the group included a high percentage of duty/task statements and ability statements taken from the Water Agency Maintenance Supervisor classification specification.
- *Coordinator response* - The WALMW functions under the general direction of the Water Agency Maintenance Coordinator, provides training and direction to Water Agency Maintenance Workers and coordinates the day-to-day operations of crews working in the field. The WALMW acts as the liaison between field crews and Coordinators. The WALMW does not serve as a full-function supervisor over any positions.
- Section 2.2 (Work Priorities)
 - *Group response* – We set our own work priorities; have daily meetings with our Coordinators to make sure our priorities do not have to be changed due to emergencies, public concerns and/or regulatory concerns.
 - *Coordinator response* -Priorities are typically set by regular communications between the Coordinator and the WALMW; the WALMW has some discretion in setting priorities within the structure of the programs they operate, which are under the approval of the Coordinator.
- Section 2.3 (Work decisions made by employee)
 - *Group response* – Daily work schedules, equipment, safety, Best Management Practices.
 - *Coordinator response* – These decisions are typically discussed between the WALMW and the Coordinator.
- Section 3.1 (Supervision)
 - *Group response* – See above under task summary.
 - *Coordinator response* – The WALMW directs and oversees the work of other employees. The WALMW does not serve as a full-function supervisor.
- Section 6.0/6.1 (budget)
 - *Group response* - \$1.25 million each for projects including cost savings.
 - *Coordinator response* – The WALMW schedules crews, equipment, rental, staff and contractors. These decisions are made in discussion with their Coordinator. Approval of expenditures is made by the Coordinator.

Based on the above, it would appear that there are some differences of opinion among the WALMW staff and the Coordinators to whom they report on key areas, e.g. supervision, budget and other factors such as work prioritization and level of authority for decision making. While it is not within the purview of the classification study to resolve such issues, it is our assessment that, based upon the content of the PDQ, and the meetings with the Maintenance Team, there was no additional information put forward in the meetings to warrant a re-classification of the four (4) positions to a full-supervisor level.

. As stated earlier in this report, we will revise the WALMW classification specification to provide better clarity on the duties and responsibilities assigned to those positions.

MAINTENANCE ORGANIZATION/OPERATIONAL USE OF CLASSES

Based upon an organization charts submitted with PDQ's there are two separate units within the maintenance group, namely:

- Environmental Services Maintenance/Facilities – Mr. Royall supervises this group
 - Collection system, wastewater source control and facilities
 -
 - Maintenance Worker Staffing
 - WALMW- 2
 - WAMW III - 4
 - WAMW II - 4
 - Extra Help
 - Maintenance Worker I – 1
 - Building Mechanic II – 1
- Field Operations – vegetation control and sediment removal - Mr. Niehaus supervises this group
 - Maintenance Worker Staffing
 - WALMW - 2
 - WAMW III- 4
 - WAMW II - 6
 - Extra Help (Seasonal Workers)
 - Maintenance Worker II - 2
 - Maintenance Worker I - 11

In addition to the staffing above, on a regular basis, the field operations group uses inmate and youth crews which significantly expand the workforce. Because there are multiple crews, and positions at the WAMW III are generally assigned to heavy equipment operation, some WAMW II positions are assigned crew lead responsibilities on a continuous and ongoing basis and are therefore working outside the scope of their classification.

- Maintenance Coordinator staff confirmed the fact that some WAMW II positions have been assigned ongoing lead worker responsibilities. In general, the WAMW III positions are assigned heavy equipment operation and vegetation crew lead tasks; depending on size of the workforce, some WAMW II positions could lead the work of internal staff, but they are typically assigned seasonal, inmate or youth crews. Lead work is sometimes rotated where possible; however, given that some WAMW II staff lack the Class A required license for heavy equipment operation, depending on the season, an individual's lead responsibilities may be conducted for a prolonged period of time.

SUMMARY

Outlined below are our recommendations with respect to the Maintenance Worker series:



- The classification specification for the WALMW should be revised to better clarify the work of a lead level position; amendments should be made based upon the task statements in section 7.0 of the PDQ jointly submitted by incumbents.
 - Although the classification specification lacks detail, based on the information presented in the PDQ's and the meetings with Maintenance Worker Team, K&A considers the work performed is lead level, and not direct supervisory; for that reason, no changes in allocations are recommended.
- The classification specification for the WAMW III should be revised to include crew lead responsibilities; this is an advanced journey level classification and lead level responsibilities are considered advanced in nature; in addition, staff are performing these duties; amendments should be made based upon the content of the PDQ jointly submitted by incumbents; no changes in allocations are recommended.
- The classification specification for the WAMW II should be revised to remove crew lead responsibilities since positions performing that work are working outside the scope of the intent of the classification.
 - County Human Resources will work with the Agency to develop a solution to resolve this issue with the goal of allowing for more on-site lead direction through changes in duties and/or increasing the number of positions allocated to the WAMW III level.

If necessary, we can arrange to discuss any comments, concerns or issues arising from the content of this report; I may be contacted at dowen@koffassociates.com.

Respectfully Submitted by:
Koff & Associates

Debbie Owen
Senior Project Manager

To: Maggie Miller, Principal Classification Analyst
County of Sonoma

From: Debbie Owen, Senior Project Manager, Koff & Associates

Subject: Sonoma County Water Agency
Final Classification Recommendation for Robert Brown, Programmer Analyst

Date: January 28, 2018

STUDY RECOMMENDATION

Koff & Associates (K&A) recommends that the position encumbered by Mr. Brown be placed in a County classification which reflects professional level information technology broad duties including, but not limited to, applications, network, and client support responsibilities.

Koff & Associates (K&A) finds that many of the duties and responsibilities outlined in Mr. Brown's appeal fall within the scope of work articulated in the Human Services Systems and Programming Analyst classification, with the exception that the classification specification does not encompass some of the technology areas supported by Mr. Brown within the Agency. If this recommendation is acceptable, minor modifications should be made to the Human Services Systems and Programming Analyst classification specification and title, and Mr. Brown should be allocated to that classification.

STUDY BACKGROUND

K&A was retained by the Sonoma County Water Agency ("Agency"), a department within the County of Sonoma, ("County") to conduct a classification review of multiple positions, one of which was the position to which Mr. Brown is assigned. The preliminary recommendation in the K&A final report dated July 31, 2017 was that Mr. Brown should be allocated to the classification of Department Information Systems Specialist II. Specific language in the report is presented below:

"Mr. Brown spends a small percentage of time (approximately 20% of time) performing programmer duties; 80% of time is spent performing a variety of broad range professional and technical information system related duties in the areas of systems administration, GIS support, security administration, and help desk duties (first level, second level, and third level responder) such as monitoring Windows and 3rd party patching of computers, servers, and applications, resolving update issues, and customizing applications updates; updating customer servers/equipment such as GIS servers; serving as an escalation path for resolving end user issues; and performing mitigation of computer issues. Although the PDQ indicated approximately 30% of time being spent on help desk related duties, during the interview Mr. Brown indicated the percentage varies significantly based on the issues and availability of staff. Given the size of the division and current staffing, Mr. Brown's position should serve as an escalation point, handling the more complex help desk issues and the current professional duties assigned; however, that is not always the case. Mr. Brown identified security related issues as the most complex duty; issues such as systems not updating correctly and infected computer mitigation. In addition, maintenance of the Active Directory was identified as complex due to limited defined processes.

As noted above regarding programmer duties, it's clear that programming is not the primary function of the position; therefore, a specialized programmer classification title is not appropriate for this position. Instead, Mr. Brown's position should be reclassified to a broad Information systems classification to better capture the current duties assigned, which is consistent with the Department Information Systems Specialist II classification. "

Mr. Brown submitted documentation formally requesting a review of the recommendation; it is our understanding that the PDQ completed for the initial study was based on a situational point in time which is not reflective of the ongoing duties and responsibilities assigned to the position; both Mr. Brown and his manager, Mr. Wilhelm, stated this to be the case. For that reason, the County agreed that Mr. Brown should complete an updated Position Description Questionnaire (PDQ), and he did so with a new PDQ dated August 2017. Given the general issues with respect to the recommendations, and the new PDQ content, K&A determined it would be necessary to interview Mr. Brown.

APPEAL PROCESS TASKS

The response to Mr. Brown's statement included:

- A review of Mr. Brown's August 2017 PDQ content;
- A review of documentation submitted by Mr. Brown in the appeal process;
- An interview with Mr. Brown.

The following section provides narrative on each process task, with findings where applicable.

Position Description Questionnaire (PDQ) Review – August 2017

The basis of the employee's appeal is that he is responsible for performing other duties outside the scope of what was contained in the original PDQ; his new PDQ is reflective of those duties. It is to be noted that Mr. Brown's manager, Mr. Wilhelm, did not sign the PDQ, but its contents were forwarded on to him by the consultant, and he affirmed the PDQ was accurate with the stipulation that the project related work in task #2 was a team effort

Mr. Brown listed the following duties and responsibilities in the revised PDQ; these duties include, but are not limited to, system software and infrastructure upgrades; monitoring system performance and implementing response plans; server management and configuration; configure and support network appliances including safety devices; and providing support to a diverse range of applications.

- Task 1 -- Monitor performance of systems and implement response plans for mitigating any identified issues, as well as managing the third-party patch systems and implementing response to security or other issues related to these systems. Escalation path for systems and network related issues and providing guidance to Department Information System Specialists to train them on resolution of higher tier (systems, network and security level) support requests – *12.5% of time*.
- Task 2 – Analyze and evaluate alternative systems, compare to existing systems and make recommendations. Schedule and manage system level upgrades, including design, development, configuration, implementation, evaluation and scheduling release to production. Programmer Analyst for Water Billing Server/system upgrade, including

programming needs for automation, support for meter reading automation, consulting with customers, end users and peers to identify opportunities for improvements. This is a time sensitive project due to the impending discontinued support of the existing platform. This also involves serving as backup to Sensus system portion of SCADA/Automation team - *72.5% of time*

- Task 3 – Liaison to GIS Department– *7% of time*
- Task 4 - Managing helpdesk system, including creating proper categories, assigning incoming requests to appropriate team queue, designing reports to provide metrics and trend analysis including identifying efficiency issues and gaps in responses – *5% of time*.
- Task 5 – Weekly staff meetings/project status updates – *3% of time*

Other tasks as needed include managing proxy servers, training on help desk platform and coordinating services with County on systems related issues.

Mr. Brown considers that the classification which most accurately reflects the duties and responsibilities assigned to his position is the Systems Software Analyst.

The consultant conducted a telephone interview with Mr. Wilhelm to obtain his management perspective on the nature and level of work required of the position. Mr. Wilhelm stated that the position is a professional information technology generalist, which needs to work in multiple areas such as network, applications, and user support; however, the user support and ongoing broad-based technology work is at a higher level than the duties assigned to the Department Information Systems Specialist II classification. We consider there may have been some prior misunderstanding with respect to the nature and level of client support work assigned to the position, when in fact the issue may have been related to work prioritization, rather than the level of high end client support duties.

While Mr. Wilhelm also stated that he had some concerns with respect some of the project statements in task #2 (72.5% of time) since it was a group effort of four staff, and much of that work was performed by other staff; he nonetheless affirmed that, overall, the re-submitted PDQ was accurate in its work description; the inference being that the work itself is accurate, but that Mr. Brown did not independently perform all aspects of the referenced project, a topic which Mr. Wilhelm committed to speak with Mr. Brown about.

Classification Specification Review

A number of classification specifications including the Programmer Analyst, Department Information Systems Specialist, and Network Analyst were reviewed; while the narrative below does not provide a summary of each of these classification specifications, reference is made to them in this section of the report.

K&A reviewed the Department Information Systems Specialist II classification specification, since that was the previous recommendation, and offers the following statements:

- The Definition section of the classification specification states that positions are responsible for “performing a variety of professional, technical and analytical duties in the operation and support of department LANs, WANs and other systems and related

equipment; analyzes user requirements and implements systems to meet user needs; provides technical support, training and direction to departmental staff.”

- The Distinguishing Characteristics of the classification specification state “incumbents serve as generalists in working with the hardware, software and information systems used in the department, requiring a substantial knowledge of information technology systems and methods, as well as knowledge of departmental operations.”

In reviewing the work assigned to Mr. Brown, we find that the level of work performed, and independence exercised in performing his assigned work exceeds the scope of work of positions assigned to the Department Information Systems Specialist II classification in the Agency.

K&A also reviewed the Systems Software Analyst classification specification, since that the employee considers that classification most accurately reflects the duties and responsibilities assigned to his position.

- The Definition section of the classification specification states that the class “plans, analyzes, develops, configures, customizes, installs and maintains systems software, database management systems, control systems and other elements of information systems necessary to ensure efficient and integrated operation and availability of data on the County’s information systems;” the class also has lead responsibilities.
- The Distinguishing Characteristics of the classification specification follow the same pattern of describing the class.

The Systems Software Analyst is used in the central Information Technology Department for positions with responsibility for County-wide systems integration and database architecture/management, with a correspondingly higher complexity of work. In reviewing the work assigned to Mr. Brown, we find that the level of work performed in the Agency does not meet that higher level of complexity, span of control and system impact standards set for the Systems Software Analyst. Since classification work is a “snapshot in time”, some consideration should be given to the fact that the Agency has had difficulty recruiting and retaining network staff which may be impacting the network related duties assigned to Mr. Brown; for that reason, we consider a professional departmental information technology broad classification focused on multiple technology areas such as applications, network, and high-end user support is needed to accurately reflect the work performed by Mr. Brown.

Further, we note that the minimum qualifications for the Department Information Systems II, twelve (12) semester and eighteen (18) quarter units and two (2) years of experience are lesser than we would consider necessary for the work. The minimum qualifications of the recommended classification are twenty-four (24) semester and thirty-six (36) quarter units and three (3) years of experience.

STUDY FINDINGS/RECOMMENDATION

Koff & Associates (K&A) finds that many of the duties and responsibilities outlined in Mr. Brown’s appeal fall within the scope of work articulated in the Human Services Systems and Programming Analyst, with the exception that the classification specification does not encompass network related duties. These findings are based upon the content of the revised PDQ, interview with Mr. Brown and discussions with Mr. Wilhelm on the purpose and functions of the position, which remain consistent with the Agency’s business needs, and are not impacted by the incumbent.



SUMMARY

This memorandum presents the process, methodologies and findings in response to Mr. Brown's documentation requesting a review of the K&A recommendation for his position. If necessary, we can arrange to discuss any comments, concerns or issues arising from the content of this memorandum; I may be contacted at dowen@koffassociates.com.

Respectfully Submitted by:

Koff & Associates

Debbie Owen

Senior Project Manager



REPORT TO THE CIVIL SERVICE COMMISSION POSITION REVIEW CLASSIFICATION STUDY

Job Classification Studied:	Department Analyst
Department/Division:	General Services – Administrative Services Team
Position Reports to (Classification):	Director General Services
Incumbents:	Hope Marshall
Bargaining Unit:	Salary Resolution - 50
Study Requested by:	Department

Recommendation:

Approve the reclassification of one Department Analyst position assigned to the General Services Department’s (GSO’s) Administrative Service Team to the Administrative Services Officer I classification with the retention of the incumbent in accordance with Civil Service Rule 3.3B.

Justification Submitted in the Request:

General Services (GSO) requested a study of the one Department Analyst position assigned to its Administrative Services Team because, the required duties have expanded as the result of a reorganization initiative that started in 2011, and management wanted to ensure that the position is appropriately classified.

Background:

In 2011 General Services revised its operational structure to increase efficiencies by centralizing administrative tasks wherever possible. This department supports the County’s operating departments by providing numerous and disparate services, including, facility operations/maintenance; capital improvement projects for County property; the acquisition, disposition, and leasing of real property for County use; purchasing; fleet operations; parking enforcement and security on County campus; rental of the Veterans’ Buildings under County management; and the Energy and Sustainability Program.

Transferring all GSO administrative support services to a centralized Administrative Services Team enabled the operational areas to focus on service delivery and provided opportunities for streamlining and improving processes; reducing redundancies; and developing new approaches for managing and staffing the department’s ongoing administrative functions.

A Department Analyst position previously assigned to the Energy and Sustainability Program was assigned to spearhead this project. Now that the reorganization been in effect for a time and the work processes have stabilized, GSO felt it was appropriate to review this position and determine whether Department Analyst is still the appropriate class for the required scope of responsibilities.

Findings and Analysis:

Department Analyst:

The Department Analyst classification exists to conduct analytical studies that involve departmental operations and programs in order to develop, improve, and/or implement programs, systems, procedures, and/or administrative services to support the department's goals. Further, positions in this class frequently serve as a departmental expert or resource in their assigned area(s), and are responsible for identifying and analyzing problems in order to recommend and/or implement solutions. While incumbents may supervise office support or technical staff, the analytical problem solving component is the hallmark of this classification.

It is also important to know that the specification clarifies the appropriate scope for Department Analyst positions by stating they can have general administrative, homogeneous short-term assignments on a project basis and work in a single functional area or small program for a medium-sized department, a major division of a large department or central administrative services of a small department.

The Studied Position:

The studied position is responsible for three core administrative areas within the GSO Administrative Services team that, in total, represent the majority of the position's time.

- **HR Liaison (35% of time):** In this role the position serves the first point of contact for staff on HR issues, and works closely with central HR on recruitments, class studies, leave and disability management, union issues, and formal disciplinary actions. Additionally, the incumbent serves as a department representative in the current negotiations with the Service Employees International Union (SEIU) Local 1021.
- **Administrative Management Support (30% of time):** In this broad area, encompasses both department and county-wide responsibilities. From a County-wide perspective, the position is responsible for managing access to all facilities (including sensitive areas such as the Board's, Sheriff's, District Attorney's, Human Resources' and County Counsel's offices), as well as the garbage and pest control services. At the departmental level, the position coordinates Board agenda submissions, the maintenance and renewal of contracts/service agreements, reception coverage, supplies and inventory, service request coordination with central Information Services, and records retention/management.
- **GSO Director Support (5% of time):** The position provides support in the form of information, reports, and recommendations to the Director on both operational and personnel issues as well as campus incidents and issues.

In addition to these broad administrative responsibilities, the position also manages two specialized operational areas; Veterans' Memorial building management, and parking enforcement/campus security.

- **Veterans' Memorial Building Management (25% of time):** GSO has overall responsibility for the County's five Veterans' Memorial buildings. With the outsourcing of event management services for the Santa Rosa location to the Fairgrounds, the department has the direct event booking management responsibility for four of these (Cotati, Guerneville, Petaluma, and Sonoma). The studied position is responsible for both the overall and event booking at these

facilities.

- Parking Enforcement and Administration (5% of time): The position coordinates the administrative coordination (i.e., parking passes, permits, and assignments) both on a day-to-day basis and for special events, including road closures and alternate parking. These responsibilities include handling citation appeals, responding to complaints, and representing the County at court adjudication hearings.

These functional responsibilities include the direct supervisor of seven administrative and two parking enforcement positions. Additionally, with the start of the 2018-19 Fiscal Year, the positions will assume responsibility for the supervision of nine regular and extra-help staff positions that support the Veterans Memorial Buildings.

While all of the functions assigned to the studied position can all be characterized as standard or specialized administrative functions, their scope and variety exceed the scope that is appropriate for the Department Analyst classification.

Administrative Services Officer I:

The Administrative Services Officer I (ASO I) classification is defined as having responsibility for planning, organizing, performing, and supervising one or more central administrative functions for an operating department. Further, the specification states that the ASO Is are distinguished from positions in the Department Analyst classification “by being primarily the sole administrative support to a medium sized department or assigned a specific function in a large department performing a range of diverse multiple continuous long-term or short-term projects and/or assignments.”

Department Analyst, on the other hand “is assigned general administrative, homogenous short-term assignments on a project basis or works in a single functional area or small program administration.”

As with any broad classification, assignments in this classification vary depending on the needs and size of the department. Some positions have dedicated assignments in such areas as HR, budget/accounting, and office space management. Others are responsible for the oversight of a combination of administrative functions. In fact, an ASO I may oversee the full range of administrative functions for a small department.

Successful performance in any ASO I position requires the full range of professional administrative abilities including, analysis of statistical and financial data, problems solving, organization and planning, clear and effective communication to varied audiences and stakeholders. Additionally, the solid knowledge of County policies and procedures, applicable federal, state, and local laws and regulations, management best practices, and the fundamentals of supervision area also common to all positions in this class. Finally, positions with either a single or narrow focus, may require expertise in the area of assignment.

In evaluating the characteristics of the ASO II classification, it is apparent that the class is an appropriate match for the studied position.

Conclusion:

The long-term and diverse nature of the studied positions’ assignments for a medium-sized department such as General Services, and the level of administrative skills and knowledge required, are more appropriately aligned with the ASO I than the Department Analyst classification. Therefore, HR has determined that ASO I is the most appropriate match for the studied position.

Recommendation:	
Approve the reclassification of one Department Analyst position assigned to the General Services Department's (GSO's) Administrative Service Team to the Administrative Services Officer I classification with the retention of the incumbent in accordance with Civil Service Rule 3.3B.	
Report Prepared by:	Maggie Miller, Principal Classification Analyst
Report Approved by:	Spencer Keyword, Recruitment & Classification Manager
Date:	June 21, 2018



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: September 25, 2018

Vote Requirement: 4/5

Department or Agency Name(s): County Administrator
Fire & Emergency Services

Staff Name and Phone Number:

Sheryl Bratton, 565-2241
Christopher Godley, 565-2052

Supervisory District(s):

All

Extend Proclamation of Local Emergency Due to the Sonoma Complex Fires

Recommended Actions:

Adopt a Resolution Extending the Proclamation of Local Emergency Issued on October 9, 2017, for another 30 Days Due to Damage Arising from the Complex Fires.

Executive Summary:

This item requests the Board of Supervisors adopt a resolution approving a 30-day extension of the October 9, 2017 Proclamation of a Local Emergency in the Sonoma County Operational Area due to the effects of the Complex Fires. The Complex Fires began on Sunday, October 8, 2017, causing extreme property damage and health and safety concerns. The County Administrator proclaimed the Existence of a Local Emergency on October 9, 2017, and the Board of Supervisors adopted Resolution No. 17-0389 ratifying that proclamation on October 10, 2017. The fires left a large debris field in their wake. The removal of debris from a wildfire disaster creates unique concerns due to the potential presence of hazardous materials and the large scale of the incident and will require significant resources to remove. As long as the residential and commercial fire debris remains on the ground, it poses an imminent and extensive threat to public health and safety, the environment (including creating serious concerns for water quality and supply due to the presence of hazardous materials and the damage to sewer service laterals), public infrastructure, and undamaged property. As required by Government Code section 8630, the Board must review the proclamation of local emergency every 30 days and determine if there is a need for continuing the local emergency.

Discussion:

The Complex Fires began on Sunday, October 8, 2017. In response, the Emergency Operations Center (EOC) was activated at approximately 12:00 a.m. on Monday, October 9, 2017, to assist with managing the impacts. In the early morning hours on Monday, the County issued advisory evacuation notices to various impacted areas of Sonoma County. Shelter was made available at various locations throughout the County, and first responders were actively engaged in multiple areas throughout the County as the complex fires' advanced.

The County Administrator/Director of Emergency Services issued a Proclamation of Existence of Local Emergency in Sonoma County Operational Area in the early morning hours of Monday, October 9, 2017, as soon as reports of quickly-moving fires and health and safety concerns arrived. Later that day, the County Administrator supplemented that Proclamation and requested state and federal assistance. The Board of Supervisors ratified the County Administrator's Proclamation of the Existence of a Local Emergency on October 10, 2017. California Government Code section 8630 of Article 14, Local Emergency, of Chapter 7 of the Emergency Services Act requires that the County review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.

The scope of disaster caused by the fast-moving fire and widespread scale of the destruction instigated the Governor of the State of California to proclaim a State of Emergency (declaring eligibility for State assistance) and brought about the President of the United States to issue a Declaration of a Major Disaster for the State of California, making the Complex Fires eligible for Federal assistance. The Sonoma Complex Fires resulted in the most devastating wildfires in the history of the State of California. In Sonoma County alone, the fires caused the death of at least 24 people, charred 110,720 acres, destroyed 6,950 structures (including 5,300 housing structures), and displaced more than 100,000 Sonoma County residents.

The Sonoma Complex Fires left a large debris field in their wake, which creates unique removal concerns due to the potential presence of hazardous materials and the large scale of the incident and poses a threat to public health and safety. Debris cleanup has proceed via both public and private cleanup programs. The total number of properties included within the debris removal program was 4,887, including 3,673 properties that participated in the public-cleanup program, and 1,214 properties that participated in the private program.

Most properties are in the final stages of debris clean-up, however, approximately 621 properties have been evaluated by Cal OES for over-excavation and 294 determined eligible for backfilling.

The cleanup efforts in Sonoma County were aided by a relatively light rainy season, although a series of late season rainstorms dropped more than 10 inches of rain on the fire burned areas in a short amount of time. As long as the fire debris properties remain to be cleared on the ground, it poses an imminent and extensive threat to public health and safety, the environment (including creating serious concerns for water quality and supply due to the presence of hazardous materials and the damage to sewer service laterals), public infrastructure, and undamaged property.

Staff recommend that the Board adopt the attached Resolution finding that the severity and pervasiveness of the Sonoma Complex Fires disaster poses an ongoing and imminent threat to public safety and undamaged property that warrants the need to extend the local emergency as authorized by Government Code section 8630.

August 28, 2018: Board adopted Resolution No. 18-0337 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

August 7, 2018: Board adopted Resolution No. 18-0301 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

July 10, 2018: Board adopted Resolution No. 18-0266 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

June 11, 2018: Board adopted Resolution No. 18-0248 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

June 5, 2018: Board adopted Resolution No. 18-0224 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

May 8, 2018: Board adopted Resolution No. 18-0161 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

April 17, 2018: Board adopted Resolution No. 18-0131 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

March 20, 2018: Board adopted Resolution No. 18-0095 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

February 20, 2018: Board adopted Resolution No. 18-0068 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

February 13, 2018: Board adopted Resolution NO. 18-0056 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

January 23, 2018: Board adopted Resolution No. 18-0022 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

December 29, 2017: Board adopted Resolution No. 17-0515 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

December 5, 2017: Board adopted Resolution No. 17-0457 Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires

November 7, 2017: Board adopted Resolution Modifying Resolution No. 17-0839 To Comply With Federal Assistance Requirements and Declaring the Need For Continuing The Local Emergency Pursuant to Government Code Section 8630 Due To The Sonoma Complex Fires.

October 10, 2017: Board adopted Resolution No. 17-0389 ratifying the County Administrator’s proclamation of the existence of a local emergency with the Sonoma County Operation Area.

Goal 1: Safe, Healthy, and Caring Community

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____

Resolution Number: _____



4/5 Vote Required

**RESOLUTION OF BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA
DECLARING THE NEED FOR CONTINUING THE LOCAL EMERGENCY PURSUANT TO GOVERNMENT
CODE SECTION 8630 DUE TO THE SONOMA COMPLEX FIRES AND CONCURRENTLY EXTENDING THE
PROVISIONS OF CALIFORNIA PENAL CODE SECTION 396 PROHIBITING PRICE GOUGING IN TIMES
OF EMERGENCY FOR ANOTHER 30 DAYS**

WHEREAS, California Government Code section 8630 and Section 10.5, Chapter 10 of the Sonoma County Code, empowers the County Administrator to proclaim the existence of a local emergency when the county is affected or likely to be affected by a public calamity is subject to ratification by the Board of Supervisors at the earliest practicable time; and

WHEREAS, conditions of extreme peril to the safety of persons and property arose within the County caused by threat of the existence of multiple fires, referred to as the Sonoma Complex Fires, commencing on or about midnight on the 8th day of October, 2017, at which time the Board of Supervisors of the County of Sonoma was not in session; and

WHEREAS, the County Administrator of the County of Sonoma did proclaim the existence of a local emergency within the Sonoma County Operational Area on the 9th day of October, 2017 and then made another proclamation with a request that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster; and

WHEREAS, the scope of disaster caused by the fast-moving and widespread scope of the destruction of the fires, including loss of many homes and evacuation of thousands of people, caused the Governor of the State of California to proclaim a State of Emergency and declare eligibility for Fire Management Assistance Grant and other relief programs; and

WHEREAS, the Federal Government made a Presidential Declaration of the existence of a major disaster for the State of California (FEMA-4344-DR), dated October 10, 2017, and related determinations and amendments; and

WHEREAS, on October 10, 2017, the Board of Supervisors of the County of Sonoma adopted Resolution No. 17-0389 ratifying the County Administrator's Proclamations of the existence of a local emergency relating to the Sonoma Complex Fires; and

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Date:

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WHEREAS, California Government Code section 8630 of Article 14, Local Emergency, of Chapter 7 of the Emergency Services Act requires that the County review the need for continuing the local emergency at least once every 30 days until the local governing body terminates the local emergency; and

WHEREAS, the Sonoma Complex Fires resulted in the most devastating wildfires in the history of the State of California, causing the death of at least 24 people, charring 110,720 acres, destroying 6,950 structures (including 5,300 housing structures), and displacing thousands of Sonoma County residents; and

WHEREAS, the Sonoma Complex Fires left a large debris field in their wake, creating unique removal concerns due to the potential presence of hazardous materials and the large scale of the incident; and

WHEREAS, the total number of properties included within the debris removal program is 4,887, including 3,673 properties that participated in the public cleanup program, and 1,214 properties that participated in the private program; and

WHEREAS, most properties are in the final stages of debris clean-up, however, approximately 621 properties were evaluated for over-excavation and 294 determined eligible for backfilling; and

WHEREAS, as long as the fire debris properties remain to be cleared on the ground, it poses an imminent and extensive threat to public health and safety, the environment (including creating serious concerns for water quality and supply due to the presence of hazardous materials and the damage to sewer service laterals), public infrastructure, and undamaged property; and

WHEREAS, due to the severity and pervasiveness of the Sonoma Complex Fires disaster, there is an ongoing and imminent threat to public safety and undamaged property that support the need to continue the local emergency.

NOW, THEREFORE, IT IS HEREBY DECLARED that the Board of Supervisors hereby finds there is an ongoing and imminent threat to public safety and undamaged property that warrant the need to extend the local emergency as authorized by Government Code section 8630; and

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency ratified by Resolution No. 17-0389, as previously amended and extended by Resolution No. 17-0431 on November 7, 2017, and subsequently extended for a further 30 days by Resolution No. 17-0457 on December 5, 2017, and for a further 30 days by Resolution No. 17-0515 on December 29, 2017, and for a further 30 days by resolution No.18-0022 on January 23, 2018, and for a further 30 days by resolution No.18-0056 on February 13, 2018, and for a further 30 days by resolution No.18-0068 on February 27, 2018, for a further 30 days by resolution No.18-0095 on March 20, 2018, and for a further 30 days by resolution No.18-0131 on April 17, 2018, and for a further 30 days by resolution No.18-0161 on May 8, 2018, and for a further 30 days by resolution No.18-0224 on June 5, 2018, and for a further 30 days by resolution No.18-0248 on June 11, 2018, and for a further 30 days by resolution No.18-0266 on July 10, 2018, and for a further 30 days by resolution No.18-0301 on August 7, 2018, and for a

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further 30 days by resolution No.18-0337 on August 28, 2018 is hereby extended for another 30 days in accordance with Government Code section 8630 and shall continue in full force and effect as originally proclaimed by the County Administrator on October 9, 2017, and nothing contained herein shall be construed modify, invalidate, or otherwise affect any provision of said Proclamation of local emergency.

PASSED AND ADOPTED by the Board this 25th day of September, 2018.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Informational Only

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

Staff Name and Phone Number:

Michael Gossman, 565-2341

Supervisorial District(s):

All

Title: Recovery Update

Recommended Actions:

Receive update on the status of recovery operations, planning, seeking of funding opportunities, community engagement and status of recovery framework.

Executive Summary:

The aftermath of the October 2017 Sonoma Complex Fires presents ongoing risks to the residents, property, and environment of Sonoma County. Office of Recovery and Resiliency staff provides the Board regular updates on recovery efforts, including debris removal and other structural developments; external funding efforts; relevant legislation; ongoing community engagement; and status of the Recovery and Resiliency Framework being prepared by the Office.

Discussion:

In the early morning hours of October 9, 2017, County staff activated the Emergency Operations Center in response to the Sonoma Complex Fires, which burned 173 square miles and destroyed over 7,000 structures, including 5,300 homes. During the response phase, the County began planning for the recovery from the fires. On December 19, 2017, the Board of Supervisors established the Office of Recovery and Resiliency (Office) with the mission to develop a strategy that addresses the immediate and long-term recovery and resiliency efforts needed to help Sonoma County rebuild and recover from the wildfires. This Office continues to actively pursue recovery efforts, and to work with other County departments, agencies, and districts to assist Sonoma County residents in the process of rebuilding.

In an effort to keep the Board and community informed about the most current developments in the County's recovery efforts, the Office prepares a standing agenda item for each Board meeting, typically included on the consent calendar. Each update includes information on: (1) Ongoing Recovery Efforts and Structural Changes; (2) Recovery Related External Funding Opportunities; (3) Legislative Update;

and (4) highlights of activities on the horizon (Looking Forward). New items and updated counts and figures are in bold.

1. Ongoing Recovery Efforts and Structural Changes

A. Debris Removal

1. Debris removal is in the final stages for both the Government-Sponsored Program and the Alternative Program (private debris removal). About 25 percent of property owners who lost homes opted to use a private contractor for debris removal.
2. Government-Sponsored Program:
 - A. Active properties: **3,674**
 - B. Properties cleared by Army Corps of Engineers: **3,674**
 - C. All properties returned to owners by County to start rebuilding
3. Private Debris Removal:
 - A. County: **767** residential properties accepted; **729** certified as finished and ready to rebuild
 - B. City: **450** properties accepted; **438** finished and ready to rebuild
4. USACE Hotline:

The U.S. Army Corps of Engineers in May stopped accepting new debris removal complaints on its hotline for Sonoma County. The Office of Recovery & Resiliency has assumed the role of receiving new debris complaints via a new number (707-565-1222).

5. **Over-Excavation Program:**

The California Office of Emergency Services is working with the City of Santa Rosa and County to address over-excavation issues that occurred as part of the Government-Sponsored Debris Removal Program. Cal OES is assessing properties. For properties that meet over-excavation criteria, the State's contractor is working to replace soil to appropriate elevations. As of Sept. 10, **621 property owners have requested site assessments; 294 have been ruled eligible for backfill program; backfilling of 191 sites has been completed. A variety of issues have impacted the pace of the project, including the discovery of structural ash, concrete footings and large pieces of concrete that required excavation and removal prior to backfilling work. Structural ash has been found on 77 properties to date; 21 required Hazmat removal and disposal after sampling.**

6. Free chipping service:

A free chipping program to assist with removal of burned vegetation debris and to help residents create defensible space around homes and reduce vegetation along access routes is being offered through Sonoma County Fire and Emergency Services. County crews will come to homes and chip for three hours for free. For more information, including how to apply, use this link:

<https://sonomacounty.ca.gov/FES/Fire-Prevention/Curbside-Chipper-Program/>

7. Burned trees/vegetation along County roads

Transportation and Public Works has **removed** brush and felled trees on Bennett Valley, Lawndale and Schultz roads.

TPW **continues to work** with County Fire and Emergency Services and PG&E on vegetation management within the road right-of-way.

TPW will be bringing an item to your Board to approve a contract for guard rail installation to replace the posts and guardrails burned during the fires.

B. Fire Cameras Installed

Two fire cameras were installed and are operational in Sonoma and Lake counties through a partnership led by Sonoma Water. The first camera was installed on Pine Mountain in Cloverdale on July 27. Cal Fire made use of the new tool almost immediately. On August 5, another camera was installed at Mount Konocti in Lake County. Cal Fire used the camera to assist in fighting the Mendocino Complex Fires. The state-of-the-art system uses near-infrared technology for night vision, and allows fire officials to take control of the cameras during wildfire emergencies to monitor fire and weather activity. The two cameras are part of a pilot project approved for funding on August 7, 2018, by your Board to install a wider network of fire cameras that will monitor Lake Sonoma and surrounding areas. Sonoma Water's leadership in initiating the project is a successful first step in collaborating with partners to improve the County's situational awareness and protect the drinking water supply for over 600,000 residents in Sonoma and Marin counties. The project is a collaboration of numerous agencies, including Sonoma Water, Sonoma County Fire and Emergency Services, Sheriff's Office, County Information Services Department, County General Services Department, Pepperwood Preserve, Fairfield Osborn Preserve, Sonoma State University, the Regents of University of California, Scripps Institution of Oceanography (UC San Diego), and the AlertWildfire consortium of universities. The public can monitor both cameras and others as they become active on the University of Nevada, Reno - Nevada Seismological Laboratory website at www.alertwildfire.org/northbay/

C. Emergency Alerts Tests

On September 10 and 12, 2018, the County of Sonoma tested local emergency alert and warning systems. The tests involved SoCoAlert, WEA (Wireless Emergency Alerts) and EAS (Emergency Alert System). Sonoma County Emergency Services will use data from the tests to analyze any gaps in the existing systems and make or suggest improvements. Emergency Services will present its initial findings and recommendations to your Board in early October.

1. On September 10, phone calls were made to all SoCoAlert subscribers and landlines in the county from 6pm to 8:50pm. Over 290,000 phone calls were made; 51 percent reached a live person or an answering machine. Unsuccessful calls may have been due to phones without answering machines, numbers that are no longer in service, or other connection errors. The 911 database provided the phone numbers.
2. On September 12, the WEA system was activated to send emergency alerts to Healdsburg, Guerneville, Roseland, Glen Ellen/Kenwood and Penngrove. The alerts, similar to an AMBER Alert, are designed to display on all compatible mobile devices as a brief text notification and are accompanied by a special tone and vibration. Defined geographic areas were targeted for the WEA test to determine how effective the system is at notifying people with a mobile device of an emergency. The messages, in English and Spanish, contained a link to an online survey that will provide Emergency officials with data on where and when people received the alert and what device and cellular provider they use.
3. The Emergency Alert System also was activated while the WEA test was taking place. A message, in English and Spanish, was broadcast on local television and AM and FM radio at 11:15am.

D. Renewal Enterprise District and Build/Rebuild Ad Hoc Update

The Renewal Enterprise District (RED) is being proposed by the Build/Rebuild Ad Hoc committees of the County and City of Santa Rosa to provide financing and regulatory certainty for housing projects and supportive infrastructure within targeted development areas of Sonoma County. Your Board authorized moving forward with development of a Joint Powers Authority (JPA) between the County and the City of Santa Rosa on June 13, 2018; similar direction from the City Council was given on July 10, 2018.

Members of the Ad Hoc have identified that current regulatory, land use and financing systems create barriers to the development of new housing, and this situation is severely compounded by the loss of some 5,300 homes in the wildfires. A new regional construct that lowers cost and reduces development risk is required to enable Sonoma County communities not only to rebuild lost housing, but also address the severe, already existing shortage. To tackle these issues, RED seeks to regionalize housing production, pool and leverage financing and funding, share risks and benefits of development in new ways, streamline environmental review while providing confidence in good projects, and put equity, affordability and climate solutions in the center of our local economic strategies.

As being drafted, RED will have a governance structure that gives it broad authority to pool and leverage financing and will enable streamlined environmental review for local plans and projects that meet goals for density, use of climate-smart and resilient technologies, protection of community separators, and affordability and equity. RED will build on existing regional planning efforts, and focus its regulatory and financial incentives on developments within locally designated employment investment and priority development areas.

Next steps for RED:

- 1) Form Joint Powers Authority
 - a) Work with Ad Hoc to develop JPA
 - b) JPA will come back to Board for approval, along with start-up budget
- 2) Track and support legislation
- 3) Continue to facilitate development projects that meet RED objectives
 - a) Formalize RED criteria
 - b) Actively pursue new capital sources to incentivize target development types
 - c) Prepare County-owned property for development
- 4) Deepen collaboration with array of public and private partners
 - a. Work with Ad Hoc to articulate two-year work plan

E. Rebuilding Permits

1. County has issued **513 building permits for homes as of Sept. 11; 219 permits are in process; 7 homes have been finished.** For latest numbers, go to <http://sonomacounty.ca.gov/PRMD/Administration/Rebuilding-Permits-Data/>

2. City of Santa Rosa has issued **806 building permits for homes; 281 permits are in process; 15 homes have been finished.** For latest numbers, go to <https://www.srcity.org/2675/Rebuilding>

F. Urban Land Institute

The County of Sonoma and City of Santa Rosa are exploring an opportunity to partner and utilize planning resources and expertise available through the Urban Land Institute's Urban Resilience Program. Services provided could include strategies to more effectively address the impacts of climate change, make investments that improve preparedness and strengthen community resilience, or enhance affordable and workforce housing. Every year, ULI conducts 13 to 15 five-day Advisory Services Panels and selects two local governments to participate in the program at a significantly reduced cost. The volunteer panel of land-use experts would include local subject matter experts. The Urban Land Institute was established in 1936; its mission is to provide leadership in responsible land use and help create and sustain thriving communities.

2. Recovery-Related External Funding Opportunities

A. Disaster Recovery Consulting Services Agreement

On July 10, 2018, your Board authorized the County Administrator to execute the Agreement for Consulting Services with Horne, LLP (Consultant) for as-needed disaster recovery consulting services and grants management support for Federal disaster funding for a term of three years, with the option for two 1-year extensions. Your Board also authorized the County Administrator, or designee(s), to issue and execute Task Orders per disaster recovery funding stream, up to total amounts not to exceed those specified in the Agreement. Each Task Order will reflect specifics of programming and projects and other circumstances, allowing the County to scale up or down as disaster recovery needs are identified and evolve. Individual Task Orders will be issued by the Office of Recovery and Resiliency for respective programs, projects, grant applications, or other disaster recovery-specific services, as authorized and overseen by the County Administrator. The Office of Recovery and Resiliency is currently developing the first Task Orders for the following activities:

1. CDBG-DR General Pre-Award Activities (capacity assessment, unmet needs assessment, attend community meetings, meet with key leaders and staff, provide trainings, coordinate with State)
2. FEMA PA general support as needed

Consultant may assist with other recovery-related external funding needs as well. Your Board will receive a presentation from the Consultant in September on CDBG-DR.

B. Community Development Block Grant – Disaster Recovery

Announcement of \$212 million: On April 10, 2018 the U.S. Department of Housing and Urban Development (HUD) issued a press release stating that California would be receiving \$212 million to support long-term disaster recovery through the Community Development Block Grant – Disaster Recovery (CDBG-DR) program. This allocation is a portion of the total \$28 billion that HUD set aside for disaster recovery efforts in nine states, Puerto Rico, and the

U.S. Virgin Islands. The \$212 million appropriated to California consists of two awards: \$124 million for unmet disaster recovery needs, and \$88 million for preparedness and mitigation.

Requirements of \$124 million: August 20, 2018 is the HUD applicability date published in the Federal Register Notice governing the CDBG-DR allocation of the \$124 million portion that relates to unmet disaster recovery needs. At least 80% of the allocation (\$99 million) must address unmet disaster needs within the HUD-identified most impacted and distressed (MID) areas identified as: Sonoma and Ventura Counties, and zip codes 93108, 94558, 95422, 95470, and 95901. The California Department Housing and Community Development (HCD), as Grantee, must submit an Action Plan to HUD by December 18, 2018 detailing the proposed use of all funds, including criteria for eligibility, and how the use of these funds will address long-term recovery and restoration of infrastructure and housing and economic revitalization in the most impacted and distressed areas. To inform the plan, HCD must assess community impacts and unmet needs to guide the development and prioritization of planned recovery activities. HCD may propose an allocation of funds that includes unmet economic revitalization and infrastructure needs that are unrelated to unmet housing needs **only after** it has demonstrated in its needs assessment that there is no remaining unmet housing need or that the remaining unmet housing need will be addressed by other sources of funds.

Eligible Uses of Funds: Eligible uses of these funds often include new housing construction and housing rehabilitation, preparedness and mitigation measures to reduce costs of future disasters (including use of fire resistant materials, design and location), repair or replacement of damaged infrastructure and public facilities, economic revitalization, and long-term recovery. To be eligible, projects and programs must demonstrate that they serve a need not being met by other funding sources. These funds do not provide individual cash assistance to fire survivors, but rather fund projects and programs that benefit impacted households and businesses. All funded activities must clearly address an impact of the October fires. Funds are targeted to benefit low and moderate income persons, to prevent and eliminate slums and blight, and to meet urgent needs, of which 70% must be used to support activities benefitting low- and moderate- income persons.

Current Status: The August 20, 2018 Federal Register Notice is the official notice regarding the \$124 million in funds for unmet disaster recovery needs. The Federal Register Notice for the \$88 million in funds for mitigation will be published separately at a later date. HCD is required to hold a public comment period for no less than 30 days before finalizing and submitting their Action Plan. However, public hearings are not mandated.

Activities To Date: The Office of Recovery and Resiliency and the Community Development Commission are actively collaborating with one another, the City of Santa Rosa, other partners, and State HCD regarding next steps. Although HCD has ultimate authority over the use of all funds, the Office of Recovery and Resiliency and the Community Development Commission are taking intentional steps to identify activities to assist HCD to align with the eligible unmet needs found throughout the county. The County and the City of Santa Rosa continue to provide HCD with data for the disaster recovery unmet needs analysis. The unmet needs analysis must include information on all sectors of unmet needs: housing, economy, safety net, social services, environmental, infrastructure, etc. This information will

inform development of the Statewide Action Plan. The Office of Recovery and Resiliency and Community Development Commission are continuously working with County departments and partners, such as Rebuilding Our Community Sonoma County, to identify and collect and report appropriate data to HCD for the unmet needs analysis.

C. FEMA Hazard Mitigation Grant Program

Background: County Departments and Districts submitted Notices of Interest to the California Governor's Office of Emergency Services (Cal OES) for the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) on January 30, 2018 for DR-4344, March 15, 2018 for DR-4353, and June 15, 2018 for round 2 of DR-4344. FEMA HMGP can fund up to \$5 million or 75% of total project costs (whichever is less) for projects that eliminate or reduce damage from future natural disasters. Cal OES estimates that there is approximately \$333 million statewide in available funds from the October fires, also known as DR-4344, and approximately \$56 million statewide from the December Southern California fires, known as DR-4353. In California, these funds are administered by the Cal OES HMGP Grants Management Unit. The funding is open and competitive statewide for both DR-4344 and DR-4353. The HMGP can be used to fund projects to protect either public or private property, and can be to mitigate any natural hazard, not only wildfires.

Current Status: The County, along with Sonoma Water, submitted 12 HMGP applications to CalOES by the most recent deadline of September 4, 2018. The list of submitted HMGP applications is attached to this Board item. For projects that were recently removed from the September 4 HMGP submission portfolio, please see the attached HMGP list, which contains information on why these projects were not submitted at this time. Some of these projects could be submitted in future HMGP opportunities if the necessary technical information is produced.

The countywide Grant Steering Committee has been working with Departments and Districts to determine and prioritize feasible grant applications based on success criteria, match funding sources, and leadership priorities. The Grant Steering Committee has met regularly since April to review and strategize pursuing eligible HMGP projects, and will continue to do so as needed. The list of applications in development changes weekly based on match funding sources, project developments, and capacity. Each application requires approximately 200 hours of labor, thus they are costly and must be pursued strategically. Additionally, each application competes against the others – even with the significant funding this is anticipated to be highly competitive, and all Sonoma County applications will compete against one another. We anticipate the list of final applications submitted to continue to evolve. For those applications that are not moving forward under FEMA HMGP, the Grant Steering Committee is seeking appropriate alternative funding sources.

DR-4344 Round 1 HMGP Applications - Submitted on July 2

- 8 applications submitted
 - \$17.4 million in total project costs (\$13.1 million in federal share, \$4.3 million in local match). \$500,000 in general fund match.

- Applications submitted by Community Development Commission (1), General Services (1), Sonoma County Water Agency (3), and Transportation and Public Works (3)

DR-4353 HMGP Applications – submitted on September 4

- 1 application submitted
 - \$850,000 in total project cost (\$637,500 in federal share, \$212,500 in local match). \$212,500 in general fund match.
 - Application submitted by Fire and Emergency Services (1)

DR-4344 Round 2 HMGP Applications – submitted on September 4

- 11 applications submitted
 - \$21.4 million in total project costs (\$16 million in federal share, \$5.4 million in local match). \$4.5 million in general fund match.
 - Applications submitted by Fire and Emergency Services (1), General Services (1), Information Systems Department (1), Regional Parks (1), Permit Sonoma (4), Sonoma Water (1), and Transportation and Public Works (2)

Between DR-4353 and DR-4344, the County of Sonoma submitted a total of 20 HMGP applications, with the project costs outlined above. Updated HMGP lists are attached.

After meeting the July 2 and September 4 deadlines, Cal OES will then review the applications and determine which will be submitted to FEMA for review and final approval. All projects receiving HMGP grant funding must be completed within three years from the date of award.

D. FEMA Public Assistance

The Disaster Finance Team (consisting of participants from the Auditor-Controller Treasurer-Tax Collector, County Administrator’s Office, and County Counsel) is working with FEMA and Cal OES to prepare 22 project worksheets to claim reimbursement for response and recovery costs associated with the October 2017 fires, as well as repair/replacement costs for damages sustained to County property that are not covered by the County’s insurance policies. These claims are being submitted through the FEMA Public Assistance Program.

As of July 27, 2018, the Disaster Finance Team estimates the County’s total disaster related costs qualifying for FEMA’s Public Assistance Program will be approximately \$37M, of which we anticipate the County will be reimbursed approximately \$36M over the next 2 to 5 years. FEMA has obligated 13 of the 22 projects and the County has received \$9.1M in expedited reimbursement funding and \$246K for small permanent projects managed by Regional Parks and Transportation and Public Works.

The Disaster Finance Team is in the process of collecting and reviewing supporting documentation for approximately \$13M (\$1.9M paid out) in Mutual Aid/Assistance provided by 85 law enforcement agencies, 17 EMMA jurisdictions, 12 shelters, and 12 agencies through the Department of Health during the fires and continues to work with FEMA, CAL-OES and County Departments to finalize the remaining 9 project worksheets. Claims for reimbursement will be filed with FEMA as additional disaster related costs are incurred and

documentation is compiled. The Disaster Finance Team is also in the process of reviewing labor reports and personnel activity logs, and working with County Departments to reconcile approximately \$6M in fire related labor costs that may be eligible for reimbursement.

E. Economic Development Administration – Disaster Supplemental Funding

Economic Development Administration (EDA) has an open funding opportunity to award grants to eligible entities to address economic challenges in disaster-impacted areas. Multiple County departments are considering potential projects, including the following listed projects.

Project 1 - Revolving Loan Fund: Sonoma County Economic Development Board as lead applicant. Revolving loan fund to provide credit to Sonoma County entrepreneurs who are traditionally excluded or denied loans from mainstream financial institutions.

Project 2 - Regional Construction and Trades Training Center: Santa Rosa Junior College as lead applicant. The EDB is working closely with EDA officials, local construction/trades stakeholders, and Santa Rosa Junior College to propose building a Construction Training Center to train the county's construction workforce of the future.

Project 3 - AgTech Incubator: Santa Rosa Junior College as lead applicant. The EDB has engaged in preliminary talks with Benjamin Goldstein, Dean of Agriculture/Natural Resources & Culinary Arts at SRJC. The project goal would be to create a business incubator at the SRJC to develop a possible "talent pipeline" for local agriculture and food/beverage manufacturing. This project concept has support from the SRJC and EDA.

On August 24, 2018, the Economic Development Board submitted a grant application to the EDA for the design/engineering to determine feasibility for broadband deployment in unserved rural areas of the County that serve local businesses, promote job creation/retention, and economic resiliency. This project was developed with the Office of Recovery and Resiliency, Department of Transportation and Public Works, and Information Systems Department in rural areas of the County. The submitted application is for \$605,500 to complete the design, engineering, and feasibility analysis of broadband in select locations.

F. CAL FIRE Grants for Fire Prevention

On June 6, 2018, two grants were submitted by County departments to the CAL FIRE Fire Prevention grant program. The CAL FIRE Fire Prevention grant program, funded by the California Climate Investments (CCI) fund, aims to reduce the risk of wildland fires to habitable structures and communities, while maximizing carbon sequestration in healthy wildland habitat and minimizing the uncontrolled release of emissions emitted by wildfires. Grant applications were due June 6, 2018. \$195 million was available between this program and the CAL FIRE Forest Health grant program (application period for this closed in Spring 2018). The projects submitted by County departments on June 6, 2018, are:

1. Northwest Roadway Safety, Fuels Reduction, and Community Chipper and Engagement Project (Transportation and Public Works [TPW] is lead, in partnership with Fire and Emergency Services [FES] and Fire Safe Sonoma, Inc.)
 - a. Total: \$1,237,541; CAL FIRE \$1,082,969; Match: \$154,572
 - b. Match source: \$131,300 is from General Fund FY 2018 set aside; \$23,272 from in-kind volunteer labor tracked by Fire Safe Sonoma

2. Sonoma County Parks and Open Space Fire Resilience Planning (Regional Parks is lead, in partnership with Open Space District).

a. Total: \$593,537; CAL FIRE: \$511,920; Match: \$81,618

b. Match source: Open Space staff time

On August 3, 2018, CAL FIRE informed TPW that their CAL FIRE Fire Prevention application is selected for funding. The full grant agreement is expected in late September. TPW and FES are partners on the project, and will work closely to complete the required grant agreement documents and implement the project.

On August 8, 2018, CAL FIRE informed Regional Parks that their project was not selected for funding at this time.

G. California Employment Development Department - Emergency Dislocated Worker Additional Assistance Grant

The Sonoma County Workforce Investment Board (WIB) applied for and has been awarded an Emergency Dislocated Worker Additional Assistance Grant from the California Employment Development Department to assist dislocated workers affected by the October wildfires. The grant award is \$3,258,473.41 for 18 months beginning March 1, 2018. The grant funding will allow the WIB and Job Link to provide 1) Quick, business-focused assistance in response to layoffs and/or businesses closing, including layoff prevention; and 2) re-employment assistance for workers who have lost their jobs because their employers' businesses have been destroyed and/or otherwise impacted by the fires. This funding will support staffing for the anticipated increase in the needs of local business as well as providing basic and individualized career services for approximately 700 of the 4,751 disaster-related unemployment claimants. In addition, the grant will provide staffing, training, and supportive services needed to provide 200 Dislocated Workers with reemployment assistance, including a concerted effort to train and employ at least 30 of these Dislocated Workers in the Building and Trades Industry.

H. Crisis Counseling Assistance and Training Program Grant

The Crisis Counseling Assistance and Training Program (CCP) is administered in Sonoma County through the County Department of Health Services, Behavioral Health Division (DHS-BHD). The CCP helps individuals and communities recover from natural and human-caused disasters through community outreach, counseling, and access to mental health services for survivors of these disasters. This program is funded from a variety of sources. The initial recovery work is being supported by short-term disaster relief grants from FEMA for \$4.3M, awarded in two phases after the DR-4344 presidential disaster declaration. The CCP grant from FEMA ends in January 2019, and the Sonoma County DHS recognizes that the scope of this disaster will require continuation of CCP efforts to support ongoing recovery well beyond 2018. Sonoma County DHS applied to Kaiser Permanente for \$1M, which would be leveraged to secure an additional \$2M, all of which will continue CCP up to September 2019.

I. Coordinate other Recovery-Related Grant and External Funding Opportunities

The Office of Recovery and Resiliency is tracking, investigating, and coordinating other grant opportunities for recovery-related priorities as well. When new opportunities are announced,

Grant Summaries and targeted information is provided to County Departments. A comprehensive list of recovery-related external funding opportunities is being developed within the County Administrator's Office, and the status of actions taken is being tracked.

3. Legislative Update

A. Legislative Advocacy

The County continues to provide the State and Federal delegation members with updates on recovery.

The State legislative session concluded with the wildfire legislative package, SB 901 moving forward to the Governor.

SB 901 includes:

- Greenhouse Gas Reduction Fund appropriations:
 - o \$165,000,000 for Healthy forest and fire prevention programs and projects that improve forest health and reduce greenhouse gas emissions caused by uncontrolled wildfires; and
 - o \$35,000,000 to CalFire for direct expenditures and grants for forest health, fire prevention, and fuel reduction through FY 2023-2024
- Forestry and Fuel Reduction: Forest Practices Act exemptions for fuel reduction, with removal focused on over-stocked small and mid-sized trees.
- Wildfire Prevention: additional requirements as part of the electric utility's annual wildfire mitigation plans, and plans for vegetation management and inspections.
- Electric Utilities and Wildfire Related Cost Recovery: authorizes CPUC to recover costs and expenses arising from a catastrophic wildfire, to allow cost recovery if the costs and expenses are just and reasonable; determined by specified factors. The bill bifurcates the process for determine cost recovery for 2017 wildfires and fires occurring in the future.
- Financing via Rate Recovery Bonds: use of financing to reduce the bill shock associated with damages paid related to the amounts borne by ratepayers.

A federal advocacy trip to Washington DC in late October is being planned to address natural resource recovery priorities.

A list of fire recovery related bills is attached.

4. Looking Forward

A. Recovery and Resiliency Framework

1) Community Engagement

The Office of Recovery and Resiliency continues to engage with key community partners through participation in community meetings, partnering on data gathering efforts, and utilization of partner input to shape the recovery planning process. Community members are encouraged to submit recovery related feedback, input, and questions to recoveryinfo@sonoma-county.org. Additional information is available on the Office of Recovery website at

<https://sonomacounty.ca.gov/ORR/>. For information on overall recovery efforts, visit www.sonomacountyrecovers.org

The Office used community engagement components to gain feedback and input to inform the Framework, including:

- (i) Recovery Planning Community Meetings: The Office held seven Recovery Planning Community Meetings to obtain feedback on the Draft Framework and expand a public discussion to gain insight and identify critical changes to the Draft Framework. The meetings were attended by 306 members of the public. Sessions were held on:

Tuesday, July 10: County Office of Education in Santa Rosa.

Wednesday, July 11: Sebastopol Center for the Arts in Sebastopol.

Wednesday, July 25: Petaluma Community Center.

Thursday, August 2: Finley Community Center, Santa Rosa.

Wednesday, August 8: Sonoma Veterans Building, Sonoma.

Two forums were conducted in Spanish:

Tuesday, August 28: Lawrence Cook Middle School, Santa Rosa.

Wednesday, September 5: La Luz Center, Sonoma.

- (ii) Office staff are proactively reaching out to stakeholders throughout the community seeking opportunities to update them on County recovery activities as well as receiving input to inform recovery planning.

Here is a sampling of groups, businesses, nonprofits, stakeholders and outside agencies and governments that Office staff have met with since early June 2018:

Bay Area Council

Blue Forest Conservation

Burbank Housing

Cal Fire

California Department of Fish and Wildlife

California Forest Management Task Force

California Human Development

Catholic Charities of Santa Rosa

Chandi Hospitality Group

City of Cloverdale

City of Cotati

City of Healdsburg

City of Petaluma

City of Santa Rosa

City of Sonoma

Community Action Partnership of Sonoma County

Community Foundation

County of Lake

County of Marin

County of Mendocino

County of Napa

Crop Performance

District 1 Block Captains
District 3 Block Captains
District 4 Block Captains
Emergency Council
Enterprise Community Partners
FEMA Office of Civil Rights & Liberties
Graton Day Labor
Green Belt Alliance
Habitat for Humanity Sonoma County
HALTER Project
Hanna Boys Center
Hispanic Chamber of Commerce
Hope City
Housing Land Trust of Sonoma County
Kaiser Permanente
Keysight
La Luz
Laguna de Santa Rosa Foundation
LandPaths
Los Cien
Matt Greene Forestry
Medtronic
NOAA Fisheries
North Bay Labor Council
North Bay Leadership Council
North Bay Trades Council
North Coast Builders Exchange
North Coast Regional Water Quality Control Board
Pacific Gas & Electric
Pepperwood Preserve
Preserve Rural Sonoma County
Rebuild Northbay Foundation
Rebuilding Our Community Sonoma County
Salvation Army
San Diego County
San Francisco Bay Regional Water Quality Control Board
Santa Rosa Junior College Faculty
Santa Rosa Metro Chamber
Sierra Club
SoCo Rises
Sonoma County Alliance
Sonoma County Conservation Action
Sonoma County Farm Bureau
Sonoma County Forest Working Group
Sonoma Media
Sonoma Valley Unified
Town of Windsor
UC Berkeley
United Way of the Wine Country

University of California at Berkeley
University of California Cooperative Extension
University of California, San Diego's Scripps Institution of Oceanography
University of Nevada, Reno's The Nevada Seismology Laboratory
Urban Land Institute
[Voluntary Organizations Active in Disasters \(VOAD\)](#)
Wildlands Conservancy

(iii) Recovery Board Workshops: The Board of Supervisors completed the fifth in a series of Board Workshops focused on the critical areas of recovery. On August 7, the Department of Health Services, Human Services Department, and Office of Recovery and Resiliency provided an update on Safety Net Services Recovery community needs and information on county and community services that are being provided to meet these needs. The Workshop included presentations from community organizations, including Sonoma County Office of Education, SoCo Rises, ROC Sonoma County, North Bay Organizing Project, Wildfire Mental Health Collaborative, and the Community Foundation Sonoma County.

In February and March, 2018, the Board held workshops on the other four critical areas of recovery, Housing, Community Preparedness and Infrastructure, Economy, and Natural Resources.

2) Timeline: The draft Framework will be brought to your Board for consideration on September 25, 2018. Public comment on the draft Framework will be taken until October 26, 2018. Comments can be submitted to recoveryinfo@sonoma-county.org

Prior Board Actions:

September 18, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

September 11, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

August 28, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

August 28, 2018 – Renewal of Emergency proclamations.

August 14, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

August 7, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

August 7, 2018 – Renewal of Emergency proclamations.

July 24, 2018 –

A) Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

B) Receive an update from California Office of Emergency Services on debris removal progress.

July 10, 2018 – Renewal of Emergency proclamations.

June 13, 2018 – Received presentation on Draft Plan.

June 11, 2018 – Renewal of Emergency proclamations.
 May 22, 2018 – Recovery Update on the status of recovery operations, planning, and seeking of funding opportunities.
 May 8, 2018 – Renewal of Emergency proclamations.
 March 20, 2018 – Renewal of Emergency proclamations; disaster fiscal update; authorized appropriations of \$9.5 million to the Disaster Response & Recovery Fund.
 February 13, 2018 – Renewal of Emergency proclamations
 February 6, 2018 – Established the Office of Recovery & Resiliency staffing; authorized appropriations of \$2 million to the Disaster Response & Recovery Fund.
 December 19, 2017 – Disaster fiscal update and creation of Sonoma County Office of Recovery and Resiliency.

Strategic Plan Alignment Not Applicable

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			

Funding Sources

General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
09-25-2018 CAO Recovery Update_Att A HMGP NOI 4344 09-25-2018 CAO Recovery Update_Att B HMGP NOI 4353 09-25-2018 CAO Recovery Update_Att C Fire Bills 09-25-2018 CAO Recovery Update_Att D Recovery Activities			
Related Items "On File" with the Clerk of the Board:			

Hazard Mitigation Grant Program (HMGP) Applications Submitted for Disaster Number DR-4344

Hazard Mitigation Area	Jurisdiction	Task Force	Department	Project Title	Project Description	Estimated Total			Local Share		Local Share Detail	Status	Notes
						Cost	Federal Share	Local Share	Y/N	Local Share Detail			
Flood	Community Development Commission	Housing	CDC	Sonoma County Flood Elevation Program	Elevate homes and provide other mitigation measures for properties on the NFIP repetitive loss list.	\$ 1,807,043	\$ 1,355,282	\$ 451,761	N	Property Owner Contribution	App Submitted 7/1/2018		
Fire	County	All	FES	Sonoma County Community Wildfire Protection Plan Update & LHMP Annexation	Update the existing Sonoma County Community Wildfire Protection Plan to reflect the post-2017 fire landscape in our county, and integrate and annex the CWPW with the Local Hazard Mitigation Plan, which is being updated concurrently.	\$ 200,000	\$ 150,000	\$ 50,000	Y	County General Fund	App Submitted 9/4/2018		
Fire	County	All	General Services	Fire Early Warning and Detection Camera System	Create a fire early warning camera system by installing fire monitoring cameras at strategic locations throughout the County, with associated microwave/tower systems with sufficient bandwidth. In partnership with City of Santa Rosa.	\$ 2,722,718	\$ 2,042,039	\$ 680,680	Y	County General Fund, City of Santa Rosa	App Submitted 9/4/2018		
All	County	Infrastructure	General Services	Seismic upgrades for Petaluma Veterans Building	Retrofit Petaluma Veterans hall for Seismic Stability	\$ 1,993,367	\$ 1,495,025	\$ 498,342	Y	\$425,808 in FY18-19 capital projects	App Submitted 7/1/2018	additional \$425,808 set aside in Capital Projects for FY18-19 (covers most of FY 2018-19)	
All	County	Infrastructure	ISO	Data Center Generator	Stand-alone generator project to protect County of Sonoma's datacenter that contain mission critical systems including emergency 911, computer aided dispatch, communications, and related public safety and emergency response systems.	\$ 622,180	\$ 466,635	\$ 155,545	Y	County General Fund	App Submitted 9/4/2018		
Flood	County	Natural Resources	Parks	Stabilizing and re-vegetation of Hood Mountain	Revegetate and stabilize soil in areas burned by the fire and damaged by fire suppression efforts such as bulldozer lines to prevent flooding, erosion, and debris flow that could damage properties down stream.	\$ 310,813	\$ 233,110	\$ 77,703	Y	County General Fund	App Submitted 9/4/2018		
All	County	All	PRMD	Sonoma County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) Update	Update the Sonoma County LHMP to incorporate better understanding of the wildfire, tsunami, and earthquake hazards including custom HAZUS models for each jurisdiction. County LHMP will become a multi-jurisdictional plan to include county districts and other jurisdictions that want to participate.	\$ 333,333	\$ 250,000	\$ 83,333	Y	County General Fund	App Submitted 9/4/2018		
Earthquake	County	All	PRMD	Surface Fault rupture and seismic induced landslides analysis to Annex into Sonoma County LHMP	Planning project to increase understanding of Rodgers Creek Fault. Create hazard maps, and do site specific studies of the fault in newly identified areas. Planning and risk analysis conducted will be adopted and annexed into the Sonoma County LHMP.	\$ 200,000	\$ 150,000	\$ 50,000	Y	County General Fund	App Submitted 9/4/2018		
Earthquake	County	Infrastructure	PRMD	Seismic Strengthening and Retrofit of Existing Structures, Sonoma Countywide	Retrofit critical facilities, unreinforced masonry, and if possible soft structure buildings already identified in LHMP. This project will be a phased project.	\$ 6,677,777	\$ 5,000,000	\$ 1,677,777	Y	County General Fund, other state government agencies, and Property Owner Cost Share	App Submitted 9/4/2018	State's Earthquake Brace & Bolt (EBB) program could potentially provide portion of match if this State program was expanded to include Sonoma County. EBB program is part of State's	
Fire	County	Housing, Infrastructure	PRMD & FES	Wildfire Adapted Sonoma County Education and Incentives for Safe and Resilient Sonoma County	Harden structures, create defensible space and graze corridors to reduce risk of catastrophic wildfire. Reduce the potential for loss of lives, homes, businesses, and property in Sonoma County's WUI areas. Phased project.	\$ 6,677,777	\$ 5,000,000	\$ 1,677,777	Y	County General Fund, other state government agencies, and Property Owner Cost Share	App Submitted 9/4/2018	Priority for future chance of future match from CAL FIRE if Fire Prevention grant pursued for this.	
Flood, Earthquake	Water Agency	Infrastructure	SCWA	Ely Booster Station Hazard Mitigation Project	Mitigate flood and seismic hazards to the booster station by sealing electrical enclosures, elevating equipment, and anchoring equipment critical to the operation of the Booster Station. These actions would effectively provide protection against a 500 year flood event, and a magnitude 6.5 earthquake.	\$ 3,081,193	\$ 2,310,895	\$ 770,298	N	SCWA Water Transmission Fund	App Submitted 9/4/2018		
Flood	Water Agency	Natural Resources	SCWA	Improved Flood Early Warning Using Advanced Radar	Purchase and install X-Band radar to better predict flooding and provide for improved response.	\$ 2,666,700	\$ 2,000,025	\$ 666,675	N	(Available Special District Funds) SCWA, Water Fund	App Submitted 7/1/2018		
Earthquake	Water Agency	Infrastructure	SCWA RRCSO	Seismic Rehabilitation and Retrofit of Secondary Treatment Clarifiers at RRCSO	Retrofit of facilities to reduce risk of system failure during an earthquake.	\$ 2,400,000	\$ 1,800,000	\$ 600,000	N	(Available Special District Funds) RRCSO Construction Fund	App Submitted 7/1/2018		
Earthquake	Water Agency	Infrastructure	SCWA SVCSO	Seismic Rehabilitation and Retrofit of Secondary Treatment Clarifiers at SVCSO	Retrofit of facilities to reduce risk of system failure during an earthquake.	\$ 2,750,000	\$ 2,062,500	\$ 687,500	N	(Available Special District Funds) SVCSO Construction Fund	App Submitted 7/1/2018		
Flood	County	Infrastructure, Housing	TPW	Culvert Improvements to Reduce Flooding	Upgrade 2 culverts in sonoma county to a higher capacity to reduce flooding. Drake Rd - Guerneville (5th district)	\$ 355,000	\$ 266,250	\$ 88,750	Y	County General Fund	App Submitted 9/4/2018		
Flood	County	Natural Resources, Infrastructure	TPW	Russian River Flood Management & Fisheries Habitat Enhancement Planning	hydro-dynamic flow model for area of Russian river that is flood prone & impacts structures. From aziti to alexander valley bridge (11 mi). High rates of sedimentation. Community meetings to identify hazards. Project is to create model that will allow for identifying mitigation actions that will reduce flood damage in project location.	\$ 200,000	\$ 150,000	\$ 50,000	N	TPW funds	App Submitted 9/4/2018		
All	County	Infrastructure	TPW	Bank Stabilization to protect River Road	Protect the quickly-eroding bank of the Russian River along River Rd, using primarily natural materials in order to protect a vital transportation link, as well as residences and agricultural land.	\$ 5,092,220	\$ 3,819,165	\$ 1,273,055	N	SBI	App Submitted 7/1/2018		
All	County	Infrastructure	TPW	Road Yard Generator	Purchase and install onsite generator for the Sonoma County Santa Rosa Road Maintenance Yard to prevent risk of service interruption affecting the road.	\$ 250,000	\$ 187,500	\$ 62,500	N	Roads Fund	App Submitted 7/1/2018		
All	County	Infrastructure	TPW	Airport Generator	Purchase and installation of onsite generator for the Airport Terminal to allow operations for at least 4 days in the event of power outages.	\$ 480,000	\$ 360,000	\$ 120,000	N	Airport Enterprise Funds	App Submitted 7/1/2018		
TOTAL						\$ 38,820,121.00	\$ 29,098,425.25	\$ 9,721,695.75					
General Fund Match Total - DR-4344						\$	\$ 5,639,907.00						

(DR-4344) - Recently removed from HMGP-in-development list

Hazard Mitigation Area	Jurisdiction	Task Force	Department	Project Title	Project description	Estimated Total			Local Share		Status	Notes
						Cost	Federal Share	Local Share	Source	Cost share type		
Fire	County	Infrastructure	FES	Collaborative Mapping for Strategic Risk Reduction and Community Safety	Provide strategic response pre-attack maps to cover all areas at risk to wildfire in Sonoma County. These maps and data will be annexed into update of the county-wide LHMP.	\$ 200,000.00	\$ 150,000.00	\$ 50,000.00	Y	County General Fund, Potentially Fire Chief match	not pursuing for HMGP	Not pursuing based on CALDES feedback that HMGP can only pay for mapping to ID mitigation actions - which is already being addressed by CWRP-HMGP application - real need here was for response attack maps, which HMGP cannot pay for. FES time better spent on sirens, CIPP, and Fire Mitigation Retrofit applications. Will keep on cadar and pursue more appropriate funding sources.
All	County	Infrastructure	TPW	Asti Bridge	Construct a permanent bridge over the Russian River at Washington School Road, near the community of Asti.	\$ 25,000,000.00	\$ 5,000,000.00	\$ 20,000,000.00	Y	TBD	not pursuing HMGP at this time - will pursue if necessary supporting info is produced	TPW has opted not to pursue the funding application for a permanent bridge in Asti mainly due to timing conflicts between the environmental work and the required timeline for construction. The department instead is actively working with a group of residents on a bridge feasibility study and will soon start environmental work to be better prepared to apply for funding in the future.
Seismic	County	Infrastructure	General Services	Seismic upgrades for Sonoma Veterans Building	Retrofitting Sonoma Veterans hall for Seismic Stability	\$ 2,243,000.00	\$ 1,682,250.00	\$ 560,750.00	Y	County General Fund	not pursuing HMGP at this time - will pursue if necessary supporting info is produced	Not cost effective. Consultant worked BCA but could not get it above .40. BCA must be above 1.0 to be submitted.
Fire, Seismic	County	Infrastructure	ISD	Seismic and Fire retrofits of County Datacenter to Mainain Critical Capabilities	County datacenter infrastructure, utility, Hazard mitigation protective measures for electrical & internet redundancy. Create separate redundant power and network connectivity line.	\$ 1,255,000.00	\$ 941,250.00	\$ 313,750.00	Y	County General Fund	not pursuing HMGP at this time - will pursue if necessary supporting info is produced	Insufficient technical info to meet 9/4 deadline. Structural engineer assessment of vulnerability and design needed for both application and BCA. BCA not possible given current information. Will be pursued in future HMGP rounds if necessary analyses are

Hazard Mitigation Grant Program (HMGP) Applications Submitted for Disaster Number DR-4353

Hazard Mitigation Area	Task Force	Department	Project Title	Project description	Estimated Total Cost	Federal Share	Local Cost Share	Local Share: General Fund Y/N	Local Share Detail	Status
All	Infrastructure	FES	Warning Sirens - System	Design and install warning sirens in selected locations. Develop operating, testing, and maintenance procedures. In partnership with City of SR.	\$850,000	\$637,500	\$212,500	Y	County General Fund, City of SR	App Submitted 9/4/2018
TOTALS					\$ 850,000.00	\$ 637,500.00	\$ 212,500.00			

Fire Recovery

Bill ID/Topic	Location	Summary
<p><u>AB 1772</u> <u>Aguiar-Curry D</u></p> <p>Fire insurance: indemnity.</p>	<p>ASSEMBLY ENROLLED 9/11/2018 - Enrolled and presented to the Governor at 4:30 p.m.</p>	<p>Existing law defines the measure of indemnity for a loss under an open fire insurance policy and specifies time limits under which an insured must collect the full replacement cost of the loss. In the event of a loss relating to a state of emergency, as defined, existing law establishes a minimum time limit of not less than 24 months from the date that the first payment toward the actual cash value is made during which the insured may collect the full replacement cost of the loss, subject to the policy limit, as specified. This bill would extend the minimum time limit during which an insured may collect the full replacement cost of a loss relating to a state of emergency to 36 months. The bill would require that additional extensions of 6 months be provided to policyholders for good cause under that circumstance. The bill would also require that policy forms issued by an insurer be in compliance with these changes on and after July 1, 2019. The bill would also make technical changes. This bill contains other related provisions. Last Amended on 8/24/2018</p>
<p><u>AB 1800</u> <u>Levine D</u></p> <p>Fire insurance: indemnity.</p>	<p>ASSEMBLY ENROLLED 9/11/2018 - Enrolled and presented to the Governor at 4:30 p.m.</p>	<p>Existing law defines the measure of indemnity for a loss under an open fire insurance policy and specifies time limits under which an insured must collect the full replacement cost of the loss. Existing law prohibits, in the event of a total loss of the insured structure, a fire insurance policy issued or delivered in the state from limiting or denying payment of the replacement cost of property if the insured decides to rebuild or replace the property at a location other than the insured premises. Existing law requires the measure of indemnity to be based upon the replacement cost of the insured property and prohibits it from being based upon the cost to repair, rebuild, or replace at a location other than the insured premises. This bill would instead prohibit, in the event of a total loss of an insured structure, a fire insurance policy issued or delivered in this state from containing a provision that limits or denies, on the basis that the insured has decided to rebuild at a new location or to purchase an already built home at a new location, payment of the building code upgrade cost or the replacement cost, including any extended replacement cost coverage, to the extent those costs are otherwise covered by the terms of the policy or any policy endorsement. The bill would prohibit the measure of indemnity from exceeding, rather than requiring it to be based upon, the replacement cost, as specified. The bill would require all policy forms issued or renewed on and after July 1, 2019, to contain these provisions. This bill contains other related provisions. Last Amended on 8/24/2018</p>
<p><u>AB 1875</u> <u>Wood D</u></p> <p>Residential property insurance.</p>	<p>ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>Existing law generally regulates classes of insurance, including residential property insurance. Under existing law, the California FAIR (fair access to insurance requirements) Plan Association, a joint reinsurance association in which all insurers licensed to write basic property insurance participate, administers a program for the equitable apportionment of basic property insurance for persons who are unable to obtain that coverage through normal channels. Existing law requires the association to establish and maintain an Internet Web site and a toll-free telephone number through which a person may receive assistance in applying for basic property insurance. Existing law requires an insurer member of the plan to provide the Internet Web site address and toll-free telephone number to an applicant who is denied coverage. This bill would require the Department of Insurance to establish the California Home Insurance Finder on its Internet Web site to help homeowners connect with an insurance agent or broker for residential property insurance. The bill would require the department to annually survey agents, brokers, and insurers about inclusion in the finder, and post participants' names, addresses, phone numbers, and Internet Web sites, if available, to the finder on or before July 1, 2020. The bill would require the commissioner to use social media and other tools to promote the finder, and to create materials in the most common languages used in California. The bill would require an insurer to disclose specified information to an applicant who is denied coverage or a policyholder whose policy is canceled or not renewed, including, on or after July 1, 2020, information about the finder. The bill would require specified information, including the Internet Web site address of the department's Homeowners Coverage Comparison Tool, to be disclosed on or after July 1, 2020, upon an offer of a policy of residential property insurance if specified conditions are met. The bill would require a residential property</p>

		insurer to notify the department on or before February 1 of each year of the amount of extended replacement cost coverage it offers in California, if the amount is different from that of the previous year, and would require the department to use this information to annually update the Homeowners Coverage Comparison Tool. Last Amended on 8/24/2018
<u>AB 1877</u> <u>Limón D</u> Office of Emergency Services: communications: notifications: translation.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	The California Emergency Services Act establishes the Office of Emergency Services within the Governor's office under the supervision of the Director of Emergency Services and makes the office responsible for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies. Existing law requires the Governor to coordinate a State Emergency Plan, which is in effect in each political subdivision of the state, and requires the governing body of each political subdivision, as defined, to take actions necessary to carry out the provisions of that plan. This bill would require the Office of Emergency Services to create a library of translated emergency notifications and a translation style guide, as specified, and would require designated alerting authorities, as defined, to consider using the library and translation style guide that may be used by designated alerting authorities when issuing emergency notifications to the public. The bill would authorize the office to require a city, county, or city and county to translate emergency notifications as a condition of approving its application to receive any voluntary grant funds with a nexus to emergency management performance. Last Amended on 8/24/2018
<u>AB 1919</u> <u>Wood D</u> Price gouging: state of emergency.	ASSEMBLY ENROLLED 9/11/2018 - Enrolled and presented to the Governor at 4:30 p.m.	Under existing law, upon the proclamation of a state of emergency, as defined, declared by the President of the United States or the Governor, or upon the declaration of a local emergency, as defined, by the executive officer of any county, city, or city and county, and for a period of 30 days following that declaration, it is a misdemeanor with specified penalties for a person, contractor, business, or other entity to sell or offer to sell certain goods and services, including housing, for a price that exceeds by 10% the price charged by that person immediately prior to the proclamation of emergency, except as specified. Existing law, the California Emergency Services Act, establishes the Office of Emergency Services and vests the office with responsibility for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies, as specified. This bill would additionally, upon the proclamation or declaration of an emergency as described above, make it a misdemeanor for a person, business, or other entity to increase the rental price, as defined, advertised, offered, or charged for housing to an existing or prospective tenant by more than 10%. The bill would extend the prohibition with regards to housing for any period that the proclamation or declaration is extended. The bill would additionally make it a misdemeanor for a person, business, or entity to evict a housing tenant after the proclamation of a state of emergency and then rent or offer to rent to another person at a rental price higher than the evicted tenant could be charged. By creating a new crime, this bill would create a state-mandated local program. The bill would require the Office of Emergency Services, upon the proclamation of an emergency by the Governor, to include information about these provisions and guidance to property owners, as specified, on an appropriate Internet Web site. This bill contains other related provisions and other existing laws. Last Amended on 8/17/2018
<u>AB 1945</u> <u>Garcia, Eduardo D</u> California Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund: investment plan.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	The California Global Warming Solutions Act of 2006 establishes the State Air Resources Board as the state agency responsible for monitoring and regulating sources emitting greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms. Existing law requires all moneys, except for fines and penalties, collected by the state board from the auction or sale of allowances as part of a market-based compliance mechanism to be deposited in the Greenhouse Gas Reduction Fund and to be available upon appropriation by the Legislature. Existing law requires the Department of Finance, in consultation with the state board and any other relevant state agency, to develop, as specified, a 3-year investment plan for the moneys deposited in the Greenhouse Gas Reduction Fund. Existing law requires the moneys from the fund to be used to facilitate the achievement of reductions of greenhouse gas emissions consistent with the act and, among other things, to maximize economic, environmental, and public health benefits to the state. This bill, beginning July 1, 2019, would require state agencies administering competitive grant programs that allocate moneys from the fund to give specified communities

		preferential points during grant application scoring for programs intended to improve air quality and to include a specified application timeline and to allow applicants from the Counties of Imperial and San Diego to include daytime population numbers in grant applications. This bill contains other related provisions. Last Amended on 8/24/2018
<u>AB 1956</u> <u>Limón D</u> Fire prevention activities: local assistance grant program.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	Existing law requires the Director of Forestry and Fire Protection to establish a working group, consisting of specified members, to identify potential incentives for landowners to implement prefire activities, as defined, in state responsibility areas and urban wildland communities and to identify all federal, state, or local programs, private programs, and any other programs requiring a cost share that involves prefire activities. This bill would repeal this law. This bill contains other related provisions and other existing laws. Last Amended on 8/23/2018
<u>AB 2091</u> <u>Gravson D</u> Fire prevention: prescribed burns: insurance pool.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	Existing law authorizes a person, firm, or corporation, or a group or combination of persons, firms, corporations, or groups, that owns or controls brush-covered land, forest lands, woodland, grassland, shrubland, or any combination thereof within a state responsibility area to apply to the Department of Forestry and Fire Protection for permission to utilize a prescribed burning for specified public purposes. The Governor has issued an executive order relating to, among other subjects, the streamlining of permitting for landowner-initiated projects for the improvement of forest health and the reduction of forest-fire fuels on their properties. Pursuant to this executive order, a Forest Management Task Force involving specified state agencies has been convened. This bill would express the intent of the Legislature to enact legislation to increase the pace and scale of the use of prescribed fire and to reduce barriers for conducting prescribed burns. The bill would require the Forest Management Task Force or its successor entity, on or before January 1, 2020, and in coordination with the Department of Insurance, to develop recommendations for the implementation of an insurance pool or other mechanism for prescribed burn managers that reduces the cost of conducting prescribed fire while maintaining adequate liability protection for lives and property when conducting prescribed burns. Last Amended on 8/24/2018
<u>AB 2126</u> <u>Eggman D</u> California Conservation Corps: forestry corps program.	ASSEMBLY ENROLLED 9/11/2018 - Enrolled and presented to the Governor at 4:30 p.m.	Existing law establishes the California Conservation Corps in the Natural Resources Agency and requires the corps to implement and administer the conservation corps program. Existing law requires the Governor to appoint a director to act as the administrative officer of the corps. Existing law authorizes the director to employ special corps members without regard to their ages so that the corps may draw upon their special skills that may contribute to the attainment of the objectives of the program. Existing law provides that these special members may be assigned to headquarters, as well as field positions. This bill would require the director, no later than July 1, 2019, to establish a forestry corps program to accomplish certain objectives including developing and implementing forest health projects, as provided, and establishing forestry corps crews. The bill would require the director to partner with certified community conservation corps in implementing the forestry corps program, where feasible. The bill would require the director, no later than January 1, 2020, to establish 4 forestry corps crews, one to be based in the Central Valley, one in the Inland Empire, and 2 to be based in either a state responsibility area or a very high hazard fire zone, as specified. This bill contains other related provisions. Last Amended on 8/24/2018
<u>AB 2238</u> <u>Aguiar-Curry D</u> Local agency formation: regional housing need allocation: fire hazards: local health emergencies: hazardous and medical waste.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	(1) Existing law, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, provides the authority and procedures for the initiation, conduct, and completion of changes of organization and reorganization of cities and districts. The act specifies the factors that a local agency formation commission is required to consider in the review of a proposal for a change of organization or reorganization, including, among other things, per capita assessed valuation and the proposal's consistency with city or county general and specific plans. This bill would instead require the commission to consider the assessed valuation rather than per capita assessed valuation. The bill would additionally require the commission to consider information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone or maps that identify land determined to be in a state responsibility area if it is determined that such

		information is relevant to the area that is the subject of the proposal. By adding to the duties of local agency formation commissions in reviewing a change of organization or reorganization, this bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
<u>AB 2346</u> <u>Quirk D</u> Public utilities: rates: wildfire expense memorandum accounts.	ASSEMBLY ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 12 p.m.	Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations. Existing law authorizes the commission to fix the rates and charges for every public utility, and requires that those rates and charges be just and reasonable. Existing law requires the commission to authorize public utilities to establish catastrophic event memorandum accounts and to record certain costs in those accounts. This bill would require the commission to authorize an electrical corporation, upon request, to establish a wildfire expense memorandum account for incremental unreimbursed costs relating to California wildfires that occur on or after January 1, 2015, and to record certain costs in those accounts. The bill would require the recovery in rates of those costs to be subject to review by, and the determination of, the commission, as specified. The bill would require an electrical corporation to notify the commission by letter within 30 days after the electrical corporation begins recording costs in its wildfire expense memorandum account. This bill contains other related provisions and other existing laws. Last Amended on 8/22/2018
<u>AB 2380</u> <u>Aguiar-Curry D</u> Fire protection: privately contracted private fire prevention resources.	ASSEMBLY ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 12 p.m.	Existing law provides that fire companies in unincorporated and incorporated towns may be organized, as provided, and be subject to specified provisions and requirements. Existing law provides that the city council of an incorporated city may, by ordinance, regulate the formation and continued existence of fire companies providing service within its city. Existing law establishes in state government, within the office of the Governor, the Office of Emergency Services. Existing law requires the office to be responsible for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies, including responsibility for activities necessary to prevent, respond to, recover from, and mitigate the effects of emergencies and disasters to people and property. Existing law, the FIRESCOPE Act of 1989, requires the office to establish and administer a program, known as the FIRESCOPE Program, to maintain and enhance the efficiency and effectiveness of managing multiagency firefighting resources in responding to an incident. This bill would require the office, in collaboration with the Department of Forestry and Fire Protection and the board of directors of the FIRESCOPE Program, to develop standards and regulations for any privately contracted private fire prevention resources operating during an active fire incident in the state, as provided, and to develop regulations to govern the use of equipment used by privately contracted private fire prevention resources during an active fire incident, as provided. Last Amended on 8/28/2018
<u>AB 2518</u> <u>Aguiar-Curry D</u> Innovative forest products and mass timber.	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 3:30 p.m.	Existing law establishes the Department of Forestry and Fire Protection in the Natural Resources Agency. Existing law declares that a thriving in-state forest products sector provides public benefits, including employment opportunities in both rural and urban areas, and economic development for rural communities. Existing law requires the Secretary of the Natural Resources Agency to establish a working group on expanding wood product markets, as provided. This bill would require, on or before January 31, 2020, the department, in consultation with the State Board of Forestry and Fire Protection, to identify barriers to in-state production of mass timber and other innovative forest products, as those terms are defined, and develop solutions that are consistent with the state's climate objectives on forest lands. The bill would require the department to collaborate with the working group described above, other state agencies, and independent experts, including with apprenticeship programs of organized labor, community colleges, and others with similar expertise, on innovative forest products and mass timber workforce training and job creation. This bill contains other related provisions. Last Amended on 8/24/2018
<u>AB 2551</u> <u>Wood D</u>	ASSEMBLY ENROLLED 9/10/2018 - Enrolled and	Existing law requires the Department of Forestry and Fire Protection to implement various fire prevention programs intended to protect forest resources and prevent uncontrolled wildfires. This bill would instead authorize the director to enter into those agreements with small nonindustrial landowners, as defined. The bill would delete the term and

Forestry and fire prevention: joint prescribed burning operations: watersheds.	presented to the Governor at 3:30 p.m.	interest rate requirements relating to these loans and instead require the director to establish reasonable terms relating to the length of, and the interest rate for, the loans. The bill would also authorize the director to provide the director's share of the costs described above in advance of any performed work if the eligible landowner agrees in writing to undertake the forest resource improvement work and agrees to the condition that any funds provided for uncompleted work shall constitute grounds for a claim and lien upon the real property owned by the landowner, as provided. The bill would require any money recovered from the lien to be deposited into the fund. This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
AB 2576 Aguiar-Curry D Emergencies: health care.	ASSEMBLY ENROLLED 9/7/2018 - Enrolled and presented to the Governor at 2:30 p.m.	(1) Existing law, the California Emergency Services Act, authorizes the Governor to proclaim a state of emergency, and local officials and local governments to proclaim a local emergency, when specified conditions of disaster or extreme peril to the safety of persons and property exist, and authorizes the Governor or the appropriate local government to exercise certain powers in response to that emergency. Existing law authorizes the Governor, during a state of emergency, to direct all state agencies to utilize and employ state personnel, equipment, and facilities to perform activities that are designed to prevent or alleviate actual and threatened damage due to that emergency. Existing law authorizes a state agency so directed to expend any of the moneys that have been appropriated to it in order to perform that activity. This bill would authorize the Governor, during a state of emergency, to direct all state agencies to utilize, employ, and direct state personnel, equipment, and facilities for the performance of any and all activities that are designed to allow community clinics and health centers to provide and receive reimbursement for services provided during or immediately following the emergency. The bill would authorize any agency directed by the Governor to perform those activities to expend any of the moneys that have been appropriated to it in order to perform those activities, irrespective of the particular purpose for which the moneys were originally appropriated. This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
AB 2594 Friedman D Fire insurance.	ASSEMBLY ENROLLED 8/24/2018 - Enrolled and presented to the Governor at 4:30 p.m.	Existing law generally regulates fire insurance and county mutual fire insurers. Existing law prescribes the standard form for a fire insurance policy or county fire insurance policy. Existing law imposes a 12-month statute of limitations in which to bring suit under a fire insurance policy or a county fire insurance policy after a loss. Existing law makes it a misdemeanor for an insurer or agent to countersign or issue a fire policy that varies from the California standard form of policy. This bill would revise the standard forms of policy and extend the period in which to bring suit to 24 months after the inception of the loss if the loss is related to a state of emergency, as specified. By expanding the scope of an existing crime, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 8/6/2018
AB 2889 Caballero D Timber harvesting plans: guidance and assistance.	ASSEMBLY ENROLLED 8/29/2018 - Enrolled and presented to the Governor at 4 p.m.	Existing law prohibits a person, as defined, from conducting timber operations, as defined, unless a timber harvesting plan that meets specified requirements and is prepared by a professional forester for those operations has been submitted to the Department of Forestry and Fire Protection. Existing law requires the department to review, approve, or require the modification of, timber harvesting plans in accordance with prescribed procedures. This bill would require the department to provide guidance and assistance to ensure the uniform and efficient implementation of processes and procedures regulating the filing, review, approval, required modification, completion, and appeal of decisions relating to timber harvesting plans, as provided. The bill would also require the department to issue guidance to achieve greater timber harvesting plan review accuracy and efficiency and to avoid duplication of efforts, as provided. Last Amended on 4/30/2018
AB 2898 Gloria D Emergency services: local emergencies.	ASSEMBLY ENROLLED 8/27/2018 - Enrolled and presented to the Governor at 3 p.m.	Existing law, the California Emergency Services Act, establishes the Office of Emergency Services and vests the office with responsibility for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies, as specified. The act also prescribes a process for the declaration of a local emergency and permits a local emergency to be proclaimed only by the governing body of a city or county or by an official designated by ordinance adopted by that governing body. Existing law requires the governing body to review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local

		emergency. This bill would instead require review of a local emergency by the governing body, as described above, to occur at least once every 60 days. This bill contains other related provisions. Last Amended on 8/8/2018
<u>AB 2911</u> <u>Friedman D</u> Fire safety.	ASSEMBLY ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 12 p.m.	(1)Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the Director of Forestry and Fire Protection and exempts a local agency, as defined, from that requirement if ordinances of the local agency, adopted on or before December 31, 1992, impose standards that are equivalent to, or more restrictive than, specified state standards. Existing law authorizes a local agency, at its discretion, to exclude from specified requirements governing fire risk reduction an area identified as a very high fire hazard severity zone by the director within the jurisdiction of the local agency, following a specified finding supported by substantial evidence that those requirements are not necessary for effective fire protection within the area.This bill would eliminate the above-described exemption and exclusion and would require a local agency to transmit a copy of any ordinance adopted pursuant to these provisions to the State Board of Forestry and Fire Protection within 30 days of adoption. By imposing new responsibilities on local agencies with regard to the adoption of fire safety ordinances, the bill would impose a state-mandated local program.This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
<u>AB 2915</u> <u>Caballero D</u> Workforce development boards: mutual disaster aid assistance: memorandum of understanding.	ASSEMBLY ENROLLED 9/5/2018 - Enrolled and presented to the Governor at 3 p.m.	Existing law, the California Workforce Innovation and Opportunity Act, establishes the California Workforce Development Board as the body responsible for assisting the Governor in the development, oversight, and continuous improvement of California's workforce investment system and the alignment of the education and workforce investment systems to the needs of the 21st century economy and workforce. That act prescribes specific tasks with which the board assists the Governor, including the development and updating of comprehensive state performance accountability measures, to assess the effectiveness of the core programs in the state as required under specific federal law. That act also requires the establishment of a local workforce development board in each local workforce development area of the state to, among other things, develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities.The bill would require, by July 1, 2020, the California Workforce Development Board to develop, in conjunction with the Employment Development Department and with input from local workforce development boards, a policy regarding mutual aid agreements between and among local workforce development boards to enable them to effectively respond to disasters and that is consistent with applicable state and federal law. Last Amended on 6/21/2018
<u>AB 2990</u> <u>Low D</u> Public postsecondary education: exemption from tuition and fees for qualifying survivors of deceased public safety and fire suppression personnel: notice.	ASSEMBLY ENROLLED 8/20/2018 - Enrolled and presented to the Governor at 3 p.m.	(1)Existing law prohibits the Board of Directors of the Hastings College of the Law, the Board of Governors of the California Community Colleges, the Trustees of the California State University, and, if they adopt an appropriate resolution, the Regents of the University of California, from collecting mandatory systemwide tuition and fees from any surviving spouse or surviving child of a deceased person who was a resident of the state and employed by or contracting with a public agency, whose principal duties consisted of active law enforcement service or active fire suppression and prevention, and who died as a result of his or her duties, as specified.This bill would require the Hastings College of Law, and each campus of the California Community Colleges and the California State University that has an Internet Web site, and, in the event that the regents adopt an appropriate resolution, each campus of the University of California that has an Internet Web site, to provide an online posting or notice of systemwide fee or tuition waivers available to students pursuant to the provision described above. The bill would require that the online posting or notice be accessible through a prominent direct link to an application for a waiver of the systemwide fee or tuition, that the direct link appear on the primary Web page of the financial aid section of the campus Web site, and that the direct link be accompanied by a description of eligibility requirements for the waiver of the systemwide fee or tuition, as specified.This bill contains other related provisions and other existing laws. Last Amended on 4/5/2018

<p><u>SB 465</u> <u>Jackson D</u></p> <p>Property Assessed Clean Energy Program: wildfire safety improvements.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>Existing law, known commonly as the Property Assessed Clean Energy (PACE) program, authorizes a public agency, by making specified findings, to authorize public agency officials and property owners to enter into voluntary contractual assessments to finance the installation of distributed generation renewable energy sources or energy or water efficiency improvements that are permanently fixed to real property. This bill would, until January 1, 2029, enact the Wildfire Safety Finance Act, which would expand these provisions to also authorize a legislative body that has accepted the designation of Very High Fire Hazard Severity Zone to designate an area for contractual assessments to finance the installation of wildfire safety improvements that are permanently fixed to real property, in accordance with specified procedures and requirements that are similar to requirements that apply to the PACE program under existing law. The bill would define “public agency,” for purposes of financing the installation of wildfire safety improvements, to mean a city, county, or city and county. The bill would make conforming changes in the CFL, the Mello-Roos Community Facilities Act of 1982, and other related laws to that effect. This bill contains other related provisions and other existing laws. Last Amended on 8/27/2018</p>
<p><u>SB 774</u> <u>Leyva D</u></p> <p>Research program: firefighting: wildland and wildland-urban interface.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>Existing law requires the California State University to offer undergraduate and graduate instruction through the master’s degree in the liberal arts and sciences and professional education. Existing law authorizes research, scholarship, and creative activity in support of the university’s undergraduate and graduate instructional mission. This bill would require the Trustees of the California State University to oversee a competitive process to award funds for the Wildland and Wildland-Urban Interface Wildfire Research Grant Program to one or more campuses of the California State University that can demonstrate an ability to fulfill certain criteria for, among other purposes, conducting research in critical areas of advancement and reform in wildland firefighting and issues vital to the state in the advancement of the understanding of fires in the wildland-urban interface. The bill would require trustees, by July 1, 2020, and every July 1 thereafter, to submit a report to the Legislature on the research and activities of the program. The bill would appropriate \$5,000,000 from the General Fund to the trustees for these purposes, thereby making an appropriation. Last Amended on 8/21/2018</p>
<p><u>SB 819</u> <u>Hill D</u></p> <p>Electrical and gas corporations: rates.</p>	<p>SENATE ENROLLED 9/5/2018 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including electrical corporations and gas corporations. Existing law authorizes the commission to establish rules for all public utilities, subject to control by the Legislature. Existing law authorizes the commission to fix the rates and charges for every public utility and requires that those rates and charges be just and reasonable. Existing law prohibits a gas corporation from recovering any fine or penalty in any rate approved by the commission. This bill would additionally prohibit an electrical corporation from recovering a fine or penalty through a rate approved by the commission and would make related nonsubstantive changes. This bill contains other related provisions and other existing laws. Last Amended on 8/20/2018</p>
<p><u>SB 821</u> <u>Jackson D</u></p> <p>Emergency notification: county jurisdictions.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>The California Emergency Services Act establishes the Office of Emergency Services in the office of the Governor and provides that the office is responsible for the state’s emergency and disaster response services for natural, technological, or manmade disasters and emergencies, including responsibility for activities necessary to prevent, respond to, recover from, and mitigate the effects of emergencies and disasters to people and property. This bill would authorize each county, including a city and county, to enter into an agreement to access the contact information of resident account holders through the records of a public utility or other agency responsible for water service, waste and recycling services, or other property-related services for the sole purpose of enrolling county residents in a county-operated public emergency warning system. The bill would require any county that enters into such an agreement to include procedures to enable any resident to opt out of the warning system and a process to terminate the receiving agency’s access to the resident’s contact information. The bill would prohibit the use of the information gathered for any purpose other than for emergency notification. This bill contains other existing laws. Last Amended on 8/23/2018</p>

<p><u>SB 824</u> <u>Lara D</u></p> <p>Insurers: declared disaster: homeowners' insurance policies.</p>	<p>SENATE ENROLLED 9/6/2018 - Enrolled and presented to the Governor at 4 p.m.</p>	<p>(1)Existing law requires an insurer to comply with certain procedures relating to the cancellation of insurance policies, except as specified, in the case of a total loss to the primary insured structure under a residential policy. Among other requirements, an insurer may not cancel coverage while the primary insured structure is being rebuilt, as specified, nor use the fact that the primary insured structure is in damaged condition as a result of the total loss as the sole basis for a decision to cancel the policy, and must offer, at least once, to renew the policy, as specified, if the total loss to the primary insured structure was caused by a disaster.This bill would prohibit, subject to certain exceptions, an insurer from canceling or refusing to renew a policy of residential property insurance for one year after the declaration of a state of emergency based solely on the fact that the insured structure is located in an area in which a wildfire has occurred, with respect to an insured property located within or adjacent to the fire perimeter, as specified.This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018</p>
<p><u>SB 833</u> <u>McGuire D</u></p> <p>Emergencies: Office of Emergency Services: guidelines: alert and warning systems.</p>	<p>SENATE ENROLLED 9/5/2018 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>The California Emergency Services Act establishes the Office of Emergency Services (OES) in the office of the Governor and provides that OES is responsible for the state's emergency and disaster response services for natural, technological, or manmade disasters and emergencies. The act also provides for systems for the public dissemination of alerts regarding missing children, attacks upon law enforcement officers, and missing persons who are 65 years of age or older, among others, and requires the Department of the California Highway Patrol to activate these systems and issue alerts upon the request of a law enforcement agency if certain conditions are met.This bill, on or before July 1, 2019, would require OES, in consultation with specified entities, to develop voluntary guidelines for alerting and warning the public of an emergency. The bill would require OES to provide each city, county, and city and county with a copy of the guidelines.This bill contains other related provisions. Last Amended on 8/20/2018</p>
<p><u>SB 894</u> <u>Dodd D</u></p> <p>Property insurance.</p>	<p>SENATE ENROLLED 9/11/2018 - Enrolled and presented to the Governor at 4 p.m.</p>	<p>Existing law requires an insurer, in the case of a total loss to the primary insured structure under a policy of residential property insurance, to offer to renew the policy at least once if the loss to the primary insured structure was caused by a disaster, as defined, and was not also due to the negligence of the insured, except as specified.This bill would instead, under specified circumstances, require the insurer to offer to renew the policy for at least the next 2 annual renewal periods or 24 months, whichever is greater.This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018</p>
<p><u>SB 896</u> <u>McGuire D</u></p> <p>Aggravated arson.</p>	<p>SENATE ENROLLED 9/5/2018 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>Existing law, until January 1, 2019, defines the offense of aggravated arson, and defines the aggravating factors for the offense as, the person has been previously convicted of arson on one or more occasions within the past 10 years, the fire caused property damage and other losses in excess of \$7,000,000, or the fire caused damage to, or the destruction of, 5 or more inhabited structures. Existing law, commencing January 1, 2019, deletes the aggravating factor of property damage and other losses in excess of \$7,000,000 from the definition of aggravated arson.This bill would extend the operation of the former aggravated arson offense until January 1, 2024, and would increase the threshold of property damage and other losses constituting an aggravating factor for aggravated arson to \$8,300,000. The bill would delay operation of the latter aggravated arson offense that deletes the threshold dollar amount of property damages or losses as an aggravating factor until January 1, 2024. By extending the operation of law defining a crime, this bill would impose a state-mandated local program.This bill contains other related provisions and other existing laws. Last Amended on 5/25/2018</p>
<p><u>SB 901</u> <u>Dodd D</u></p> <p>Wildfires.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>(1)Existing law, the California Emergency Services Act, among other things, authorizes the Governor, with the advice of the Office of Emergency Services, to divide the state into mutual aid regions for the more effective application, administration, and coordination of mutual aid and other emergency-related activities. Existing law authorizes the Office of Emergency Services to coordinate response and recovery operations in the mutual aid regions. The Budget Act of 2018 appropriated \$99,376,000 to the Office of Emergency Services for purposes of local assistance. Of those funds, \$25,000,000 was made available, pursuant to a schedule, for equipment and technology that improves the mutual aid system. Existing law authorizes the Department of Forestry and Fire Protection (CalFire) to administer various programs, including grant programs, relating to forest health and wildfire</p>

		protection.This bill would revise the Budget Act of 2018 to provide that the \$25,000,000 described above shall be applied to support activities directly related to regional response and readiness. The bill would provide that these activities include predeployment of Office of Emergency Services fire and rescue and local government resources that are part of the California Fire and Rescue Mutual Aid System or additional resources upon the authority and approval of the Office of Emergency Services to meet the requirements for state resources called up for predisaster and disaster response. This bill contains other related provisions and other existing laws. Last Amended on 8/28/2018
<u>SB 917</u> <u>Jackson D</u> Insurance policies.	SENATE ENROLLED 9/6/2018 - Enrolled and presented to the Governor at 4 p.m.	Existing law regulates insurance and the business of insurance in the state. Under existing law, an insurer is liable for a loss of which a peril insured against was the proximate cause, although a peril not contemplated by the contract may have been a remote cause of the loss. Under existing law, an insurer is not liable for a loss of which the peril insured was only the remote cause.This bill would require coverage to be provided if a loss or damage results from a combination of perils, one of which is a landslide, mudslide, mudflow, or debris flow, if an insured peril is the efficient proximate cause of the loss or damage and coverage would otherwise be provided for the insured peril. The bill would require coverage to be provided under the same terms and conditions as would be provided for the insured peril. The bill would state that it does not constitute a change in, but is declaratory of, existing law, and that it does not alter or abrogate any coverage or defenses, either in contract or law, that existed prior to January 1, 2019. Last Amended on 8/23/2018
<u>SB 929</u> <u>McGuire D</u> Special districts: Internet Web sites.	SENATE ENROLLED 8/28/2018 - Enrolled and presented to the Governor at 3:30 p.m.	The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the exclusive authority and procedure for the initiation, conduct, and completion of changes of organization and reorganization for special districts, as specified. The California Public Records Act requires a local agency to make public records available for inspection and allows a local agency to comply by posting the record on its Internet Web site and directing a member of the public to the Internet Web site, as specified.This bill would, beginning on January 1, 2020, require every independent special district to maintain an Internet Web site that clearly lists contact information for the special district, except as provided. Because this bill would require local agencies to provide a new service, the bill would impose a state-mandated local program.This bill contains other related provisions and other existing laws. Last Amended on 8/16/2018
<u>SB 969</u> <u>Dodd D</u> Automatic garage door openers: backup batteries.	SENATE ENROLLED 8/24/2018 - Enrolled and presented to the Governor at 4 p.m.	Existing law requires an automatic garage door opener that is manufactured for sale, purchased, sold, offered for sale, or installed in a residence to comply with specified safety requirements, including that the automatic garage door opener have an automatic reverse safety device. This bill, beginning July 1, 2019, would also require an automatic garage door opener that is manufactured for sale, sold, offered for sale, or installed in a residence to have a battery backup function that is designed to operate when activated because of an electrical outage. The bill would make a violation of those provisions subject to a civil penalty of \$1,000. The bill would, on and after July 1, 2019, prohibit a replacement residential garage door from being installed in a manner that connects the door to an existing garage door opener that does not meet the requirements of these provisions. Last Amended on 6/14/2018
<u>SB 1040</u> <u>Dodd D</u> In-home supportive services: natural disaster.	SENATE ENROLLED 8/24/2018 - Enrolled and presented to the Governor at 4 p.m.	(1)Existing law establishes the In-Home Supportive Services (IHSS) program, administered by the State Department of Social Services and counties, under which qualified aged, blind, and disabled persons are provided with supportive services, as defined, in order to permit them to remain in their own homes. The California Emergency Services Act authorizes the Governor to declare a state of emergency under specified conditions and requires a county, including a city and county, to update its emergency plan to address, among other things, how the access and functional needs population, as defined, is served by emergency communications, evacuation, and sheltering.This bill would require a county to use a void and reissue warrant process for any provider who lost or had damaged an uncashed warrant because of a natural disaster resulting in a state of emergency. The bill would require a county, including a city and county, at the next update to its emergency plan, to integrate and require the assessment and

		provision of supportive services to IHSS recipients. This bill contains other related provisions and other existing laws. Last Amended on 6/19/2018
<p><u>SB 1079</u> <u>Monning D</u></p> <p>Forest resources: fire prevention grants: advance payments.</p>	<p>SENATE ENROLLED 8/28/2018 - Enrolled and presented to the Governor at 3:30 p.m.</p>	<p>Existing law authorizes the Director of Forestry and Fire Protection to provide grants to entities, including, but not limited to, private or nongovernmental entities, Native American tribes, or local, state, and federal public agencies, for the implementation and administration of projects and programs to improve forest health and reduce greenhouse gas emissions. The Budget Act of 2017 appropriated moneys to the Department of Forestry and Fire Protection for purposes of, among other things, providing local assistance grants, grants to fire safe councils, and grants to qualified nonprofit organizations with a demonstrated ability to satisfactorily plan, implement, and complete a fire prevention project for these same purposes, as provided. This bill would, until January 1, 2024, authorize the director to authorize advance payments to a nonprofit organization, a local agency, a special district, a private forest landowner, or a Native American tribe from the grant awards specified above. The bill would prohibit a single advance payment from exceeding 25% of the total grant award. The bill would place specified requirements on the grantee of the advance payment, including that the grantee file an accountability report with the department, as provided. The bill would require the department to provide a report to the Legislature on or before January 1, 2023, on the outcome of the department's use of the advance payments. This bill contains other related provisions. Last Amended on 8/13/2018</p>
<p><u>SB 1181</u> <u>Hueso D</u></p> <p>Emergency services: certified community conservation corps.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>Existing law, the California Emergency Services Act, grants the Governor certain powers to be exercised in accordance with the State Emergency Plan and programs for the mitigation of the effects of an emergency. Existing law creates the Office of Emergency Services within the Governor's office and commits to the office the responsibility for the state's response services for natural, technological, or manmade disasters and emergencies. This bill would authorize the Office of Emergency Services to enter into an agreement directly with one or more certified community conservation corps, as defined, to perform emergency or disaster response services as the office deems appropriate.</p>
<p><u>SB 1205</u> <u>Hill D</u></p> <p>Fire protection services: inspections: compliance reporting.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>Existing law requires the chief of any city or county fire department or district providing fire protection services and his or her authorized representatives to inspect every building used as a public or private school within his or her jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided. Existing law requires every city or county fire department or district providing fire protection services that is required to enforce specified building standards to annually inspect certain structures, including hotels, motels, lodging houses, and apartment houses, for compliance with building standards, as provided. This bill would require every city or county fire department, city and county fire department, or district required to perform the above-described inspections to report annually to its administering authority, as defined, on the department's or district's compliance with the above-described inspection requirements, as provided. The bill would require the administering authority to acknowledge receipt of the report in a resolution or a similar formal document. To the extent this bill would expand the responsibility of a local agency, the bill would create a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 6/20/2018</p>
<p><u>SB 1260</u> <u>Jackson D</u></p> <p>Fire prevention and protection: prescribed burns.</p>	<p>SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.</p>	<p>(1) Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the Director of Forestry and Fire Protection and exempts a local agency, as defined, from that requirement if ordinances of the local agency, adopted on or before December 31, 1992, impose standards that are equivalent to, or more restrictive than, specified state standards. Existing law authorizes a local agency, at its discretion, to exclude from specified requirements governing fire risk reduction an area identified as a very high fire hazard severity zone by the director within the jurisdiction of the local agency, following a specified finding supported by substantial evidence that those requirements are not necessary for effective fire protection within the area. This bill would eliminate the above-described exemption and exclusion and would require the local agency to transmit a copy of the adopted ordinance to the State Board of Forestry and Fire</p>

		Protection within 30 days of adoption. By imposing a new duty on a local agency, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
SB 1263 Portantino D Ocean Protection Council: Statewide Microplastics Strategy.	SENATE ENROLLED 9/6/2018 - Enrolled and presented to the Governor at 4 p.m.	The California Ocean Protection Act establishes the Ocean Protection Council in state government and prescribes the functions and duties of the council with regard to the protection and conservation of coastal waters and ocean ecosystems. This bill would require the council, to the extent funds are available from bonds or other sources, to adopt and implement a Statewide Microplastics Strategy, related to microplastic materials that pose an emerging concern for ocean health, that includes specified components, as provided. The bill would authorize the council, in collaboration with the State Water Resources Control Board, the Office of Environmental Health Hazard Assessment, and other interested entities, to enter into one or more contracts with marine research institutes in the state for the provision of research services that would contribute directly to the development of the Statewide Microplastics Strategy. The bill would require the council, subject to the availability of funding, to submit the Statewide Microplastics Strategy to the Legislature on or before December 31, 2021, and to report to the Legislature on the implementation and findings of the Statewide Microplastics Strategy, and on recommendations for policy changes or additional research, on or before December 31, 2025. Last Amended on 6/28/2018
SB 1305 Glazer D Emergency medical services providers: dogs and cats.	SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.	Existing law, the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act (the act), establishes the Emergency Medical Services Authority to coordinate and integrate all state activities concerning emergency medical services, including, among other duties, establishing training standards for specified emergency services personnel. The act provides a qualified immunity for public entities and emergency rescue personnel providing emergency services. The act provides other exemptions from liability for specified professionals rendering emergency medical services. This bill would authorize an emergency responder, as defined, to provide basic first aid to dogs and cats, as defined, to the extent that the provision of that care is not prohibited by the responder's employer. The bill would limit civil liability for specified individuals who provide care to a pet or other domesticated animal during an emergency by applying existing provisions of state law. The definition of "basic first aid to dogs and cats" for purposes of these provisions would specifically include, among other acts, administering oxygen and bandaging for the purpose of stopping bleeding. This bill contains other existing laws. Last Amended on 8/23/2018
SB 1339 Stern D Electricity: microgrids: tariffs.	SENATE ENROLLED 9/12/2018 - Enrolled and presented to the Governor at 5 p.m.	(1) Under existing law, the Public Utilities Commission (PUC) has regulatory authority over public utilities, including electrical corporations, while local publicly owned electric utilities, as defined, are under the direction of their governing boards. Existing law authorizes the commission to fix the rates and charges for every public utility and requires that those rates and charges be just and reasonable. This bill would require the PUC, in consultation with the State Energy Resources Conservation and Development Commission and the Independent System Operator, to take specified actions by December 1, 2020, to facilitate the commercialization of microgrids for distribution customers of large electrical corporations. The bill would require the governing board of a local publicly owned electric utility to develop and make available a standardized process for the interconnection of a customer-supported microgrid, including separate electrical rates and tariffs, as necessary. This bill contains other related provisions and other existing laws. Last Amended on 8/28/2018
SB 1415 McGuire D Housing.	SENATE ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 4 p.m.	(1) Existing law requires the State Fire Marshal, the chief of any city, county, or city and county fire department or district providing fire protection services, or a Designated Campus Fire Marshal, and their authorized representatives, to enforce in their respective areas building standards relating to fire and panic safety adopted by the State Fire Marshal and published in the California Building Standards Code, and other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic. Existing law also authorizes a city, county, or city and county fire department or fire protection district to adopt more stringent or restrictive regulations. This bill would, until January 1, 2029, require each entity

		responsible for enforcing building standards and other regulations of the State Fire Marshal, as specified, to inspect, every 5 years, all privately owned structures within the entity's responsibility that are in the Storage Group S occupancy classifications, as described, for compliance with those standards and regulations, or, if applicable, more stringent or restrictive local regulations, unless the structure meets any of 4 specified criteria. The bill would authorize an entity that inspects a structure pursuant to these provisions to charge and collect a fee from the owner of the structure to recover the costs of the inspection or related fire and life safety activities, including reporting to the State Fire Marshal as described below. This bill contains other related provisions and other existing laws. Last Amended on 8/24/2018
SB 1416 McGuire D Local government: nuisance abatement.	SENATE ENROLLED 9/10/2018 - Enrolled and presented to the Governor at 4 p.m.	Existing law authorizes the legislative body of a city or county to establish a procedure to use a nuisance abatement lien or a special assessment to collect abatement costs and related administrative costs. This bill would authorize, until January 1, 2024, the legislative body of a city or county to also collect fines for specified violations related to the nuisance abatement using a nuisance abatement lien or a special assessment. The bill would require any fines or penalties related to nuisance abatement that are recovered pursuant to these provisions to be used for specified purposes relating to supporting local enforcement of state and local building and fire code standards. The bill would require the city or county to create a process for granting a hardship waiver, to reduce the amount of the fine, upon a specified showing by the responsible person. The bill would also require the enforcing entity to provide a reasonable amount of time, as specified, to a person responsible for a continuing violation to correct or remedy the violation prior to the imposition of penalties, except where the violation creates an immediate danger to health or safety. Last Amended on 8/24/2018
SB 1453 McGuire D Statutes of limitations.	SENATE ENROLLED 8/28/2018 - Enrolled and presented to the Governor at 3:30 p.m.	Existing law provides that civil actions can only be commenced within prescribed periods, based on the nature of the action. Existing law prescribes a limitations period of one year for, among other things, an action upon a statute for a forfeiture or penalty to the people of the state. Under existing law, this one-year period is applicable to an action to petition a court to impose a civil penalty for an intentional, knowing, or negligent violation of the Z'berg-Nejedly Forest Practice Act of 1973 (FPA) or any rules or regulations of the State Board of Forestry and Fire Protection. This bill would instead provide that such an action is subject to a 3-year limitations period, if the action is for a violation of specified provisions of the FPA or a specified regulation of the board and is related to the conversion of timberland to nonforestry-related agricultural uses. The bill would provide that the limitations period for this cause of action does not begin until discovery by the Department of Forestry and Fire Protection. Last Amended on 7/5/2018
SB 1477 Stern D Low-emissions buildings and sources of heat energy.	SENATE ENROLLED 9/6/2018 - Enrolled and presented to the Governor at 4 p.m.	The California Global Warming Solutions Act of 2006 designates the State Air Resources Board as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. The act authorizes the state board to include the use of market-based compliance mechanisms in regulating those emissions. The implementing regulations adopted by the state board provide for the direct allocation of greenhouse gas allowances to electrical corporations and gas corporations pursuant to a market-based compliance mechanism. This bill would require the commission to develop and supervise the administration of the Technology and Equipment for Clean Heating (TECH) Initiative, a statewide market development initiative, to require gas corporations to advance the state's market for low-emission space and water heating equipment for new and existing residential buildings. The bill would require the commission, as a part of the initiative, to identify and target key low-emission space and water heating equipment technologies that are in an early stage of market development and that would assist the state in achieving its greenhouse gas emissions reduction goals. The bill would require the commission to develop guidelines and evaluation metrics, implement outreach strategies for hard-to-reach customers, and provide for job training and employment opportunities, in supervising the administration of the TECH Initiative. This bill contains other related provisions and other existing laws. Last Amended on 8/6/2018

**Sonoma County Recovery and Resiliency Update
September 18, 2018**

Recovery & Resiliency Activity Update (not a comprehensive list)		Housing	Community Preparedness	Natural Resources	Economic Recovery	Safety Net
	Significant Completed Activities					
1	Housed close to 70 at-risk residents out of emergency shelters in one week	X				
2	Installed 43 miles of wattles in burn areas to prevent erosion			X		
3	Cleared 3,789 lots of fire debris under government program	X			X	
4	Protected hundreds of mile of streams and creeks from toxic runoff			X		
5	Conducted over 100 recovery related community meetings to support fire survivors	X	X			X
6	\$3.25M emergency state grant received for dislocated workers				X	
7	2,400 subscribers to Sonoma County Recovers email newsletter	X	X	X	X	X
8	Rain warning postcards sent to 4,000 property owners in burn areas		X			
9	Flood Prevention Map and warning system created by Watershed Task Force		X	X		
10	10,700 burned trees identified that pose risks to county roads		X	X		
11	Resiliency Permit Center opened: 2700+ visitors/2000+ calls to date	X			X	
12	Rain/stream gauge network installed in burn areas with public website		X	X		
13	Created #GoSoCo campaign				X	
14	Established SBA Business Recovery Center				X	
15	40 financial institutions convened by Federal Reserve Bank of San Francisco to plan for capital needs	X				
16	Requested and Received disaster waivers from HUD	X				
17	Closed homeless encampment at Roseland Village and offered housing/services to all occupants to make way for new housing construction	X				
18	Committed \$4.5 million for construction of new affordable housing properties	X				
19	Secured \$250,000 from a NGO grant to build capacity of CDC as the County's lead housing agency	X				
20	Established a Streamlining Tools to Ease Permitting (STEP) taskforce with industry	X			X	
21	Job Link assisted 4,700 with disaster unemployment insurance					X
22	Urgency housing ordinances passed enabling use of RVs, rental of guest houses	X				
23	Housing Taskforce worked with FEMA to provide 120 spaces at fairgrounds	X				
24	Permit Sonoma held meetings to streamline private bridge repair and reconstruction	X				
25	Created Sonoma County Recovers – a one-stop online resource for the community	X	X	X	X	X
26	Supported block captain meetings and ongoing efforts	X	X	X	X	X
27	8 free residential landscape templates created for fire rebuild	X		X		
28	County staff trained in new Integrated Public Alert Warning System		X			

Sonoma County Recovery and Resiliency Update
September 18, 2018

Recovery & Resiliency Activity Update (not a comprehensive list)		Housing	Community Preparedness	Natural Resources	Economic Recovery	Safety Net
29	Created 90 character limit Wireless Emergency Alert message templates		X			
30	Created and recorded evacuation messages using SoCoAlert templates		X			
31	Completed After Action Report on October wildfires		X			
32	Increased size, adjust the minimum lot size, and reduce fees for certain Accessory Dwelling Units (ADU) to make delivery of affordable housing in both residential and rural areas more attractive	X				
33	Deferred collection of certain Impact Fees until after building permits have been issued to allow lower carrying costs for the project and to create the option for these fees to be rolled into permanent financing for the project	X				
34	Allowed staff approval of innovative proposals through the Alternative Equivalent Proposals process when they meet established criteria	X				
35	Modified the Single Room Occupancy (SRO) facilities provisions to allow small SROs by right and remove the size cap for larger SROs by use permit	X				
	Significant Activities In Progress					
36	Legislative advocacy on regional, state and federal level	X	X	X	X	X
37	Fire Camera pilot project at Lake Sonoma		X	X		
38	Collaborating with Spanish speaking community advocates	X	X		X	X
39	Organization of housing project pipelines from all 10 jurisdictions, in partnership with SCTA	X				
40	Exploring housing opportunities on County-owned properties	X			X	
41	Leveraging Sonoma County Youth Ecology Corps model to support recovery efforts				X	
42	Identify incentive programs to harden private residential infrastructure	X	X		X	
43	Free energy rebuilding consultations offered by Energy and Sustainability	X			X	
44	\$17,500 in rebuilding incentives through Sonoma Clean Power	X				
45	50,000-plus reached by California HOPE counseling program					X
46	Free chipping offered by Fire & Emergency Services		X	X		
47	Removal of thousands of burned trees along county roads that pose risk to safety		X	X		
48	Over Excavation Program with CalOES: 616 burned lots in city and county assessed; 183 backfilled to date	X			X	
49	New Countywide Grant Steering Committee reviewing external funding opportunities	X	X	X	X	X
50	Assessing Mark West Creek and other burn streams			X		
51	Property Assessed Clean Energy financing now available for fire recovery housing	X			X	

**Sonoma County Recovery and Resiliency Update
September 18, 2018**

Recovery & Resiliency Activity Update (not a comprehensive list)		Housing	Community Preparedness	Natural Resources	Economic Recovery	Safety Net
52	Renewal Enterprise District planning involving Sonoma Clean Power, Sonoma County Transportation Authority, City of Santa Rosa, MTC/ABAG, and various state agencies.	X			X	
53	Formation of a Building Resilient Inclusive Communities (BRIC) loan pool for affordable housing	X				
54	Collection and analysis of data in coordination with Bay Area Council and California Forward	X				
55	Planning for receipt of federal disaster funds, especially CDBG-DR	X			X	
56	District Attorney has reviewed 300+ price-gouging complaints					X
57	Assist landowners with removal of burned and damaged vegetation			X		X
58	Utilizing California Employment Development Department funding for workforce	X			X	
59	Various studies in burn areas to determine factors controlling burn severity		X	X		
60	Conduct and report water quality monitoring in and downstream of burn areas			X		
61	Engage cities countywide to help solve the housing shortage at every level	X			X	
62	Engage local agencies and non-profits as partners to help them lead private advocacy and financing efforts	X			X	
63	Engage business leaders on how they can help solve the job/housing gap	X			X	
64	Facilitate rebuilding units with clean energy programs through Sonoma Clean Power grant program	X			X	
65	Facilitate climate positive construction techniques for rebuilding homes through consultation and project planning assistance from the Energy and Sustainability Division of General Services	X				
66	Work with innovators to pilot use of modular or other alternative construction techniques	X				
67	Encourage efforts to increase work force training related to the building and construction trades at the high school level through the Career Technical Education Foundation, the Sonoma County Office of Education, the North Bay Construction Corps, and similar programs	X				
68	Support and coordinate with long-term recovery agency, Rebuilding Our Community Sonoma County (ROC SC) for long-term unmet needs	X				
69	Develop employer partnerships (Higher Education, Health Systems, Major Employers) through RED and EDB	X				
70	Identify appropriate funding sources to address insurance gaps	X			X	
71	Wireless Emergency Alert system test in September 2018		X			

Sonoma County Recovery and Resiliency Update
September 18, 2018

Recovery & Resiliency Activity Update (not a comprehensive list)		Housing	Community Preparedness	Natural Resources	Economic Recovery	Safety Net
	Potential Future Activities					
72	Support programmatic EIR for Vegetation Management Program			X		
73	Explore woody biomass discussions with Sonoma Clean Power			X	X	
74	Advocate for state Healthy Forests funding for stewardship and governance		X	X		
75	Install Regional Fire Cameras		X			
76	Housing Recovery ballot measure	X			X	
77	Formation and operationalizing of RED JPA	X				
78	Adjust land use regulations to reduce cycle time, create greater certainty of approval	X				
79	Update planning studies to support regional housing needs, including near SMART	X				
80	Collaborate with partners to support workforce housing solutions	X			X	
81	Develop and implement new mechanisms to expedite housing approvals and financing	X				
82	Build sustainable career pathways, especially in the area of construction				X	X
83	Storm patrol preparedness and winter monitoring		X	X		X
84	Assess and rehabilitate dozer scars and plan for future access		X	X		
85	Create a Sonoma County Cooperative Education Program				X	
86	Updated fire safety plans for Regional Parks and Preserves		X	X	X	
87	Roadside fuels assessment and treatment in northwest Sonoma County		X	X		
88	Develop scorecard report on new housing units built in the unincorporated County	X				
89	Planning outreach and fuels treatments in Lake Sonoma Watershed		X	X		
90	Advocate for solutions to private disabled/destroyed utilities in a disaster		X			X
91	Facilitate hardened construction techniques for rebuilding homes through consultation and project planning assistance from the County Fire Marshal's prevention office		X			
92	Facilitate opportunities for new construction worker housing through use of RV sites	X			X	
93	Explore public-private partnerships for ride sharing programs to create affordable transportation solutions				X	X
94	Explore opportunities to leverage SMART and expand, adjust, and discount bus routes, especially for displaced residents				X	X



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): County Counsel

Staff Name and Phone Number:

Christa Shaw 565-2421

Supervisorial District(s):

Fifth District

Title: Approval of amendments to the Statewide Community Infrastructure Program (SCIP) Acquisition Agreement for Paseo Vista

Recommended Actions:

Adopt a resolution approving the form of the First Amendment to Acquisition Agreement among City of Santa Rosa, County of Sonoma, and Paseo Vista Inc.

Executive Summary:

The developer of the Paseo Vista project seeks approval of the form of amendments to the currently operative Statewide Community Infrastructure Program (SCIP) Acquisition Agreement between Paseo Vista Inc., the City of Santa Rosa, and the County of Sonoma.

Discussion:

Background

On March 8, 2016 your Board approved Resolution No. 16-0080, which (1) authorized the County to join the Statewide Community Infrastructure Program (SCIP), (2) authorized the California Statewide Communities Development Authority (Authority) to accept SCIP financing applications from property owners, conduct special assessment proceedings, and levy assessments within the territory of the County, (3) approved the form of an acquisition agreement for use when applicable, and (4) authorized County staff to take necessary and related actions. (A copy of Resolution No. 16-0080 is attached.) The request to join SCIP was initiated by the applicant for the Paseo Vista housing project to allow it to obtain bond financing for a portion of the public improvements required for the project. Under the conditions of approval approve by your Board on February 21, 2012, the developers must install certain public infrastructure improvements as part of the project, such as streets and streetscape, sanitary sewer, storm drains, and water system infrastructure.

The Authority is a statewide joint powers authority that has the power to form assessment districts on behalf of cities and counties that join SCIP. Following your Board's approval of Resolution No. 16-0080, the Authority formed an assessment district covering the Paseo Vista parcels; a Notice of Assessment

was recorded on September 26, 2016. The Authority issued bonds to fund those public improvements specified in the Acquisition Agreement dated as of December 1, 2017, between the County of Sonoma, City of Santa Rosa, and Paseo Vista Inc. In addition to the specific improvements that may be funded, the Acquisition Agreement also governs when and under what circumstances the developer may be paid for the covered improvements. (A copy of the executed Acquisition Agreement is attached.)

Although the Paseo Vista project area was annexed to the City of Santa Rosa as part of the Roseland annexation, as the entitling and authorizing body the County remains a party to the SCIP Acquisition Agreement for Paseo Vista. By agreement with the City, the County has been processing Paseo Vista permits and conducting inspections on behalf of the City. Ultimately, the City will accept the financed public improvements, and accordingly it is a party to the Acquisition Agreement. The Mayor has already executed the First Amendment to the Acquisition Agreement on behalf of the City.

Why Board Approval Is Needed

The proposed resolution approves the form of the proposed First Amendment to Acquisition Agreement among the City, County, and Paseo Vista Inc. Pursuant to Board Resolution No. 16-0080, upon your Board’s approval of the currently proposed resolution the Chair of the Board would be authorized to execute the First Amendment.

The form of the First Amendment to Acquisition Agreement is being presented for your Board’s approval because the proposed amendments are material and changes to the currently effective Acquisition Agreement. Resolution No. 16-0080 only authorized the Chair of the Board to execute a completed Acquisition Agreement in “substantially [the same] form” as was approved by that resolution. The requested amendments would change the timing and conditions precedent to payment for the completed improvements. Paseo Vista is being constructed in phases. The currently effective Acquisition Agreement provides for SCIP bond proceeds to be disbursed to the developer only after all the improvements covered by the Agreement are constructed, have received final inspection, and are ready for acceptance by the City. The First Amendment to the Acquisition Agreement would allow the developer to qualify to obtain payment for those covered improvements constructed for Phase I, without having to wait until all phases are complete. In order to accomplish this, the requested amendments provide that the developer may be paid for Phase I improvements after those improvements are determined to be constructed per the public improvement plans and ready for public use, but remain subject to final inspection and determination that they are ready for acceptance by the City. The proposed First Amendment provides that the City’s Director of Planning and Economic Development or his/her designee would be responsible for determining whether the improvements are constructed per plans and ready for public use.

Approval of this resolution is not a project under the California Environmental Quality Act (CEQA) and therefore is not subject to CEQA.

Prior Board Actions:

Board of Supervisors Resolution No. 16-0080 (March 6, 2016): Authorized the County to Join the Statewide Community Infrastructure Program.

Strategic Plan Alignment Goal 3: Invest in the Future

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
The First Amendment to the Acquisition Agreement for Paseo Vista would have no impact on the County's General Fund. The funding source for the Acquisition Agreement is solely from the SCIP 2017C Series bond proceeds, which are not an obligation of the County.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
A. Resolution with Exhibit A, proposed First Amendment to Acquisition Agreement B. Executed Acquisition Agreement among City of Santa Rosa, County of Sonoma, and Paseo Vista Inc., dated as of December 1, 2017. C. Resolution No. 16-0080			
Related Items "On File" with the Clerk of the Board:			



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Approving And Authorizing The Chair To Execute The First Amendment To Acquisition
Agreement With The City Of Santa Rosa And Paseo Vista Inc.**

Whereas, the County of Sonoma, City of Santa Rosa, and Paseo Vista Inc. previously entered into an Acquisition Agreement (“Agreement”) dated as of December 1, 2017 for the purpose of establishing the terms under which the City of Santa Rosa would acquire certain public improvements (the “Acquisition Improvements”) constructed within Assessment District 16-03, with proceeds of bonds issued by the California Statewide Communities Development Authority under the Statewide Community Infrastructure Program (SCIP); and

Whereas, Paseo Vista Inc. has requested approval of the proposed First Amendment to Acquisition Agreement (“First Amendment”) due to the phasing of construction of Acquisition Improvements; and

Whereas, the Board of Supervisors has reviewed and considered the proposed First Amendment to Acquisition Agreement (“First Amendment”), attached hereto, which modifies certain terms of the Agreement related to the timing and conditions under which Paseo Vista Inc. may receive payment for construction of Acquisition Improvements, as defined in the Agreement, from the available amount of bond proceeds; and

Whereas, the City of Santa Rosa will ultimately accept the Acquisition Improvements and the First Amendment has already been executed on the City’s behalf; and

Whereas, approving the First Amendment is an administrative activity of the County of Sonoma that will not result in direct or indirect physical changes to the environment. Therefore, approval of the First Amendment is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5).

Now, Therefore, Be It Resolved that the form of the First Amendment as presented at this meeting and on file with the Clerk of the Board, is hereby approved. The Chair of

Resolution #

Date: September 25, 2018

Page 2

the Board is authorized to execute and the Clerk of the Board of Supervisors is authorized to attest the execution of a completed First Amendment in substantially said form and pertaining to the Improvements being financed on behalf of Paseo Vista Inc.

Be It Further Resolved that appropriate officials and staff of the County are hereby authorized to take such additional actions as may be necessary to effectuate the purposes of this Resolution.

Be It Further Resolved that this Resolution does not modify Board of Supervisors Resolution No. 16-0080 or any exhibits thereto.

Be It Further Resolved that this Resolution shall take effect immediately upon its adoption.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

FIRST AMENDMENT TO ACQUISITION AGREEMENT

among

**CITY OF SANTA ROSA,
COUNTY OF SONOMA,**

and

PASEO VISTA INC.

Dated as of

FIRST AMENDMENT TO ACQUISITION AGREEMENT

THIS FIRST AMENDMENT TO ACQUISITION AGREEMENT, dated as of _____, 2018 (the "First Amendment"), amends that certain ACQUISITION AGREEMENT, dated as of December 1, 2017 (the "Original Acquisition Agreement," and together with this First Amendment hereinafter referred to as the "Agreement"), among the COUNTY OF SONOMA (the "County"), the CITY OF SANTA ROSA (the "City" and, together with the County, the "Local Agencies" and each a "Local Agency"), and PASEO VISTA INC., a California corporation (the "Developer").

RECITALS

WHEREAS, the Developer applied for financing of certain public capital improvements (the "Acquisition Improvements") and capital facilities fees through the Statewide Community Infrastructure Program ("SCIP") administered by the California Statewide Communities Development Authority (the "Authority").

WHEREAS, under SCIP, the Authority issued bonds to fund, among other things, all or a portion of the costs of the Acquisition Improvements, and the portion of the proceeds of such bonds allocable to the cost of the Acquisition Improvements to be constructed and installed by the Developer, together with interest earned thereon prior to such acquisition, is referred to herein as the "Available Amount".

WHEREAS, attached as Exhibit A to the Original Acquisition Agreement are descriptions of the Acquisition Improvements, which descriptions are subject to modification by written amendment of this Agreement, subject to the approval of the parties and Authority.

WHEREAS, the parties desire to amend the description of the Acquisition Improvements in the Original Acquisition Agreement as set forth herein, to allow for a phasing of the payment of costs for the Acquisition Improvements as set forth herein; and

NOW, THEREFORE, the parties agree to amend the Original Agreement as follows:

Section 101. Definitions. Except as otherwise set forth herein or as required by the context, all terms used herein that are defined in the Original Acquisition Agreement shall have the meanings assigned to them in the Original Acquisition Agreement.

Section 102. Amendment to Section 2.03 of Original Acquisition Agreement. The first paragraph of Section 2.03 of the Original Acquisition Agreement is hereby amended to read in full as follows):

"The Developer agrees to sell to the City the Acquisition Improvements to be constructed by Developer (including any rights-of-way or other easements necessary for the operation and maintenance of the Acquisition Improvements, to the extent not already publicly owned) when such Acquisition Improvements are completed to the satisfaction of the Local Agencies for an amount not to exceed the lesser of (i) the Available Amount or (ii) the Actual Cost of the Acquisition Improvements. Exhibit A, attached hereto and incorporated herein, contains a list of two sets of

Acquisition Improvements, identified in Exhibit A as the Phase 1 Acquisition Improvements and the Phases 2 and 3 Acquisition Improvements. At the time of completion of the Phase I Acquisition Improvements, as described in Exhibit A, or at the time of completion of all of the Acquisition Improvements listed in Phases 1, 2 and 3, as described in Exhibit A, the Developer shall deliver to the Local Agency Engineer a written request for acquisition, accompanied by an Actual Cost Certificate and executed Title Documents for the transfer of the Acquisition Improvement, where necessary. In the event that the Local Agency Engineer finds that the supporting paperwork submitted by the Developer fails to demonstrate the required relationship between the subject Actual Cost and the related Acquisition Improvement, the Local Agency Engineer shall advise the Developer that the determination of the Actual Cost (or the ineligible portion thereof) has been disallowed and shall request further documentation from the Developer. If such further documentation is still not adequate, the Local Agency Engineer may revise the Actual Cost Certificate to delete any disallowed items, and such determination shall be final and conclusive.”

The remainder of the Section 2.03 shall be as set forth in the Original Acquisition Agreement and shall remain unchanged and in full force and effect.

Section 103. Amendment to Section 2.04 of the Original Acquisition Agreement.

The first paragraph of Section 2.04 of the Original Agreement is amended hereby amended to read in full as follows:

“Section 2.04 Conditions Precedent to Payment of Acquisition Price. Payment by the City to the Developer from the Developer Acquisition Account of the Acquisition Price for Phase I Acquisition Improvements, Phase 2 and 3 Acquisition Improvements or phases 1, 2 and 3 Acquisition Improvements, as the case may be, shall be conditioned first upon the determination of the Local Agency Engineer, pursuant to Section 2.03, that such Acquisition Improvements are, (1) with respect to the Phase 1 Acquisition Improvements, that they have been installed per the approved public improvements plans and are ready for public use, but shall remain subject to final inspection and determination that they are ready for acceptance, which may include but not be limited to CCTV inspection, the requirement for completion of any punch list items and the provision of record drawings, as determined by the Local Agency Engineer, in conjunction with any final inspection and approval of the Phase 2 and 3 Acquisition Improvements, and (2) with respect to the Phase 2 and 3 Acquisition Improvements, are completed and ready for acceptance by the City; and shall be further conditioned upon prior satisfaction of the following additional conditions precedent:”

The remainder of the Section 2.04 shall be as set forth in the Original Acquisition Agreement and shall remain unchanged and in full force and effect.

Section 104. Amendment to Exhibit A of Original Acquisition Agreement. Exhibit A of the Original Acquisition Agreement is hereby amended and replaced to read in full as follows:

“EXHIBIT A TO THE ACQUISITION AGREEMENT

DESCRIPTION OF ACQUISITION IMPROVEMENTS AND BUDGETED AMOUNTS*

Paseo Vista, Inc. – Phase 1 – Assessment District No. 16-03; Phase 1 Boundary: All Acquisition Improvements within Dutton Avenue, Palmilla Place, including Miaterra Drive to Station 4+57.64, along with Medano Avenue to Station 2+20.25 and Las Ventanas Drive to Station 0+85.

Acquisition Improvements within the above defined boundary:

Roads, Surface Work, Concrete, Streetscape

Sanitary Sewer

Storm Drain

Water System

Joint Trench

Total: \$1,836,442

Paseo Vista, Inc. – Phases 2 and 3 – Assessment District No. 16-03; Phase 2 and 3 Boundary: All Acquisition Improvements not included in Phase 1

Acquisition Improvements for Phase 2 and 3:

Roads, Surface Work, Concrete, Streetscape

Sanitary Sewer

Storm Drain

Water System

Joint Trench

Total: \$2,740,151.51

* Estimated. Acquisition Price will be determined based on Actual Cost as further described in this Acquisition Agreement.”

Section 105. Ratification of Original Acquisition Agreement and First Amendment.

Except as expressly amended and supplemented by this First Amendment, the Original Acquisition Agreement shall remain unchanged and in full force and effect.

Section 106. Counterparts. This First Amendment may be executed in several counterparts, each of which shall be an original and all of which shall constitute one instrument.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be duly executed by their duly authorized officers, as of the date first written above.

COUNTY OF SONOMA

By: _____
Chair of the Board of Supervisors

CITY OF SANTA ROSA

By: _____
Mayor

PASEO VISTA, INC., a California corporation

By: _____
Allan A. Henderson
President

By: _____
Michael F. Gasparini
Vice President

Approved:

**CALIFORNIA STATEWIDE COMMUNITIES
DEVELOPMENT AUTHORITY**

By: _____
Authorized Signatory

CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY
STATEWIDE COMMUNITY INFRASTRUCTURE PROGRAM

ACQUISITION AGREEMENT

BY AND AMONG
CITY OF SANTA ROSA,
COUNTY OF SONOMA
AND
PASEO VISTA INC.

Dated as of December 1, 2017

ACQUISITION AGREEMENT

Recitals

A. The parties to this Acquisition Agreement (the “Agreement”) are the COUNTY OF SONOMA (the “County”), the CITY OF SANTA ROSA (the “City” and, together with the County, the “Local Agencies” and each a “Local Agency”), and PASEO VISTA INC., a California corporation (the “Developer”).

B. The effective date of this Agreement is December 21, 2017.

C. The Developer has applied for financing of certain public capital improvements (the “Acquisition Improvements”) and capital facilities fees through the Statewide Community Infrastructure Program (“SCIP”) administered by the California Statewide Communities Development Authority (the “Authority”) and such application has been approved by the County.

D. Under SCIP, the Authority intends to issue bonds to fund, among other things, all or a portion of the costs of the Acquisition Improvements, and the portion of the proceeds of such bonds allocable to the cost of the Acquisition Improvements to be constructed and installed by the Developer, together with interest earned thereon prior to such acquisition, is referred to herein as the “Available Amount”.

E. SCIP will provide financing for the acquisition by the City or the County of the Acquisition Improvements and the payment of the Acquisition Price (as defined herein) of the Acquisition Improvements from the Available Amount. Attached hereto as Exhibit A are descriptions of the Acquisition Improvements, which descriptions are subject to modification by written amendment of this Agreement, subject to the approval of the Authority.

F. The land development program of the Developer pertaining to the Developer’s property in the Assessment District, defined herein, was located in the unincorporated territory of the County until November 1, 2017, at which time it was annexed into the City.

G. The parties anticipate that, upon completion of the Acquisition Improvements and subject to the terms and conditions of this Agreement, the County (on behalf of the City) will inspect the improvements and the City will acquire such completed Acquisition Improvements with the Available Amount.

H. Any and all monetary obligations of the Local Agencies arising out of this Agreement are the special and limited obligations of the respective Local Agency payable only from the Available Amount, and no other funds whatsoever of the Local Agencies shall be obligated therefor.

I. In consideration of Recitals A through H, inclusive, and the mutual covenants, undertakings and obligations set forth below, the County, the City and the Developer agree as stated below.

Agreement

ARTICLE I

DEFINITIONS; ASSESSMENT DISTRICT FORMATION AND
FINANCING PLAN

Section 1.01. Definitions. As used herein, the following capitalized terms shall have the meanings ascribed to them below:

“Acceptable Title” means free and clear of all monetary liens, encumbrances, assessments, whether any such item is recorded or unrecorded, and taxes, except those items which are reasonably determined by the Local Agency Engineer in his sole discretion not to interfere with the intended use and therefore are not required to be cleared from the title.

“Acquisition Improvements” shall have the meaning assigned to such term in Recital C and are described in Exhibit A.

“Acquisition Price” means the amount paid to the Developer upon acquisition of all of the Acquisition Improvements as provided in Section 2.03.

“Actual Cost” means the cost of construction of all of the Acquisition Improvements, as documented by the Developer to the satisfaction of the Local Agency, as certified by the Local Agency Engineer in an Actual Cost Certificate.

“Actual Cost Certificate” shall mean a certificate prepared by the Developer detailing the Actual Cost of all of the Acquisition Improvement to be acquired hereunder, as revised by the Local Agency Engineer pursuant to Section 2.03.

“Agreement” means this Acquisition Agreement, dated as of December 1, 2017.

“Assessment District” means the California Statewide Communities Development Authority Statewide Community Infrastructure Program Assessment District No. 16-03 (County of Sonoma).

“Authority” means the California Statewide Communities Development Authority.

“Available Amount” means the amount of funds deposited in the Developer Acquisition Account by the Authority pursuant to SCIP, together with any interest earnings thereon.

“City” means the City of Santa Rosa.

“Code” means the Streets and Highways Code of the State of California.

“County” means the County of Sonoma.

“Developer” means Paseo Vista Inc., a California corporation.

“Developer Acquisition Account” means the acquisition account or accounts established by the Authority pursuant to SCIP for the purpose of paying the Acquisition Price of the Acquisition Improvements.

“Local Agencies” means the County of Sonoma and the City of Santa Rosa.

“Local Agency Engineer” means the Director of Planning and Economic Development of the City (the “Director”) or the designee of the Director, who will be responsible for administering the review of the completed Acquisition Improvements hereunder.

“Project” means the land development program of the Developer pertaining to the Developer’s property in the Assessment District, including the design and construction of the Acquisition Improvements and the other public and private improvements to be constructed by the Developer within or for the benefit of the Assessment District.

“SCIP” means the Statewide Community Infrastructure Program of the Authority.

“SCIP Requisition” means a requisition for payment of funds from the Developer Acquisition Account in substantially the form attached hereto as Exhibit B.

“SCIP Trust Agreement” means the Trust Agreement entered into by the Authority and the SCIP Trustee in connection with the financing for the Acquisition Improvements.

“SCIP Trustee” means Wells Fargo Bank, National Association, as trustee under the SCIP Trust Agreement.

“Title Documents” means, for each Acquisition Improvement acquired hereunder, a grant deed or similar instrument necessary to transfer title to any real property or interests therein (including easements) necessary or convenient to the operation, maintenance, rehabilitation and improvement by the Local Agency of that Acquisition Improvement (including, if necessary, easements for ingress and egress) and a Bill of Sale or similar instrument evidencing transfer of title to that Acquisition Improvement (other than said real property interests) to the Local Agency, where applicable.

Section 1.02. Participation in SCIP. Developer has applied for financing through SCIP of the Acquisition Improvements, and such application has been approved by the County. Developer and Local Agencies agree that until and unless such financing is completed by the Authority and the Available Amount is deposited in the Developer Acquisition Account, the Developer and the Local Agencies shall have no obligations under this agreement. Developer agrees to cooperate with the Local Agencies and the Authority in the completion of SCIP financing for the Acquisition Improvements.

Section 1.03. Deposit and Use of Available Amount.

(a) Upon completion of the SCIP financing, the Available Amount will be deposited by the Authority in the Developer Acquisition Account.

(b) The Authority will cause the SCIP Trustee to establish and maintain the Developer Acquisition Account for the purpose of holding all funds for the Acquisition Improvements. All earnings on amounts in the Developer Acquisition Account shall remain in the Developer Acquisition Account for use as provided herein and pursuant to SCIP. The amounts in the Developer Acquisition Account shall be withdrawn by the Local Agency in accordance with SCIP procedures upon completion of the Acquisition Improvements within 30 days (or as soon thereafter as reasonably practicable) of receipt by the Local Agency of the certification of the Local Agency Engineer required by Section 2.03 of this Agreement, and subject to satisfaction of all other conditions precedent to such acquisition pursuant to Section 2.04 of this Agreement, to pay the Acquisition Price of such completed Acquisition Improvements, as specified in Article II hereof. Upon completion of all of the Acquisition Improvements and the payment of all costs thereof, any remaining funds in the Developer Acquisition Account (less any amount determined by the Local Agency as necessary to reserve for claims against such account) (i) shall be applied to pay the costs of any additional improvements eligible for acquisition with respect to the Project as approved by the Authority and, to the extent not so used, (ii) shall be applied by the Authority as provided in Section 10427.1 of the Code to pay a portion of the assessments levied on the Project property in the Assessment District.

Section 1.04. No Local Agency Liability; Local Agency Discretion; No Effect on Other Agreements. In no event shall any actual or alleged act by the Local Agency or any actual or alleged omission or failure to act by the Local Agency with respect to SCIP subject the Local Agency to monetary liability therefor. Further, nothing in this Agreement shall be construed as affecting the Developer's or the Local Agency's duty to perform their respective obligations under any other agreements, public improvement standards, land use regulations or subdivision requirements related to the Project, which obligations are and shall remain independent of the Developer's and the Local Agency's rights and obligations under this Agreement.

ARTICLE II

DESIGN, CONSTRUCTION AND ACQUISITION OF ACQUISITION IMPROVEMENTS

Section 2.01. Letting and Administering Design Contracts. The parties presently anticipate that the Developer has awarded and administered or will award and administer engineering design contracts for the Acquisition Improvements to be acquired from Developer. All eligible expenditures of the Developer for design engineering and related costs in connection with the Acquisition Improvements (whether as an advance to the Local Agency or directly to the design consultant) shall be reimbursed at the time of acquisition of such Acquisition Improvements. The Developer shall be entitled to reimbursement for any design costs of the Acquisition Improvements only out of the Acquisition Price as provided in Section 2.03 and shall not be entitled to any payment for design costs independent of or prior to the acquisition of Acquisition Improvements.

Section 2.02. Letting and Administration of Construction Contracts. State law requires that all Acquisition Improvements shall be constructed as if they were constructed under

the direction and supervision of the Local Agencies. In order to assure compliance with those provisions, except for any contracts entered into prior to the date hereof, Developer agrees to comply with the guidelines of the City for letting and administering said contracts. The Developer agrees that all such contracts shall call for payment of prevailing wages as required by the Labor Code of the State of California.

Section 2.03. Sale of Acquisition Improvements. The Developer agrees to sell to the City the Acquisition Improvements to be constructed by Developer (including any rights-of-way or other easements necessary for the operation and maintenance of the Acquisition Improvements, to the extent not already publicly owned) when such Acquisition Improvements are completed to the satisfaction of the Local Agencies for an amount not to exceed the lesser of (i) the Available Amount or (ii) the Actual Cost of the Acquisition Improvements. Exhibit A, attached hereto and incorporated herein, contains a list of each Acquisition Improvement. At the time of completion of each Acquisition Improvement, the Developer shall deliver to the Local Agency Engineer a written request for acquisition, accompanied by an Actual Cost Certificate and executed Title Documents for the transfer of the Acquisition Improvement, where necessary. In the event that the Local Agency Engineer finds that the supporting paperwork submitted by the Developer fails to demonstrate the required relationship between the subject Actual Cost and the related Acquisition Improvement, the Local Agency Engineer shall advise the Developer that the determination of the Actual Cost (or the ineligible portion thereof) has been disallowed and shall request further documentation from the Developer. If such further documentation is still not adequate, the Local Agency Engineer may revise the Actual Cost Certificate to delete any disallowed items, and such determination shall be final and conclusive.

In the event that the Actual Cost is in excess of the Available Amount, the City shall request a withdrawal of the Available Amount from the Developer Acquisition Account and transfer said amount to the Developer. In the event that the Actual Cost is less than the Available Amount, the City shall request the SCIP Trustee withdraw an amount from the Developer Acquisition Account equal to the Actual Cost, and shall transfer said amount to or at the direction of the Developer. Any amounts then remaining in the Developer Acquisition Account shall be applied as provided in Section 1.03.

In no event shall the City or the County be required to pay the Developer more than the amount on deposit in the Developer Acquisition Account at the time such payment is requested.

Section 2.04. Conditions Precedent to Payment of Acquisition Price. Payment by the City to the Developer from the Developer Acquisition Account of the Acquisition Price for an Acquisition Improvement shall be conditioned first upon the determination of the Local Agency Engineer, pursuant to Section 2.03, that such Acquisition Improvement is all complete and ready for acceptance by the City, and shall be further conditioned upon prior satisfaction of the following additional conditions precedent:

(a) The Developer shall have provided the City with lien releases or other similar documentation satisfactory to the City as evidence that the property which is subject to the special assessment liens of the Assessment District is not subject to any prospective mechanics lien claim respecting the Acquisition Improvements.

(b) The Developer shall be current in the payment of all due and payable property taxes and installments for the special assessments of the Assessment District on property owned by the Developer or under option to the Developer.

(c) The Developer shall certify that it is not in default with respect to any loan secured by any interest in the Project.

(d) The Developer shall have provided the City with Title Documents needed to provide the City with title to the site, right-of-way, or easement upon which the subject Acquisition Improvements are situated. All such Title Documents shall be in a form acceptable to the City (or applicable governmental agency) and shall convey Acceptable Title. The Developer shall provide a policy of title insurance as of the date of transfer in a form acceptable to the City insuring the City as to the interests acquired in connection with the acquisition of any interest for which such a policy of title insurance is not required by another agreement between the City and the Developer. Each title insurance policy required hereunder shall be in the amount equal to or greater than the Acquisition Price.

Section 2.05. SCIP Requisition. Upon a determination by the Local Agency Engineer to pay the Acquisition Price of the Acquisition Improvements pursuant to Section 2.04, the Local Agency Engineer shall cause a SCIP Requisition to be submitted to the SCIP Trustee and the SCIP Trustee shall make payment directly to the Developer of such amount pursuant to the SCIP Trust Agreement. The County, the City and the Developer acknowledge and agree that the SCIP Trustee shall make payment strictly in accordance with the SCIP Requisition and shall not be required to determine whether or not the Acquisition Improvements have been completed or what the Actual Costs may be with respect to such Acquisition Improvements. The SCIP Trustee shall be entitled to rely on the SCIP Requisition on its face without any further duty of investigation.

ARTICLE III

MISCELLANEOUS

Section 3.01. Indemnification and Hold Harmless. The Developer hereby assumes the defense of, and indemnifies and saves harmless the County, the City, the Authority, and each of their respective officers, directors, employees and agents, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from or alleged to have resulted from the acts or omissions of the Developer or its agents and employees in the performance of this Agreement, or arising out of any contract for the design, engineering and construction of the Acquisition Improvements or arising out of any alleged misstatements of fact or alleged omission of a material fact made by the Developer, its officers, directors, employees or agents to the Authority's underwriter, financial advisor, appraiser, district engineer or bond counsel or regarding the Developer, its proposed developments, its property ownership and its contractual arrangements contained in the official statement relating to the SCIP financing (provided that the Developer shall have been furnished a copy of such official statement and shall not have objected thereto); and provided, further, that nothing in this Section 3.01 shall limit in any

manner the Local Agencies' rights against any of the Developer's architects, engineers, contractors or other consultants. Except as set forth in this Section 3.01, no provision of this Agreement shall in any way limit the extent of the responsibility of the Developer for payment of damages resulting from the operations of the Developer, its agents and employees. Nothing in this Section 3.01 shall be understood or construed to mean that the Developer agrees to indemnify the Local Agencies, the Authority or any of their respective officers, directors, employees or agents, for any negligent or wrongful acts or omissions to act of the Local Agencies, Authority, their officers, employees, agents or any consultants or contractors.

Section 3.02. Audit. The Local Agencies shall have the right, during normal business hours and upon the giving of ten days' written notice to the Developer, to review all books and records of the Developer pertaining to costs and expenses incurred by the Developer (for which the Developer seeks reimbursement) in constructing the Acquisition Improvements.

Section 3.03. Cooperation. The Local Agencies and the Developer agree to cooperate with respect to the completion of the SCIP financing for the Acquisition Improvements. The Local Agencies and the Developer agree to meet in good faith to resolve any differences on future matters which are not specifically covered by this Agreement.

Section 3.04. General Standard of Reasonableness. Any provision of this Agreement which requires the consent, approval or acceptance of either party hereto or any of their respective employees, officers or agents shall be deemed to require that such consent, approval or acceptance not be unreasonably withheld or delayed, unless such provision expressly incorporates a different standard. The foregoing provision shall not apply to provisions in the Agreement which provide for decisions to be in the sole discretion of the party making the decision.

Section 3.05. Third Party Beneficiaries. The Authority and its officers, employees, agents or any consultants or contractors are expressly deemed third party beneficiaries of this Agreement with respect to the provisions of Section 3.01. It is expressly agreed that, except for the Authority with respect to the provisions of Section 3.01, there are no third party beneficiaries of this Agreement, including without limitation any owners of bonds, any of the Local Agencies' or the Developer's contractors for the Acquisition Improvements and any of the Local Agencies', the Authority's or the Developer's agents and employees.

Section 3.06. Conflict with Other Agreements. Nothing contained herein shall be construed as releasing the Developer or the Local Agencies from any condition of development or requirement imposed by any other agreement between either Local Agency and the Developer, and, in the event of a conflicting provision, such other agreement shall prevail unless such conflicting provision is specifically waived or modified in writing by the respective Local Agency and the Developer.

Section 3.07. Notices. All invoices for payment, reports, other communication and notices relating to this Agreement shall be mailed to:

If to the County:

PRMD Director
County of Sonoma
2550 Ventura Avenue
Santa Rosa, CA 95403

If to the City:

Director of Planning and Economic Development
City of Santa Rosa
100 Santa Rosa Avenue, Room 5
Santa Rosa, CA 95404

If to the Local Agencies, then to each of the above.

If to the Developer:

Paseo Vista Inc.
900 Quietwater Ridge
Santa Rosa, CA 95404
Attn: Mike Gasparini

Any party may change its address by giving notice in writing to the other parties.

Section 3.08. Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

Section 3.09. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

Section 3.10. Waiver. Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement.

Section 3.11. Singular and Plural; Gender. As used herein, the singular of any word includes the plural, and terms in the masculine gender shall include the feminine.

Section 3.12. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

Section 3.13. Successors and Assigns. This Agreement is binding upon the heirs, assigns and successors-in-interest of the parties hereto. The Developer may not assign its rights or obligations hereunder, except to successors-in-interest to the property within the District, without the prior written consent of the Local Agencies.

Section 3.14. Remedies in General. It is acknowledged by the parties that the Local Agencies would not have entered into this Agreement if they were to be liable in damages under or with respect to this Agreement or the application thereof, other than for the payment to the Developer of any (i) moneys owing to the Developer hereunder, or (ii) moneys paid by the Developer pursuant to the provisions hereof which are misappropriated or improperly obtained, withheld or applied by the respective Local Agency.

In general, each of the parties hereto may pursue any remedy at law or equity available for the breach of any provision of this Agreement, except that the Local Agencies shall not be liable in damages to the Developer, or to any assignee or transferee of the Developer other than for the payments to the Developer specified in the preceding paragraph. Subject to the foregoing, the Developer covenants not to sue for or claim any damages for any alleged breach of, or dispute which arises out of, this Agreement.

[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK]

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

COUNTY OF SONOMA

By [Signature]
Vice Chair of the Board of Supervisors

ATTEST: SHERYL BRATTON
Clerk of the Board of Supervisors
County of Sonoma

By [Signature]

CITY OF SANTA ROSA

By _____
Mayor

ATTEST:
City Clerk
City of Santa Rosa

By _____

Paseo Vista Inc.,
a California corporation

By _____
(Signature)

(Print Name)

By _____
(Signature)

(Print Name)

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

COUNTY OF SONOMA

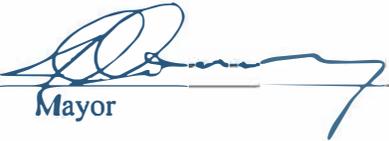
ATTEST:
Clerk of the Board of Supervisors
County of Sonoma

By _____
Chair of the Board of Supervisors

By _____

CITY OF SANTA ROSA

ATTEST:
City Clerk
City of Santa Rosa

By  _____
Mayor

By  _____

Paseo Vista Inc.,
a California corporation

By _____
(Signature)

(Print Name)

By _____
(Signature)

(Print Name)

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

COUNTY OF SONOMA

By _____
Chair of the Board of Supervisors

ATTEST:
Clerk of the Board of Supervisors
County of Sonoma

By _____

CITY OF SANTA ROSA

By _____
Mayor

ATTEST:
City Clerk
City of Santa Rosa

By _____

Paseo Vista Inc.,
a California corporation

By 
(Signature)

ALAN A. HENDERSON
(Print Name)

By 
(Signature)

MICHAEL F. GASPARINI
(Print Name)

EXHIBIT A TO THE ACQUISITION AGREEMENT

DESCRIPTION OF ACQUISITION IMPROVEMENTS AND BUDGETED AMOUNTS¹

Roads, Surface Work, Concrete, Streetscape	\$2,013,824.70
Sanitary Sewer	261,877.00
Storm Drain	676,203.66
Water System	679,689.00
Joint Trench	945,000.00
Total:	\$4,576,594.36

¹ Estimated. Acquisition Price will be determined based on Actual Cost as further described in this Acquisition Agreement.

EXHIBIT B TO THE ACQUISITION AGREEMENT

FORM OF SCIP REQUISITION

To: BLX Group LLC
SCIP Program Administrator
777 S. Figueroa St., Suite 3200
Los Angeles, California 90017
Attention: Vo Nguyen
Fax: 213-612-2499

Re: Statewide Community Infrastructure Program

The undersigned, a duly authorized officer of the CITY OF SANTA ROSA hereby requests a withdrawal from the Developer Acquisition Account, as follows:

Request Date: [Insert Date of Request]

Name of Developer: Paseo Vista Inc.

Withdrawal Amount: [Insert Acquisition Price]

Acquisition Improvements: [Insert Description of Acquisition Improvement(s) from Ex. A]

Payment Instructions: [Insert Wire Instructions or Payment Address for Developer]

The undersigned hereby certifies as follows:

1. The Withdrawal is being made in accordance with a permitted use of such monies pursuant to the Acquisition Agreement, and the Withdrawal is not being made for the purpose of reinvestment.
2. None of the items for which payment is requested have been reimbursed previously from other sources of funds.
3. If the Withdrawal Amount is greater than the funds held in the Developer Acquisition Account, the SCIP Program Administrator is authorized to amend the amount requested to be equal to the amount of such funds.

CITY OF SANTA ROSA

By : _____

Title: _____



County of Sonoma
State of California

Date: March 8, 2016

Item Number: 37
Resolution Number: 16-0080

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Authorizing The County To Join The Statewide Community Infrastructure Program;
Authorizing The California Statewide Communities Development Authority To Accept
Applications From Property Owners, Conduct Special Assessment Proceedings, And Levy
Assessments Within The Territory Of The County Of Sonoma; Approving The Form Of
Acquisition Agreement For Use When Applicable; And Authorizing County Staff To Take All
Necessary And Related Actions**

Whereas, the California Statewide Communities Development Authority (the "Authority") is a joint exercise of powers authority which includes numerous cities and counties in the State of California, including the County of Sonoma (the "County"); and

Whereas, the Authority has established the Statewide Community Infrastructure Program ("SCIP") to allow the financing of certain development impact fees (the "Fees") levied in accordance with the Mitigation Fee Act (California Government Code Sections 66000 and following) and other authority providing for the levy of fees on new development to pay for public capital improvements (collectively, the "Fee Act") through the levy of special assessments pursuant to the Municipal Improvement Act of 1913 (Streets and Highways Code Sections 10000 and following) (the "1913 Act") and the issuance of improvement bonds (the "Local Obligations") under the Improvement Bond Act of 1915 (Streets and Highways Code Sections 8500 and following) (the "1915 Act") upon the security of the unpaid special assessments; and

Whereas, SCIP also allows the financing of certain public capital improvements to be constructed by or on behalf of property owners for acquisition by the County or another public agency (the "Improvements"); and

Whereas, the County desires to allow the owners of property being developed within its jurisdiction ("Participating Developers") to participate in SCIP and to allow the Authority to conduct assessment proceedings under the 1913 Act and to issue Local Obligations under the 1915 Act to finance Fees levied on such properties and Improvements, provided that such Participating Developers voluntarily agree to participate and consent to the levy of such assessments; and

Whereas, in each year in which eligible property owners within the jurisdiction of the County elect to be Participating Developers, the Authority will conduct assessment proceedings under the 1913 Act and issue Local Obligations under the 1915 Act to finance Fees payable by such property owners and Improvements and, at the conclusion of such proceedings, will levy special assessments on such property within the territory of the County; and

Whereas, a proposed form of Resolution of Intention to be adopted by the Authority in connection with each such assessment proceedings (the "ROI") is attached hereto as Exhibit A for review by the Board of Supervisors ("Board"), and the territory within which assessments may be levied for SCIP (provided that each Participating Developer consents to such assessment) shall be coterminous with the County's official boundaries of record at the time of adoption of each such ROI (the "Proposed Boundaries"), and reference is hereby made to such boundaries for the plat or map required to be included in this Resolution pursuant to Section 10104 of the Streets and Highways Code; and

Whereas, a proposed form of Acquisition Agreement (the "Acquisition Agreement") is attached hereto as Exhibit B, to be approved by this Board as to form for use with respect to any Improvements to be constructed and installed by a Participating Developer and for which the Participating Developer requests acquisition financing as part of its SCIP application; and

Whereas, the County will not be responsible for the conduct of any assessment proceedings; the levy or collection of assessments or any required remedial action in the case of delinquencies in such assessment payments; or the issuance, sale or administration of the Local Obligations or any other bonds issued in connection with SCIP; and

Whereas, pursuant to Government Code Section 6586.5, this Board held a duly noticed public hearing to consider the adoption of this Resolution and the significant public benefits of SCIP and the financing of the Improvements and the public capital improvements to be paid for with the proceeds of the Fees.

Now, Therefore, Be It Resolved that the County hereby consents to the conduct of special assessment proceedings by the Authority in connection with SCIP pursuant to the 1913 Act and the issuance of Local Obligations under the 1915 Act on any property within the Proposed Boundaries; provided, that:

- (1) Such proceedings are conducted pursuant to one or more Resolutions of Intention in substantially the form of the ROI attached hereto as Exhibit A; and
- (2) The Participating Developers shall: (i) be the legal owners of such property, (ii) execute a written consent to the levy of assessment in connection with SCIP by the Authority, and (iii) execute an assessment ballot in favor of such assessment in compliance with the requirements of Section 4 of Article XIID of the State Constitution.

Be It Further Resolved that the County hereby finds and declares that the issuance of bonds by the Authority in connection with SCIP will provide significant public benefits, including without limitation, savings in effective interest rate, bond preparation, bond underwriting and bond issuance costs, and the more efficient delivery of local agency services to residential and commercial development within the County.

Be It Further Resolved that the Authority has prepared and will update from time to time the "SCIP Manual of Procedures" (the "Manual"), and the County will handle Fee revenues and funds for Improvements for properties participating in SCIP in accordance with the procedures set forth in the Manual.

Be It Further Resolved that the form of Acquisition Agreement attached hereto as Exhibit B is hereby approved, and the Chair of the Board of Supervisors is authorized to execute and the Clerk of the Board of Supervisors is authorized to attest the execution of a completed Acquisition Agreement in substantially said form and pertaining to the Improvements being financed on behalf of the applicable Participating Developer.

Be It Further Resolved that appropriate officials and staff of the County's Permit and Resource Management Department ("PRMD") and the Auditor-Tax Collector's Office are hereby authorized and directed to make SCIP applications available to all property owners who are subject to Fees for new development within the County and/or who are conditioned to install Improvements and to inform such owners of their option to participate in SCIP; provided, that the Authority shall be responsible for providing such applications and related materials at its own expense. The staff persons listed on the attached Exhibit C, together with any other staff persons chosen by the County from time to time, are hereby designated as the contact persons for the Authority in connection with the SCIP program.

Be It Further Resolved that appropriate officials and staff of the County are hereby authorized and directed to execute and deliver such closing certificates, requisitions, agreements and related documents, including but not limited to such documents as may be required by Bond Counsel in connection with the participation in SCIP of any districts, authorities or other third-party entities entitled to own

Improvements and/or to levy and collect fees on new development to pay for public capital improvements within the jurisdiction of the County, as are reasonably required by the Authority in accordance with the Manual to implement SCIP for Participating Developers and to evidence compliance with the requirements of federal and state law in connection with the issuance by the Authority of the Local Obligations and any other bonds for SCIP. To that end, and pursuant to Treasury Regulations Section 1.150-2, the staff persons listed on Exhibit C, or other staff person acting in the same capacity for the County with respect to SCIP, are hereby authorized and designated to declare the official intent of the County with respect to the public capital improvements to be paid or reimbursed through participation in SCIP.

Be It Further Resolved that this Resolution shall take effect immediately upon its adoption. The Clerk of the Board of Supervisors is hereby authorized and directed to transmit a certified copy of this resolution to the Secretary of the Authority.

Supervisors:

Gorin:Aye

Rabbitt:Aye

Zane:Aye

Gore:Aye

Carrillo:Aye

Ayes:5

Noes:0

Absent:0

Abstain:0

So Ordered.

Exhibit A To Resolution # 16-0080

Form Of Resolution Of Intention
To Be Adopted By CSCDA

Resolution Of Intention Of The California Statewide Communities Development Authority To Finance Improvements And/Or The Payment Of Development Impact Fees For Public Capital Improvements In The Proposed Assessment District No. _____ (County Of Sonoma, California), Approving A Proposed Boundary Map, Making Certain Declarations, Findings And Determinations Concerning Related Matters, And Authorizing Related Actions In Connection Therewith

Whereas, under the authority of the Municipal Improvement Act of 1913 (the "1913 Act"), being Division 12 (commencing with Sections 10000 and following) of the California Streets and Highways Code, the Commission (the "Commission") of the California Statewide Communities Development Authority (the "Authority") intends to finance, through its Statewide Community Infrastructure Program, the payment of certain development impact fees for public capital improvements as described in Exhibit A attached hereto and by this reference incorporated herein (the "Fees") and to finance certain public capital improvements to be constructed by or on behalf of the property owner(s) and to be acquired by the County or another local agency (the "Improvements"), all of which are of benefit to the property within the proposed Assessment District No. _____ (County of _____, California) (the "Assessment District"); and

Whereas, the Commission finds that the land specially benefited by the Fees and the Improvements is shown within the boundaries of the map entitled "Proposed Boundaries of Assessment District No. _____ (County of _____, California)," a copy of which map is on file with the Secretary and presented to this Commission meeting, and determines that the land within the exterior boundaries shown on the map shall be designated "Assessment District No. _____ (County of _____, California)";

Now, Therefore, Be It Resolved that the Commission of the California Statewide Communities Development Authority hereby finds, determines and resolves as follows:

1. The above recitals are true and correct, and the Commission so finds and determines.
2. Pursuant to Section 2961 of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (the "1931 Act"), being Division 4 (commencing with Section 2800) of the California Streets and Highways Code, the Commission hereby declares its intent to comply with the requirements of the 1931 Act by complying with Part 7.5 thereof.
3. The Commission has or will designate a registered, professional engineer as Engineer of Work for this project, and hereby directs said firm to prepare the report containing

the matters required by Sections 2961(b) and 10204 of the Streets and Highways Code, as supplemented by Section 4 of Article XIID of the California Constitution.

4. The proposed boundary map of the Assessment District is hereby approved and adopted. Pursuant to Section 3111 of the California Streets and Highways Code, the Secretary of the Authority is directed to file a copy of the map in the office of the County Recorder of the County of _____ within fifteen (15) days of the adoption of this resolution.

5. The Commission determines that the cost of the Fees and Improvements shall be specially assessed against the lots, pieces or parcels of land within the Assessment District benefiting from the payment of the Fees and the provision of the Improvements. The Commission intends to levy a special assessment upon such lots, pieces or parcels in accordance with the special benefit to be received by each such lot, piece or parcel of land, respectively, from the payment of the Fees and the provision of the Improvements.

6. The Commission intends, pursuant to subparagraph (f) of Section 10204 of the California Streets and Highways Code, to provide for an annual assessment upon each of the parcels of land in the proposed assessment district to pay various costs and expenses incurred from time to time by the Authority and not otherwise reimbursed to the Authority which result from the administration and collection of assessment installments or from the administration or registration of the improvement bonds and the various funds and accounts pertaining thereto.

7. Bonds representing unpaid assessments, and bearing interest at a rate not to exceed twelve percent (12%) per annum, will be issued in the manner provided by the Improvement Bond Act of 1915 (Division 10, Streets and Highways Code), and the last installment of the bonds shall mature not to exceed thirty (30) years from the second day of September next succeeding twelve (12) months from their date.

8. The procedure for the collection of assessments and advance retirement of bonds under the Improvement Bond Act of 1915 shall be as provided in Part 11.1, Division 10, of the Streets and Highways Code of the State of California.

9. Neither the Authority nor any member agency thereof will obligate itself to advance available funds from its or their own funds or otherwise to cure any deficiency which may occur in the bond redemption fund. A determination not to obligate itself shall not prevent the Authority or any such member agency from, in its sole discretion, so advancing funds.

10. The amount of any surplus remaining in the improvement fund after payment of the Fees, acquisition of the Improvements and payment of all claims shall be distributed in accordance with the provisions of Section 10427.1 of the Streets and Highways Code.

11. To the extent any Fees are paid to the Authority in cash with respect to property within the proposed Assessment District prior to the date of issuance of the bonds, the

Resolution #16-0080

Date: March 8, 2016

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amounts so paid shall be reimbursed from the proceeds of the bonds to the property owner or developer that made the payment.

[End of Form of Resolution of Intention]

Resolution #16-0080

Date: March 8, 2016

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Exhibit B To Resolution# 16-0080

Form Of Acquisition Agreement

California Statewide Communities Development Authority
Statewide Community Infrastructure Program

Acquisition Agreement

By And Between
County Of Sonoma
And
[Developer]

Dated as of _____, 20__

Acquisition Agreement

Recitals

A. The parties to this Acquisition Agreement (the "Agreement") are the COUNTY OF SONOMA, (the "Local Agency"), and [DEVELOPER], a [here indicate type of legal entity] (the "Developer").

B. The effective date of this Agreement is _____, 20__.

C. The Developer has applied for financing of certain public capital improvements (the "Acquisition Improvements") and capital facilities fees through the Statewide Community Infrastructure Program ("SCIP") administered by the California Statewide Communities Development Authority (the "Authority") and such application has been approved by the Local Agency.

D. Under SCIP, the Authority intends to issue bonds to fund, among other things, all or a portion of the costs of the Acquisition Improvements, and the portion of the proceeds of such bonds allocable to the cost of the Acquisition Improvements to be constructed and installed by the Developer, together with interest earned thereon prior to such acquisition, is referred to herein as the "Available Amount".

E. SCIP will provide financing for the acquisition by the Local Agency of the Acquisition Improvements and the payment of the Acquisition Price (as defined herein) of the Acquisition Improvements from the Available Amount. Attached hereto as Exhibit A are descriptions of the Acquisition Improvements, which descriptions are subject to modification by written amendment of this Agreement, subject to the approval of the Authority.

F. The parties anticipate that, upon completion of the Acquisition Improvements and subject to the terms and conditions of this Agreement, the Local Agency will acquire such completed Acquisition Improvements with the Available Amount.

G. Any and all monetary obligations of the Local Agency arising out of this Agreement are the special and limited obligations of the Local Agency payable only from the Available Amount, and no other funds whatsoever of the Local Agency shall be obligated therefor.

H. In consideration of Recitals A through G, inclusive, and the mutual covenants, undertakings and obligations set forth below, the Local Agency and the Developer agree as stated below.

Agreement

Article I

Definitions; Assessment District Formation And Financing Plan

Section 1.01. Definitions. As used herein, the following capitalized terms shall have the meanings ascribed to them below:

“Acceptable Title” means free and clear of all monetary liens, encumbrances, assessments, whether any such item is recorded or unrecorded, and taxes, except those items which are reasonably determined by the Local Agency Engineer in his sole discretion not to interfere with the intended use and therefore are not required to be cleared from the title.

“Acquisition Improvements” shall have the meaning assigned to such term in Recital C and are described in Exhibit A.

“Acquisition Price” means the amount paid to the Developer upon acquisition of all of the Acquisition Improvements as provided in Section 2.03.

“Actual Cost” means the cost of construction of all of the Acquisition Improvements, as documented by the Developer to the satisfaction of the Local Agency, as certified by the Local Agency Engineer in an Actual Cost Certificate.

“Actual Cost Certificate” shall mean a certificate prepared by the Developer detailing the Actual Cost of all of the Acquisition Improvement to be acquired hereunder, as revised by the Local Agency Engineer pursuant to Section 2.03.

“Agreement” means this Acquisition Agreement, dated as of _____, 20__.

“Assessment District” means the assessment district established by the Authority pursuant to SCIP which includes the Developer's property for which the Acquisition Improvements are being funded.

“Authority” means the California Statewide Communities Development Authority.

“Available Amount” means the amount of funds deposited in the Developer Acquisition Account by the Authority pursuant to SCIP, together with any interest earnings thereon.

“Code” means the Streets and Highways Code of the State of California.

“Developer” means [Developer], a [here indicate type of legal entity].

“[Developer] Acquisition Account” means the account by that name established by the Authority pursuant to SCIP for the purpose of paying the Acquisition Price of the Acquisition Improvements.

“Local Agency” means the County of Sonoma.

“Local Agency Engineer” means the Director of Public Works of the Local Agency (the “Director”) or the designee of the Director, who will be responsible for administering the acquisition of the Acquisition Improvements hereunder.

“Project” means the land development program of the Developer pertaining to the Developer’s property in the Assessment District, including the design and construction of the Acquisition Improvements and the other public and private improvements to be constructed by the Developer within or adjacent to the Assessment District.

“SCIP” means the Statewide Community Infrastructure Program of the Authority.

“SCIP Requisition” means a requisition for payment of funds from the [Developer] Acquisition Account in substantially the form attached hereto as Exhibit B.

“SCIP Trust Agreement” means the Trust Agreement entered into by the Authority and the SCIP Trustee in connection with the financing for the Acquisition Improvements.

“SCIP Trustee” means Wells Fargo Bank, National Association, as trustee under the SCIP Trust Agreement.

“Title Documents” means, for each Acquisition Improvement acquired hereunder, a grant deed or similar instrument necessary to transfer title to any real property or interests therein (including easements) necessary or convenient to the operation, maintenance, rehabilitation and improvement by the Local Agency of that Acquisition Improvement (including, if necessary, easements for ingress and egress) and a Bill of Sale or similar instrument evidencing transfer of title to that Acquisition Improvement (other than said real property interests) to the Local Agency, where applicable.

Section 1.02. Participation in SCIP. Developer has applied for financing thorough SCIP of the Acquisition Improvements, and such application has been approved by the Local Agency. Developer and Local Agency agree that until and unless such financing is completed by the Authority and the Available Amount is deposited in the Developer Acquisition Account, neither the Developer nor the Local Agency shall have any obligations under this agreement. Developer agrees to cooperate with the Local Agency and the Authority in the completion of SCIP financing for the Acquisition Improvements.

Section 1.03. Deposit and Use of Available Amount .

(a) Upon completion of the SCIP financing, the Available Amount will be deposited by the Authority in the [Developer] Acquisition Account.

(b) The Authority will cause the SCIP Trustee to establish and maintain the [Developer] Acquisition Account for the purpose of holding all funds for the Acquisition Improvements. All earnings on amounts in the [Developer] Acquisition Account shall remain in the [Developer] Acquisition Account for use as provided herein and pursuant to SCIP. The amounts in the [Developer] Acquisition Account shall be withdrawn by the Local Agency in accordance with SCIP procedures upon completion of the Acquisition Improvements within 30 days (or as soon thereafter as reasonably practicable) of receipt by the Local Agency of the certification of the Local Agency Engineer required by Section 2.03 of this Agreement, and subject to satisfaction of all other conditions precedent to such acquisition pursuant to Section 2.04 of this Agreement, to pay the Acquisition Price of such completed Acquisition Improvements, as specified in Article II hereof. Upon completion of all of the Acquisition Improvements and the payment of all costs thereof, any remaining funds in the [Developer] Acquisition Account (less any amount determined by the Local Agency as necessary to reserve for claims against such account) (i) shall be applied to pay the costs of any additional improvements eligible for acquisition with respect to the Project as approved by the Authority and, to the extent not so used, (ii) shall be applied by the Authority as provided in Section 10427.1 of the Code to pay a portion of the assessments levied on the Project property in the Assessment District.

Section 1.04. No Local Agency Liability; Local Agency Discretion; No Effect on Other Agreements. In no event shall any actual or alleged act by the Local Agency or any actual or alleged omission or failure to act by the Local Agency with respect to SCIP subject the Local Agency to monetary liability therefor. Further, nothing in this Agreement shall be construed as affecting the Developer's or the Local Agency's duty to perform their respective obligations under any other agreements, public improvement standards, land use regulations or subdivision requirements related to the Project, which obligations are and shall remain independent of the Developer's and the Local Agency's rights and obligations under this Agreement.

Article II

Design, Construction And Acquisition Of Acquisition Improvements

Section 2.01. Letting and Administering Design Contracts. The parties presently anticipate that the Developer has awarded and administered or will award and administer engineering design contracts for the Acquisition Improvements to be acquired from Developer. All eligible expenditures of the Developer for design engineering and related costs in connection with the Acquisition Improvements (whether as an advance to the Local Agency or directly to the design consultant) shall be reimbursed at the time of acquisition of such

Acquisition Improvements,. The Developer shall be entitled to reimbursement for any design costs of the Acquisition Improvements only out of the Acquisition Price as provided in Section 2.03 and shall not be entitled to any payment for design costs independent of or prior to the acquisition of Acquisition Improvements.

Section 2.02. Letting and Administration of Construction Contracts. State law requires that all Acquisition Improvements shall be constructed as if they were constructed under the direction and supervision of the Local Agency. In order to assure compliance with those provisions, except for any contracts entered into prior to the date hereof, Developer agrees to comply with the guidelines of the Local Agency for letting and administering said contracts. The Developer agrees that all such contracts shall call for payment of prevailing wages as required by the Labor Code of the State of California.

Section 2.03. Sale of Acquisition Improvements. The Developer agrees to sell to the Local Agency the Acquisition Improvements to be constructed by Developer (including any rights-of-way or other easements necessary for the operation and maintenance of the Acquisition Improvements, to the extent not already publicly owned) when such Acquisition Improvements are completed to the satisfaction of the Local Agency for an amount not to exceed the lesser of (i) the Available Amount or (ii) the Actual Cost of the Acquisition Improvements. Exhibit A, attached hereto and incorporated herein, contains a list of each Acquisition Improvement. At the time of completion of each Acquisition Improvement, the Developer shall deliver to the Local Agency Engineer a written request for acquisition, accompanied by an Actual Cost Certificate and executed Title Documents for the transfer of the Acquisition Improvement, where necessary. In the event that the Local Agency Engineer finds that the supporting paperwork submitted by the Developer fails to demonstrate the required relationship between the subject Actual Cost and the related Acquisition Improvement, the Local Agency Engineer shall advise the Developer that the determination of the Actual Cost (or the ineligible portion thereof) has been disallowed and shall request further documentation from the Developer. If such further documentation is still not adequate, the Local Agency Engineer may revise the Actual Cost Certificate to delete any disallowed items, and such determination shall be final and conclusive.

In the event that the Actual Cost is in excess of the Available Amount, the Local Agency shall withdraw the Available Amount from the [Developer] Acquisition Account and transfer said amount to the Developer. In the event that the Actual Cost is less than the Available Amount, the Local Agency shall withdraw an amount from the [Developer] Acquisition Account equal to the Actual Cost, and shall transfer said amount to the Developer. Any amounts then remaining in the [Developer] Acquisition Account shall be applied as provided in Section 1.03.

In no event shall the Local Agency be required to pay the Developer more than the amount on deposit in the [Developer] Acquisition Account at the time such payment is requested.

Section 2.04. Conditions Precedent to Payment of Acquisition Price. Payment by the Local Agency to the Developer from the [Developer] Acquisition Account of the Acquisition Price for an Acquisition Improvement shall be conditioned first upon the determination of the Local Agency Engineer, pursuant to Section 2.03, that such Acquisition Improvement is all complete and ready for acceptance by the Local Agency, and shall be further conditioned upon prior satisfaction of the following additional conditions precedent:

(a) The Developer shall have provided the Local Agency with lien releases or other similar documentation satisfactory to the Local Agency as evidence that the property which is subject to the special assessment liens of the Assessment District is not subject to any prospective mechanics lien claim respecting the Acquisition Improvements.

(b) The Developer shall be current in the payment of all due and payable property taxes and installments for the special assessments of the Assessment District on property owned by the Developer or under option to the Developer.

(c) The Developer shall certify that it is not in default with respect to any loan secured by any interest in the Project.

(d) The Developer shall have provided the Local Agency with Title Documents needed to provide the Local Agency with title to the site, right-of-way, or easement upon which the subject Acquisition Improvements are situated. All such Title Documents shall be in a form acceptable to the Local Agency (or applicable governmental agency) and shall convey Acceptable Title. The Developer shall provide a policy of title insurance as of the date of transfer in a form acceptable to the Local Agency Engineer insuring the Local Agency as to the interests acquired in connection with the acquisition of any interest for which such a policy of title insurance is not required by another agreement between the Local Agency and the Developer. Each title insurance policy required hereunder shall be in the amount equal to or greater than the Acquisition Price.

Section 2.05. SCIP Requisition. Upon a determination by the Local Agency Engineer to pay the Acquisition Price of the Acquisition Improvements pursuant to Section 2.04, the Local Agency Engineer shall cause a SCIP Requisition to be submitted to the SCIP Trustee and the SCIP Trustee shall make payment directly to the Developer of such amount pursuant to the SCIP Trust Agreement. The Local Agency and the Developer acknowledge and agree that the SCIP Trustee shall make payment strictly in accordance with the SCIP Requisition and shall not be required to determine whether or not the Acquisition Improvements have been completed or what the Actual Costs may be with respect to such Acquisition Improvements. The SCIP Trustee shall be entitled to rely on the SCIP Requisition on its face without any further duty of investigation.

Article III

MISCELLANEOUS

Section 3.01. Indemnification and Hold Harmless. The Developer hereby assumes the defense of, and indemnifies and saves harmless the Local Agency, the Authority, and each of its respective officers, directors, employees and agents, from and against all actions, damages, claims, losses or expenses of every type and description to which they may be subjected or put, by reason of, or resulting from or alleged to have resulted from the acts or omissions of the Developer or its agents and employees in the performance of this Agreement, or arising out of any contract for the design, engineering and construction of the Acquisition Improvements or arising out of any alleged misstatements of fact or alleged omission of a material fact made by the Developer, its officers, directors, employees or agents to the Authority's underwriter, financial advisor, appraiser, district engineer or bond counsel or regarding the Developer, its proposed developments, its property ownership and its contractual arrangements contained in the official statement relating to the SCIP financing (provided that the Developer shall have been furnished a copy of such official statement and shall not have objected thereto); and provided, further, that nothing in this Section 3.01 shall limit in any manner the Local Agency's rights against any of the Developer's architects, engineers, contractors or other consultants. Except as set forth in this Section 3.01, no provision of this Agreement shall in any way limit the extent of the responsibility of the Developer for payment of damages resulting from the operations of the Developer, its agents and employees. Nothing in this Section 3.01 shall be understood or construed to mean that the Developer agrees to indemnify the Local Agency, the Authority or any of its respective officers, directors, employees or agents, for any negligent or wrongful acts or omissions to act of the Local Agency, Authority its officers, employees, agents or any consultants or contractors.

Section 3.02. Audit. The Local Agency shall have the right, during normal business hours and upon the giving of ten days' written notice to the Developer, to review all books and records of the Developer pertaining to costs and expenses incurred by the Developer (for which the Developer seeks reimbursement) in constructing the Acquisition Improvements.

Section 3.03. Cooperation. The Local Agency and the Developer agree to cooperate with respect to the completion of the SCIP financing for the Acquisition Improvements. The Local Agency and the Developer agree to meet in good faith to resolve any differences on future matters which are not specifically covered by this Agreement.

Section 3.04. General Standard of Reasonableness. Any provision of this Agreement which requires the consent, approval or acceptance of either party hereto or any of their respective employees, officers or agents shall be deemed to require that such consent, approval or acceptance not be unreasonably withheld or delayed, unless such provision expressly incorporates a different standard. The foregoing provision shall not apply to provisions in the Agreement which provide for decisions to be in the sole discretion of the party making the decision.

Section 3.05. Third Party Beneficiaries. The Authority and its officers, employees, agents or any consultants or contractors are expressly deemed third party

beneficiaries of this Agreement with respect to the provisions of Section 3.01. It is expressly agreed that, except for the Authority with respect to the provisions of Section 3.01, there are no third party beneficiaries of this Agreement, including without limitation any owners of bonds, any of the Local Agency's or the Developer's contractors for the Acquisition Improvements and any of the Local Agency's, the Authority's or the Developer's agents and employees.

Section 3.06. Conflict with Other Agreements. Nothing contained herein shall be construed as releasing the Developer or the Local Agency from any condition of development or requirement imposed by any other agreement between the Local Agency and the Developer, and, in the event of a conflicting provision, such other agreement shall prevail unless such conflicting provision is specifically waived or modified in writing by the Local Agency and the Developer.

Section 3.07. Notices. All invoices for payment, reports, other communication and notices relating to this Agreement shall be mailed to:

If to the Local Agency:

County of Sonoma
[Address to Come]

If to the Developer:

[Developer]
[Address to Come]

Either party may change its address by giving notice in writing to the other party.

Section 3.08. Severability. If any part of this Agreement is held to be illegal or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be given effect to the fullest extent reasonably possible.

Section 3.09. Governing Law. This Agreement and any dispute arising hereunder shall be governed by and interpreted in accordance with the laws of the State of California.

Section 3.10. Waiver. Failure by a party to insist upon the strict performance of any of the provisions of this Agreement by the other party, or the failure by a party to exercise its rights upon the default of the other party, shall not constitute a waiver of such party's right to insist and demand strict compliance by the other party with the terms of this Agreement.

Section 3.11. Singular and Plural; Gender. As used herein, the singular of any word includes the plural, and terms in the masculine gender shall include the feminine.

Section 3.12. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original.

Section 3.13. Successors and Assigns. This Agreement is binding upon the heirs, assigns and successors-in-interest of the parties hereto. The Developer may not assign its rights or obligations hereunder, except to successors-in-interest to the property within the District, without the prior written consent of the Local Agency.

Section 3.14. Remedies in General. It is acknowledged by the parties that the Local Agency would not have entered into this Agreement if it were to be liable in damages under or with respect to this Agreement or the application thereof, other than for the payment to the Developer of any (i) moneys owing to the Developer hereunder, or (ii) moneys paid by the Developer pursuant to the provisions hereof which are misappropriated or improperly obtained, withheld or applied by the Local Agency.

In general, each of the parties hereto may pursue any remedy at law or equity available for the breach of any provision of this Agreement, except that the Local Agency shall not be liable in damages to the Developer, or to any assignee or transferee of the Developer other than for the payments to the Developer specified in the preceding paragraph. Subject to the foregoing, the Developer covenants not to sue for or claim any damages for any alleged breach of, or dispute which arises out of, this Agreement.

[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK]

Resolution #16-0080

Date: March 8, 2016

Page 18

In Witness Whereof, the parties have executed this Agreement as of the day and year written above.

COUNTY OF SONOMA

By _____
[Chair of the Board of Supervisors]

ATTEST:
Clerk of the Board of Supervisors
County of Sonoma

By

[DEVELOPER],
a [here indicate type of legal entity]

By _____
(Signature)

(Print Name)

Exhibit A: Description Of Acquisition Improvements And Budgeted Amounts
Exhibit B: Form Of SCIP Requisition

Resolution #16-0080
Date: March 8, 2016
Page 19

Exhibit C To Resolution# 16-0080

County Of Sonoma Contacts For SCIP Program

Primary Contact

Name: Tennis Wick

Title: Director, Permit and Resource Management Department

Mailing Address: Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403

Delivery Address (if different):

E-mail: Tennis.Wick@sonoma-county.org

Telephone: (707) 565-1925

Fax: (707) 565-1103

Secondary Contact

Name: Jennifer Barrett

Title: Deputy Director, Permit and Resource Management Department

Mailing Address: Sonoma County Permit and Resource Management Department
2550 Ventura Avenue, Santa Rosa, CA 95403

Delivery Address (if different):

E-mail: Jennifer.Barrett@sonoma-county.org

Telephone: (707) 565-2336

Fax: (707) 565-1103

Secondary Contact

Name: Jonathan Kadlec

Title: Assistant Treasurer-Tax Collector

Mailing Address: Sonoma County Auditor Controller Treasurer Tax Collector
585 Fiscal Drive, Suite 100, Santa Rosa, CA 95403

Delivery Address (if different):

E-mail: Tennis.Wick@sonoma-county.org

Telephone: (707) 565-6124

Fax: (707) 565-3489



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of Sonoma County

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

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

Staff Name and Phone Number:

Barbie Robinson, 565-7876

Supervisorial District(s):

Title: Medtronic Foundation Grant to Support Health Action

Recommended Actions:

Authorize the Director of Health Services to execute an agreement with Medtronic Foundation for the County of Sonoma to receive revenue to support Health Action efforts to design and implement new strategies for community engagement and collaboration in the amount of \$100,000 for the period of August 1, 2018 to August 31, 2020.

Executive Summary:

Health Action is a partnership of local leaders, organizations, and individuals committed to creating a healthier community through collective action. Since 2007 Health Action has been at the forefront of the community health movement in Sonoma County, helping to raise awareness of key local health issues, bringing social determinants of health to the forefront of the health conversation in Sonoma County, highlighting critical disparities within the community, and implementing collaborations to improve health and equity across the County.

The Department of Health Services, in its support role for Health Action, has received a grant from the Medtronic Foundation to support ongoing Health Action initiatives to empower Sonoma County communities to effect change in the factors driving the health status of community members. This item requests approval to enter into the agreement with Medtronic Foundation to receive revenue to support Health Action efforts.

Discussion:

Health Action partners have been actively engaged in conversations about how best to improve community engagement across Health Action for the last year as part of the Accountable Communities for Health work. Health Action partners worked collaboratively with local community engagement leaders to develop and approve a dual approach to enhance community engagement efforts. The approach focuses on empowering community members while simultaneously creating an environment

that encourages their success. Funds from the Medtronic Foundation will be used to implement this dual approach.

Health Action will continue to work with Rethink Health, a national organization that supports local communities in improving local health care systems, to co-design a resident leadership development program. The leadership program will train residents on the principles and practices of community organizing and empower them to organize around the issues that they and their local community care about most. The program will build upon existing efforts in Sonoma County and use a train the trainer model to ensure sustainability. Trainings will be held in collaboration with the eight place-based Health Action chapters throughout Sonoma County (Corazon Healdsburg, Russian River Area Resources and Advocates, Rohnert Park, Sustainable Sonoma, Committee for Health Care Improvement in the Petaluma Area, Windsor Wellness Partnership, Gravenstein – Sebastopol/West County, and Southwest Santa Rosa). In addition to initial trainings, ongoing coaching and support will be provided around specific priority areas, such as cardiovascular health. In each area, efforts will be directed at identifying and engaging potential leaders from diverse backgrounds to reflect the make-up of each community.

Success of the resident leadership development program and other community engagement efforts depends on the openness, flexibility, and capacity of Health Action partner organizations. Therefore, in addition to the resident leadership program, Health Action partner organizations will assess their own behavior and learn about best practices to support and be responsive to residents. Partners will complete organizational assessments and receive education and technical assistance to change their norms around community engagement.

The first outcome Health Action hopes to achieve is that residents will be empowered with the skills and knowledge needed to effect change. Residents will understand the appropriate levers and have the tools to organize around the most relevant issues in their local communities. Second, all Health Action partners will implement best practices around community engagement and create conditions for community activation. Lastly, residents will be actively engaged as co-producers of their community's health. Health Action priorities and strategies will be informed and co-developed by local residents. Health Action will have shifted from a mentality of serving community to collaborating and working in partnership with communities that experience the greatest disparities.

Prior Board Actions:

None

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

Health Action initiatives to empower Sonoma County communities serve to effect change and to improve the health status of community members.

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	0		
Additional Appropriation Requested	100,000		
Total Expenditures	100,000	0	0
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	100,000		
Use of Fund Balance			
Contingencies			
Total Sources	100,000	0	0
Narrative Explanation of Fiscal Impacts:			
Appropriations related to funding received through the Medtronic Foundation Grant will be requested when the Department returns to the Board with programmatic details and expenditure requests.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
N/A			
Attachments:			
Agreement with Medtronic Foundation			
Related Items "On File" with the Clerk of the Board:			
None			



710 Medtronic Parkway NE, LS199
Minneapolis, MN 55432

medtronic.com/foundation

GRANT AGREEMENT

Grant No. FY18-434

As a condition of a total grant of \$100,000 from the Medtronic Communities Foundation to the County of Sonoma (Grantee) for Health Action, the undersigned hereby agrees:

1. To use the funds only for the designated purpose (as detailed in Exhibit A) and not to use the funds for any purpose prohibited by law, including those purposes specified in Section 95 of the Internal Revenue Code (see box below).
2. The grant period for this project/program is from 8/1/2018 to 8/31/2020 and grant support must be used within this period.
3. To repay any portion of the grant which is not used for the designated purpose.
4. To submit all progress reports, including financial accounting, electronically on the activities carried on under the grant, and an evaluation of what it accomplished. These reports are due annually and a reminder email will be sent one month prior to the due date. Disbursement is contingent upon Medtronic Communities Foundation reviewing these reports and finding sufficient progress has been made.
5. To maintain records of receipts and expenditures and to make books available to Medtronic Communities Foundation at reasonable times.
6. That this is not a pledge; Grantee will not incur any liabilities in reliance on the grant until the funds are received, and any grant payment may be discontinued, modified, or withheld at any time, within the commercially reasonable judgment of Medtronic Foundation, or when such action is necessary to comply with the requirements of the law.
7. Consistent with Executive Order 13244 and the Patriot Act, no portion of the grant will be used to support terrorism, or will be diverted to other individuals or organizations which have assisted, sponsored, or provided financial, material, or technological support for terrorists or persons associated with terrorists.
8. That it will not make sub-grants with the grant from the Medtronic Communities Foundation to any entity without prior approval from Medtronic Communities Foundation.
9. The Medtronic Communities Foundation is committed to public accountability and transparency and will post publically information related to this grant. For a complete listing of our grants, visit www.medtronic.com/philanthropy . In addition, we now require all grantees to list the sources of funding on their web sites in an easily navigable location.



710 Medtronic Parkway NE, LS199
Minneapolis, MN 55432

medtronic.com/foundation

- 10. The laws of the State of Minnesota will govern this agreement.
- 11. As a condition of the grant from Medtronic, Grantee certifies that it is currently in full compliance with all human rights statutes and ordinances designed to prohibit discrimination on the basis of race, color, creed, religion, ethnic or national origin, gender, marital status, disability, status with regard to public assistance, sexual orientation, gender identity and/or expression, and age. Grantee and personnel shall comply with all applicable labor laws, rules and regulations, including but not limited to, all laws forbidding the solicitation, facilitation, or any other use of slavery or human trafficking.

By: County of Sonoma

Printed Name: Rod Stroud

Signed Name: _____

Title: Assistant Director of Health Services

Date: _____

Medtronic Communities Foundation

By: _____

Date: _____

Jacob A. Gayle, PhD, President

Please contact the Medtronic Communities Foundation before or after the agreement is signed with any questions you may have about the period covered by the grant, the schedule of grant payments, or the schedule of reports. Adjustments to grant periods and uses of Medtronic Communities Foundation funds may be possible but require prior approval from Medtronic Communities Foundation.

IRS Code Section 4945 describes “lobbying” as a variety of activities attempting to influence either elections or legislation at any level of government. Influencing legislation is further described to influence public opinion on a legislative subject or direct communications with those who formulate legislation. An exception is made for nonpartisan analysis, study, and research.

Exhibit A - Scope of Work

Health Action partners have been actively engaged in conversations about how to best improve community engagement across Health Action for the last year as part of the Accountable Communities for Health work. Health Action partners worked collaboratively with local community engagement leaders to develop and approve a dual approach to enhance community engagement efforts. The approach focuses on empowering community members while simultaneously creating an environment that encourages their success. Funds from the Medtronic Communities Foundation will be used to implement this dual approach.

Health Action will continue to work with Rethink Health to co-design a resident leadership development program. The leadership program will train residents on the principles and practices of community organizing and empower them to organize around the issues that they and their local community care about most. The program will build upon existing efforts in Sonoma County and use a train-the-trainer model to ensure its sustainability. The eight place-based Health Action Chapters throughout Sonoma County will hold these trainings. In addition to initial trainings, the Health Action Chapters will receive ongoing coaching and support around specific priority areas, such as cardiovascular health.

Success of the resident leadership development program and other community engagement efforts depends on the openness, flexibility, and capacity of Health Action partner organizations. Therefore, in addition to the resident leadership program, Health Action partner organizations will assess their own behavior and learn about best practices to support and be responsive to residents. Partners will complete organizational assessments and receive education and technical assistance to change their norms around community engagement.

Top Three Planned Outcomes

The first outcome to be achieved is that residents will be empowered with the skills and knowledge needed to effect change. Residents will understand the appropriate levers and have the tools to organize around the most relevant issues in their local communities.

The second outcome to be achieved is that all Health Action partners will implement best practices around community engagement and create conditions for community activation.

The third outcome to be achieved is that residents will be actively engaged as co-producers of their community's health. Health Action priorities and strategies will be informed and co-developed by local residents. Health Action will have shifted from a mentality of serving the community to collaborating and working in partnership with communities that experience the greatest health and health-related disparities, including social determinants of health such as education and housing.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Human Services Department

Staff Name and Phone Number:

Paul Dunaway 565-3673
Gary Fontenot 565-5931
Gretchen Melendy 565-4248

Supervisorial District(s):

Title: Board Resolution to accept funding for Victims of Crime Act (VOCA XE) and Victims of Crime Act (VOCA KE) Specialized Emergency Housing

Recommended Actions:

Adopt a resolution authorizing the Director of the Human Services Department to accept funding in the amount of:

A) \$400,000 for a three year period from 7/1/2016 to 12/31/2019. This CalOES funding through the VOCA XE program provides victim advocacy, care coordination and legal assistance for elder and dependent adult victims of crime; and

B) \$595,000 from 10/1/2017 to 11/1/2019. This CalOES funding through the VOCA KE program addresses transitional emergency housing for elder and dependent adult victims of crime.

Executive Summary:

The Sonoma County Human Services Department (HSD), Adult & Aging Division recently underwent a California Office of Emergency Service (CalOES) site visit and it was identified that the Human Services Department (HSD) is missing a board resolution to accept the funding for VOCA XE & VOCA KE programs. To address the CalOES site visit findings and comply with grant requirements, this item requests approval of a retroactive Board resolution authorizing acceptance of the VOCA grant funding.

Discussion:

The California Office of Emergency Services (CalOES) funding provides enhanced support to elder and dependent adult victims. The Human Services Department is partnering with Council on Aging, Legal Aid of Sonoma County, Senior Advocacy Services, the Petaluma People Services, and other partners.

Goals of VOCA XE & KE will include, but not be limited to, the following:

VOCA XE

- Helps at-risk individuals and families obtain safety and shelter. The VOCA XE project is designed to support the goal of increasing access to services for elder and dependent adult victims of crime in Sonoma County by achieving the following objectives: 1) Providing case management, outreach, and advocacy to victims through on site services of the Council on Aging and the Family Justice Center Sonoma County (FJCSC); 2) Providing legal services for victims through an on-site Legal Aid attorney and assistant; 3) Providing comprehensive health, housing, mental health and other services to victims through partners at the FJCSC and other referrals; and 4) Coordinating and leveraging existing community services for elders and dependent adults to improve and expand services to meet the needs of an expanding senior population.
- Strengthens the current fragile safety net of providers who serve this population of community-based services and supports vital to future generations of seniors.
- Provide wrap-around support for victims of elder and dependent adult abuse.
- Served 250 people from 7/1/2016 to 8/31/2018.
- Council on Aging has served 200 additional victims of elder and dependent adult abuse through case management services and support groups.
- Elder Law Attorney from Legal Aid has provided 800 hours of safety based legal services to clients per year of the contract.
- Legal Aid has assisted 200 clients with elder abuse related issues

VOCA KE

- Housing is a great concern for many in Sonoma County, especially for older adults. According to data obtained by CDC from *Real Answers*, a real estate research organization, rents have risen 40% over the past four years. There has been a 36% jump in median rents after the October fires. Santa Rosa's median rent increased 16%, and more than 29,000 county residents are on waiting lists for a Section 8 rental assistance voucher. According to the 2015 American Community Survey, there are 125,109 Sonoma County older people age 60+ who make up 25% of the population. The number of Sonoma County residents age 60+ is projected to increase by nearly 38% from 2015 to 2025.

The Human Services Department, Adult and Aging Division applied for and was awarded this funding to create an emergency housing program for elder abuse victims. This program establishes emergency shelter and emergency housing assistance and provides specialized services for elder abuse victims.

The CalOES Victims of Crime Act (VOCA) Program provides case management and purchased services, including short term housing, to 50 victims of elder abuse who are at risk of homelessness and who need emergency housing.

This program was developed with funding awarded to the Human Services Department. There is no request for additional County funds. All program costs are paid by grant funds and/or required department match.

- Clients will receive a psychosocial assessment and work with a social worker to develop an emergency housing plan.

- Victims will receive the appropriate placement and level of care for up to 45 days.
- A Social Worker will work with the victim to create a permanent housing plan.
- As needed, elderly victims will be connected with interpreter services through FJCS as well as a wide range of ability and language needs, as well as ADA-compliant services.
- Up to 50 victims will be served during the two year grant period from 10/1/2017 to 11/1/2019. Six elderly victims have been served through 8/31/18.

Prior Board Actions:

August 14, 2018: Board approved HSD Council on Aging VOCA XE Contract Renewal.

April 17, 2018: Board approved HSD New Human Services Funding for Housing and Case Management Services: Approved HSD to accept California Office of Emergency Services (CalOES) Victims of Crime Act (VOCA) grant funding of \$595,000 over a 2 year period to establish emergency shelter and emergency housing assistance resources and specialized services for elder abuse victims.

January 24, 2017: Board approved HSD to sign and execute an agreement with Senior Advocacy Services for \$164,000 to fund an Elder Justice Coordinator for the contract period February 1, 2017 through June 30, 2018 for the Victims of Crime Act (VOCA) under the original grant funding.

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

Findings from the 2016-2020 Area Agency on Aging (AAA) Area Plan and Community Report *The Art of Aging* report Housing as one of the top three concerns for Sonoma County Seniors Living in Poverty and to enhance the safety, mental and physical health and wellbeing of seniors of all ages, emphasizing healthy aging throughout the lifespan.

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures	0	0	0
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	0	0	0
Narrative Explanation of Fiscal Impacts:			
The FY18/19 budget includes Revenue and Appropriations for both grants.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Resolution			
Related Items "On File" with the Clerk of the Board:			
None			



County of Sonoma
State of California

Date: September 25, 2018

Item Number: _____

Resolution Number: _____



4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, to accept Victims Of Crime Act (VOCA) XE funding in the amount of \$400,000 and Victims of Crime Act (VOCA) KE funding in the amount of \$575,000.

Whereas, the Sonoma County Human Services Adult & Aging Division was awarded funding from the California Office of Emergency Services (CalOES) on February 15, 2018 for VOCA KE and on September 18, 2016 for VOCA XE.

Now, Therefore, Be It Resolved that the Board of Supervisors of the County of Sonoma authorizes the Director of Human Services Department to accept funding in the amounts of \$400,000 and \$575,000 for a total of \$975,000 from the California Office of Emergency Services.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Regional Parks

Staff Name and Phone Number:

Elizabeth Tyree (707) 565-2575

Supervisorial District(s):

3rd

Title: Cooper Creek addition to Taylor Mountain Habitat Conservation Fund grant

Recommended Actions:

Adopt a resolution authorizing the Director of Regional Parks to apply for the State Parks' Habitat Conservation Fund in the amount of \$220,000 for Cooper Creek addition to Taylor Mountain Regional Park and Open Space Preserve acquisition and authorizing the Director of Regional Parks to execute all documents which may be necessary to carry out and administer the grant.

Executive Summary:

Regional Parks is seeking \$220,000 to acquire a 54-acre parcel in southeast Santa Rosa as an addition to Taylor Mountain Regional Park and Open Space Preserve. This acquisition would protect riparian habitat on a scenic hillside property and offer the opportunity to expand neighborhood access to Taylor Mountain and future trail connections to the Santa Rosa Southeast Greenway and connection to Annadel State Park. Funding would also provide signage and cleanup of refuse from prior unauthorized use. The current property owner wishes to sell the property and Regional Parks is pursuing current funding opportunities including funding from State Parks' Habitat Conservation Fund grant program.

Discussion:

Regional Parks is requesting the Board's support to apply for \$220,000 from State Parks' Habitat Conservation Fund grant program to acquire a 54-acre parcel (APN 038-261-010) in southeast Santa Rosa. This project offers a unique opportunity to expand neighborhood access to Taylor Mountain Regional Park and Open Space Preserve, enable future connections between the park and planned urban trails, and protect riparian and deer and mountain lion habitat on a scenic hillside property.

Initial appraisal information indicates a value of between \$1 and \$1.5 million. Regional Parks is partnering with Sonoma Land Trust to create a robust fundraising plan including private and public sources. In June, the Board of Supervisors approved Regional Park applying for \$740,000 from the Agricultural Preservation and Open Space District's Matching Grant Program. Regional Parks is now recommending applying for a grant from State Parks' Habitat Conservation Fund. This is the last round

of the Habitat Conservation Fund grant program that has been an annual competitive funding opportunity, offering \$2 million statewide to local entities, for projects protecting threatened species, addressing wildlife corridors, and creating and improving trails. In prior rounds, Regional Parks has received this funding for projects throughout the county including McCormick Ranch acquisition, Mark West Creek Park acquisition, West County Trail acquisition, Crane Creek Park restoration, and trails at Doran, Stillwater Cove, and Helen Putnam regional parks.

The owner's representative contacted Regional Parks in late October 2017, to gauge our interest in acquiring this Property. The owner is exploring selling the Property for open space preservation before putting the Property up for sale. The owner is providing a limited amount of time for us to acquire the Property before listing on the open market. We currently have the owner's agreement not to sell the Property if we continue to show fundraising progress.

The City of Santa Rosa supports this acquisition, and has determined it is consistent with its General Plan. The City supports preserving the scenic hillside above the Fairgrounds neighborhood and understand that housing options on this site are very limited due to the Rogers Creek Fault zone and slopes of greater than 25%. The City also notes this acquisition will improve the quality of life for residents of several southeast Santa Rosa neighborhoods where the availability of personal greenspace is limited. This project will connect these neighborhoods to the City's new Kawana Springs Community Park development, Taylor Mountain Park and Preserve, and Trione-Annadel State Park.

After acquisition, Regional Parks will complete cleanup of minor refuse from unauthorized site use. Regional Parks will work with groups including the Sonoma County Trails Council and their volunteers, and continue working with volunteers for site patrol. Guided tours would also occur as part of the community engagement process, providing orientation and receiving feedback on possible trail connections.

Regional Parks recommends providing the long-term operation and management of the Property as a part of the 1,100-acre Taylor Mountain Regional Park and Open Space Preserve. Management will include volunteer coordination with community groups, and the adjacent church and synagogue and other organizations for site cleanup and future trail development. Unless and until a separate project to expand services in the expansion area are approved by the Board, operations and maintenance costs on the newly acquired land should be minimal.

Local matching funds are required for the Habitat Conservation Fund grant program. In addition to the \$740,000 requested from the Matching Grant program, additional funding has been secured. The Sonoma County Regional Parks Foundation is contributing \$5,000. The Sonoma Trails Council is contributing \$2,000 plus in-kind labor and coordinating volunteer services valued as \$15,000. Redwood Empire Mountain Bike Alliance is providing \$750 as well as two volunteer work days valued as \$5,000. Regional Parks will be providing in-kind services to oversee cleanup work and provide fence repairs and signage valued as \$40,000. Sufficient funds to complete this acquisition project and for ongoing operations and maintenance will be secured prior to beginning the project.

Prior Board Actions:			
<p>July 24, 2018 adopted Resolution #18-0292 authorizing submittal of an application for \$740,000 Agricultural Preservation and Open Space District Matching Grant application for Cooper Creek Addition to Taylor Mountain Park and Preserve.</p> <p>May 22, 2018 received the County of Sonoma Capital Project Plan 2018-2023, including subject Taylor Mountain Expansion project.</p>			
Strategic Plan Alignment Goal 2: Economic and Environmental Stewardship			
This funding would support acquiring open space lands that will protect scenic and natural resources and create the opportunity to provide recreational and educational opportunities.			
Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
There is no fiscal impact to this item. If the grant application is approved, this funding and the related expenditures will be included in the FY 2018-2019 budget. Matching funds will be allocated from funds already dedicated to the project or additional grants from other entities.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):
Attachments:
Resolution, map
Related Items "On File" with the Clerk of the Board:



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Approving The Application For Grant Funds From The Habitat Conservation Fund Program

Whereas, the people of the State of California have enacted the California Wildlife Protection Act of 1990, which provides funds to the State of California for grants to local agencies to acquire, enhance, restore or develop facilities for public recreation and fish and wildlife habitat protection purposes; and

Whereas, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the HCF Program, setting up necessary procedures governing project application under the HCF Program; and

Whereas, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

Whereas, the applicant will enter into a contract with the State of California to complete the project(s);

Now, Therefore, Be It Resolved that the Board of Supervisors hereby:

1. Approves the filing of an application for the Habitat Conservation Fund Program; and
2. Certifies that said applicant has or will have available, prior to commencement of any work on the project included in this application, the required match and sufficient funds to complete the project; and
3. Certifies that the applicant has or will have sufficient funds to operate and maintain the project, and
4. Certifies that the applicant has reviewed, understands, and agrees to the provisions contained in the contract shown in the Grant Administration Guide; and

Resolution #

Date:

Page 2

5. Delegates the authority to the Director of Regional Parks to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.

6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

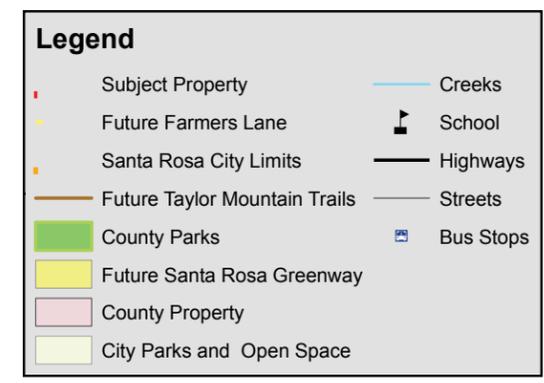
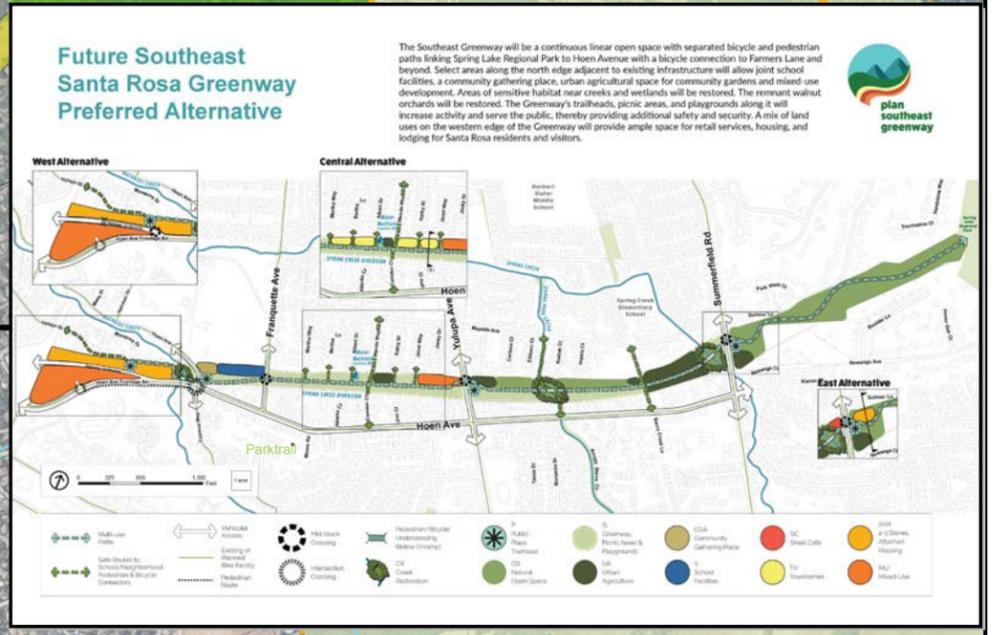
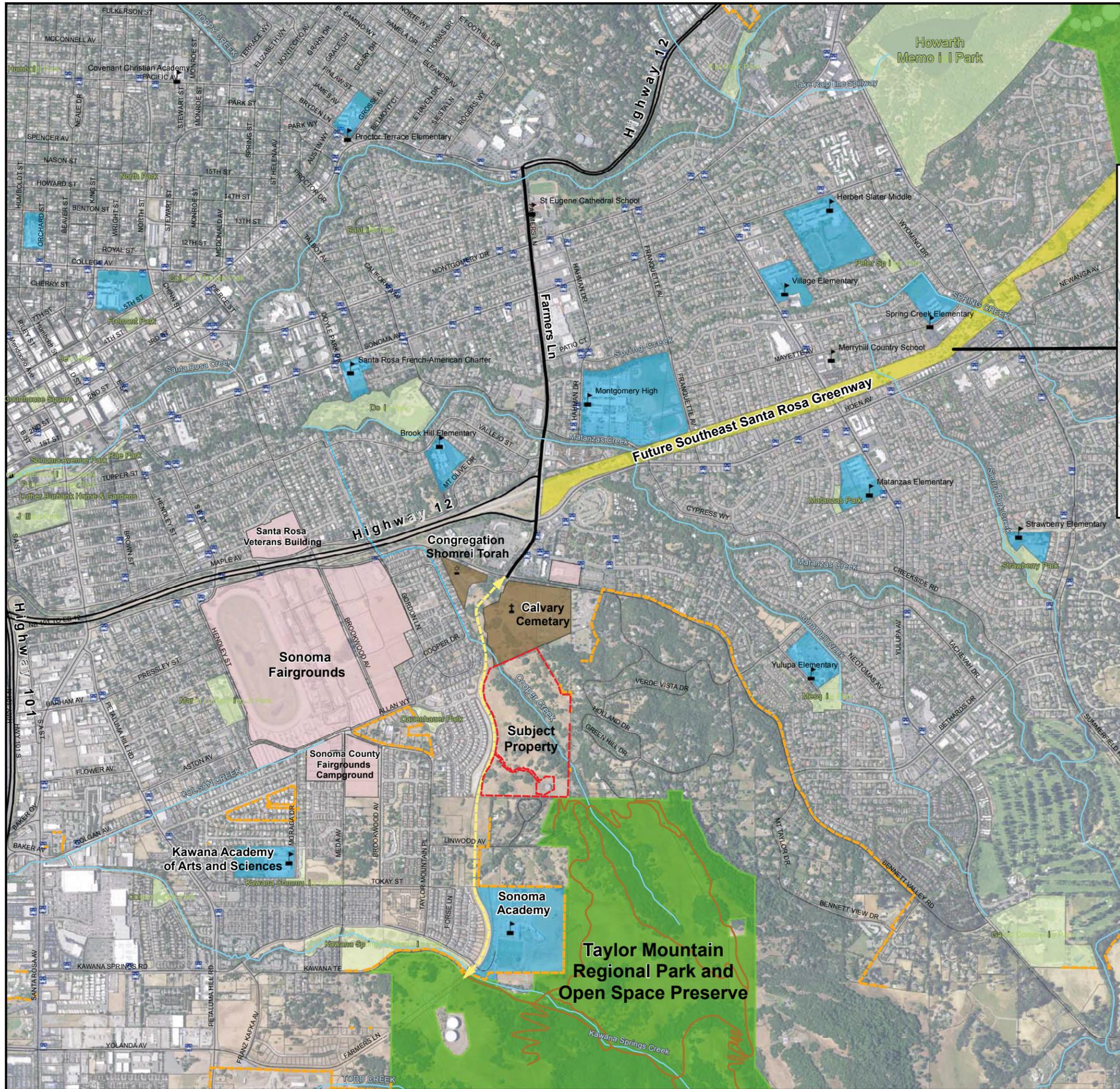
Ayes:

Noes:

Absent:

Abstain:

So Ordered.



COOPER CREEK ADDITION Taylor Mountain Regional Park and Open Space Preserve

Regional Map





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: September 25, 2018

Vote Requirement: Majority

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

Staff Name and Phone Number:

Sharon Post, 565-1119

Supervisorial District(s):

All

Title: Surrendered and Abandoned Vessel Exchange (SAVE) Grant, \$40,000

Recommended Actions:

Adopt a resolution authorizing the Sheriff to execute the California Department of Parks and Recreation, Division of Boating and Waterways, Surrendered and Abandoned Vessel Exchange (SAVE) grant agreement providing funding in the amount of \$40,000 for the Sheriff's Office Marine Unit to dispose of surrendered, wrecked, and abandoned recreational boats through September 30, 2020. The grant promotes navigational and environmental safety on Sonoma County waterways by removing, reducing, and preventing abandoned recreational vessels and marine debris.

Executive Summary:

The Sheriff's Office is requesting the Board's approval to execute a Surrendered and Abandoned Vessel Exchange (SAVE) grant agreement with the California Department of Parks and Recreation, Division of Boating and Waterways; and authorization for the Sheriff to accept \$40,000 for fiscal years 18-19 and 19-20 to enable the Marine Unit to dispose of surrendered, wrecked, and abandoned recreational vessels on Sonoma County waterways. Grant funds may not be used for the removal or disposal of commercial vessels.

Discussion:

The Sonoma County Sheriff's Office Marine Unit was a recipient in 2016 of Surrendered and Abandoned Vessel Exchange (SAVE) grant funding (\$21,100) from the California Department of Parks and Recreation, Division of Boating and Waterways (DBW). The grant is available statewide to qualified local public agencies with jurisdiction over navigable waterways. The Division of Boating and Waterways announced in Fall 2017 that supplemental funds were available to grantees, and in December 2017 the Sheriff's Office applied for additional funds. A grant of \$14,900 was awarded in May 2018. When the next regular grant cycle opened, the Sheriff's Office applied for funding to continue this work and was awarded \$40,000. Finalization of the grant requires a Board resolution authorizing execution of the grant agreement.

Background. The Sonoma County Sheriff's Office Marine Unit maintains primary law enforcement jurisdiction over Sonoma County's waterways: Bodega Bay, coastal Pacific Ocean, Lake Sonoma, Russian River, Petaluma River/San Pablo Bay, and the Gualala River.

Historically, problems with abandoned vessels have occurred primarily in Bodega Bay and the Petaluma River/San Pablo Bay areas. In late 2010 and early 2011, the Marine Unit partnered with the Environmental Protection Agency (EPA), Cal Recycle, California Fish and Wildlife, Sonoma County Regional Parks, and the Petaluma Police Department to complete several vessel abatement projects on Bodega Bay and on the Petaluma River. Since then, the Marine Unit has continued to monitor derelict vessels and navigational hazards within the County, used prior grants for the removal of abandoned vessels, and provides assistance with abatement to other agencies as needed.

Under Harbors and Navigation Code, Section 526.1, a "surrendered vessel" is a recreational vessel that the verified titleholder has willingly surrendered to a willing public agency under both of the following conditions: (a) the public agency has determined that the vessel is in danger of being abandoned, and therefore has a likelihood of causing environmental degradation or becoming a hazard to navigation, and (b) the decision to accept a vessel is based solely on the potential of the vessel to likely be abandoned and cause environmental degradation or become a hazard to navigation.

The Division of Boating and Waterways administers a Vessel Turn-In Program (VTIP) through local participating agencies, providing a path for boat owners to surrender unwanted recreational vessels free of charge, thereby removing them from the supply chain and reducing the potential for abandonment. The Sheriff's Office Marine Unit started its Vessel Turn-In Program in 2017 and currently has 19 vessels on the waitlist.

Surrendered and Abandoned Vessel Exchange (SAVE) Grant. The \$40,000 SAVE grant is for the Marine Unit to remove and dispose of abandoned and derelict vessels and/or to accept and dispose of boats surrendered through the Unit's Vessel Turn-In Program (VTIP). The cost to remove abandoned boats varies depending on the unique circumstances and issues for each vessel, including the size, type (sail, engine), condition, and location/accessibility (sunk, afloat, beached, dry-storage). Actual and estimated costs of removing abandoned boats in recent years have ranged from \$2,225 to \$27,500 per vessel. The cost of disposing boats surrendered through the Vessel Turn-In Program is primarily determined by size, and has ranged from \$1,800 to \$3,600 each, including both boat and trailer. The grant agreement #C18S0619 is ready for execution by the County. The Sheriff's Office must secure a fully executed contract, complete the work and submit for reimbursement by September 30, 2020.

As a condition of the grant award, the Division of Boating and Waterways requires a ten percent contribution (in this case \$4,000) from the local agency receiving the grant. The contribution may be rendered in cash or through verifiable in-kind contributions which may include personnel hours and the cost of excess removal and/or storage expenses. The Marine Unit expects to contribute in-kind personnel hours. No General Funds are requested. If approved, appropriations for this unanticipated grant revenue and associated expenditures will be requested as a first quarter FY 18-19 Consolidated Budget Adjustment.

Prior Board Actions:			
A \$14,900 Surrendered and Abandoned Vessel Exchange (SAVE) Supplemental Grant from the Division of Boating and Waterways was approved by the Board of Supervisors (Resolution 18-0134) on April 17, 2018, and a prior grant for \$21,100 was approved (Resolution 16-0358) on September 20, 2016.			
Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community			
Approval of this item will allow the Sheriff's Marine Unit to contribute to community navigational and environmental safety by removing abandoned and surrendered recreational vessels.			
Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested	\$40,000		
Total Expenditures	\$40,000		
Funding Sources			
General Fund/WA GF			
State/Federal	\$40,000		
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$40,000		
Narrative Explanation of Fiscal Impacts:			
The Surrendered and Abandoned Vessel Exchange grant provides State reimbursement for expenses incurred by the Sheriff's Office Marine Unit to remove derelict vessels, not to exceed \$40,000 through September 30, 2020. The Marine Unit will work aggressively to complete all grant work in FY 18-19. The \$4,000 in-kind match will be covered by personnel expenses already included in the FY 18-19 budget. If approved by the Board, appropriations for \$40,000 will be added in first quarter Consolidated Budget Adjustments for FY 18-19.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):
None
Attachments:
<ol style="list-style-type: none">1. Resolution authorizing execution of the Division of Boating and Waterways, Surrendered and Abandoned Vessel Exchange Agreement2. Division of Boating and Waterways, Surrendered and Abandoned Vessel Exchange Agreement
Related Items "On File" with the Clerk of the Board:



County of Sonoma
State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing the Sonoma County Sheriff-Coroner to Execute the California Department of Parks and Recreation, Division Of Boating and Waterways, Surrendered and Abandoned Vessel Exchange Grant Agreement in the Amount of \$40,000 through September 30, 2020.

Whereas, the Sheriff's Office Marine Unit has identified abandoned and/or derelict vessels in Sonoma County waterways and has requested funding from the California Department of Parks and Recreation, Division of Boating and Waterways to fund the removal and disposal of these vessels; and

Whereas, the Marine Unit has implemented a Vessel Turn-In Program, which allows boat owners to surrender an unwanted recreational vessel for disposal; and

Whereas, the Sheriff-Coroner has applied for and has been awarded funding from the California Department of Parks and Recreation, Division of Boating and Waterways for the removal and disposal of abandoned and surrendered recreational vessels.

Now, Therefore, Be It Resolved by the Board of Supervisors that Sonoma County's Sheriff-Coroner, Robert Giordano, is authorized to execute the California Department of Parks and Recreation, Division of Boating and Waterways, Surrendered and Abandoned Vessel Exchange contract documents; and either Sheriff Robert Giordano or Sheriff-Elect Mark Essick is authorized to request reimbursement up to \$40,000.

Supervisors:

Gorin: Rabbitt: Zane: Hopkins: Gore:

Ayes: Noes: Absent: Abstain:

So Ordered.

State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
DIVISION OF BOATING AND WATERWAYS
GRANT AGREEMENT - CERTIFICATE OF FUNDING

GRANTEE: Sonoma County Sheriff's Office
GRANT TITLE: SURRENDERED AND ABANDONED VESSEL EXCHANGE (SAVE-18)
GRANT AMOUNT: \$40,000.00
GRANT NUMBER: C18S0619
GRANT TERM: Effective: Date Fully Executed* through September 30, 2020
FULLY EXECUTED: To be advised

The Grantee agrees to the terms and conditions of this contract, hereinafter referred to as Agreement, and the State of California, acting through its Director of the Department of Parks and Recreation, and pursuant to the State of California agrees to fund the total State grant amount indicated below. The GRANTEE agrees to complete the SCOPE OF WORK as defined in the Agreement.

The General and Special Provisions attached are made a part of and incorporated into the Agreement.

<p>Grantee: Sonoma County Sheriff's Office</p> <p>Address: 2796 Ventura Ave, Santa Rosa, CA 95403</p> <p>Authorized Signature:</p> <p>Printed Name:</p> <p>Title of Authorized Representative:</p> <p>Date:</p>	<p>Agency: Department of Parks and Recreation Division of Boating and Waterways</p> <p>ATTN: Ron Kent</p> <p>Address: One Capitol Mall, Suite 500 Sacramento, CA 95814</p> <p>Authorized Signature:</p> <p>Printed Name: Ramona Fernandez</p> <p>Title: Chief of Operations</p> <p>Date:</p>
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**CERTIFICATE OF FUNDING
(FOR STATE USE ONLY)**

GRANTEE: Sonoma County Sheriff's Office
GRANT TITLE: FY 2018/19 Surrendered and Abandoned Vessel Exchange (SAVE)
GRANT AMOUNT: \$40,000.00
GRANT NUMBER: C18S0619
GRANT TERM: Effective: Date Fully Executed* through September 30, 2020
FULLY EXECUTED: To be advised

CONTRACT NO C18S0619	AMENDMENT NO	SUPPLIER ID 0000001346		PROJECT NO 3790OTHER
AMOUNT ENCUMBERED BY THIS DOCUMENT \$40,000.00	FUND DESCRIPTION Abandoned Watercraft Abatement Fund (SAVE-18)		AGENCY BILLING CODE NO 053706	
REPORTING STRUCTURE 37900706	Approp. Ref. Fund 3790-101-0577	CHAPTER 29	STATUTE 2018	FISCAL YEAR 2018/19
BUSINESS UNIT 3790	INDEX N/A	PROGRAM 2855023	ACTIVITY CODE 69009	ACCOUNT 5432000
T.B.A. NO	<i>I hereby certify upon my own personal knowledge that the budgeted funds are available for this encumbrance.</i>			
B.R.NO	ACCOUNTING OFFICER'S SIGNATURE		DATE	

STATE OF CALIFORNIA

Department of Parks and Recreation, Division of Boating and Waterways
One Capitol Mall, Suite 500
Sacramento, CA 95814

EXHIBIT A
SURRENDERED AND ABANDONED VESSELS EXCHANGE (SAVE)
FISCAL YEAR 2018/19
SCOPE OF WORK

Grantee agrees to provide to the Division of Boating and Waterways (DBW) as described herein:
See Grant Application: Letter of Intent, Scope of Work and Work Plan of Exhibit G.

The services shall be performed in the jurisdiction of: Sonoma County Sheriff's Office

State Agency: Division of Boating and Waterways	Grantee (Agency Name): Sonoma County Sheriff's Office
Name: Ron Kent	Grantee Representative*: Ken Konopa
Title: Program Administrator	Title: Deputy
Address: One Capitol Mall, Suite 500 Sacramento, CA 95814	Address: 2796 Ventura Ave, Santa Rosa, CA 95403
Phone: (916) 327-1825	Phone: (707) 529-6546
Fax:	Fax:
Email: ron.kent@parks.ca.gov	Email: ken.konopa@sonoma-county.org

* Grantee representative information may only be changed by giving 30 days written notice to DBW.

EXHIBIT B

Surrendered and Abandoned Vessels Exchange (SAVE) Grant Program

1. NEEDS AND OBJECTIVES OF DBW

- a. Pursuant to its authority under Harbors and Navigation Code section 525, the Division of Boating and Waterways (DBW) wishes to contract with Grantee for the removal and disposal of abandoned, wrecked or dismantled vessels, or parts thereof, or any other partially submerged objects (hereinafter "eligible water hazards") which pose a substantial hazard to navigation within Grantee's jurisdiction as listed on the Questionnaire, found in Exhibit A.
- b. Pursuant to its authority under Harbors and Navigation Code Section 525, the Division of Boating and Waterways (DBW) wishes to contract with Grantee for the removal and disposal of surrendered vessels, or parts thereof, which are in danger of being abandoned and has a likelihood of causing environmental degradation or becoming a hazard to navigation within Grantee's jurisdiction as specified according to the Grantee's Work Plan, found in Exhibit A.

2. WATER HAZARDS ELIGIBLE FOR REMOVAL AND DISPOSAL

The funds provided under this Agreement shall be used for the combined purposes of Surrendered and Abandoned Vessels Exchange (SAVE) as follows:

- a. **Abatement, removal, storage and/or disposal of eligible Marine Debris.** For purposes of this Agreement, "abandoned" is defined in Harbors and Navigation Code section 522(a):

"Any hulk, derelict, wreck, or parts of any ship, vessel, or other watercraft sunk, beached, or allowed to remain in an unseaworthy or dilapidated condition upon publicly owned submerged lands, salt marsh, or tidelands within the corporate limits of any municipal corporation or other public corporation or entity having jurisdiction or control over those lands, without its consent expressed by resolution of its legislative body, for a period longer than 30 days without a watchman or other person being maintained upon or near and in charge of the property, is abandoned property".

Harbors and Navigation Code, Section 525 (1)(A):

"...the Abandoned Watercraft Abatement Fund, which is hereby created as a special fund. Moneys in the fund shall be used exclusively, upon appropriation by the Legislature, for grants to be awarded by the department to local agencies for the abatement, removal, storage, and disposal as public nuisances of any abandoned property as described in Section 522 or for the disposal of surrendered vessels as defined in Section 526.1, wrecked or dismantled vessels, or parts thereof, or any other partially submerged objects that pose a substantial hazard to navigation, from navigable waterways or adjacent public property or private property with the landowner's consent.

Harbors and Navigation Code, Section 550 (B):

" "Marine Debris" is a vessel or part of a vessel, including a derelict, wreck, hulk, or part of any ship or other watercraft or dilapidated vessel. That is unseaworthy and not reasonably fit or capable of being made fit to be used as a means of transportation by water."

- b. The funds provided under this Agreement shall not be utilized for abatement,

removal, storage, or disposal of commercial vessels. Commercial vessels include those vessels for which the most recent registration or documentation was commercial, even though that registration or documentation may have lapsed.

- c. If Grantee is reimbursed for the costs related to the abatement, removal, storage, and/or disposal of an eligible water hazard by the registered or legal owner or other person or entity known to have an interest in the water hazard, then the water hazard shall no longer be eligible for funding under this Agreement. Grantee shall notify DBW in writing of such reimbursement and shall return all funds disbursed by DBW to Grantee with respect to such water hazard immediately.
- d. **Abatement, removal, storage and disposal of eligible surrendered vessels.** For purposes of this Agreement, "surrendered" is defined in Harbors and Navigation Code section 526.1(a):
- e. "'surrendered vessel' means a recreational vessel that the verified titleholder has willingly surrendered to a willing agency under both of the following conditions:
 - (1) The public agency has determined in its sole discretion that the vessel is in danger of being abandoned, and therefore has a likelihood of causing environmental degradation or becoming a hazard to navigation.
 - (2) The decision to accept a vessel is based solely on the potential of the vessel to likely be abandoned and cause environmental degradation or become a hazard to navigation."
- f. The funds provided under this Agreement shall not be utilized for surrender, abatement, removal, storage, or disposal of commercial vessels. Commercial vessels include those vessels for which the most recent registration or documentation was commercial, even though that registration or documentation may have lapsed.
- g. If Grantee is reimbursed for the costs related to the removal, storage, and/or disposal of a surrendered vessel by the registered or legal owner or other person or entity known to have an interest in the vessel, then the vessel shall no longer be eligible for funding under this Agreement. Grantee shall notify DBW in writing of such reimbursement and shall return all funds disbursed by DBW to Grantee with respect to such vessel immediately.

3. RIGHT OF INSPECTION

Grantee shall allow DBW and other state agency representatives, at any reasonable time, to inspect any site where Grantee or its subcontractors are performing work under this Agreement.

4. ANNUAL MEETING

Grantee's representative or alternate shall participate in an annual one-day video or phone conference conducted by DBW during the term of this agreement. Should the Grantee or representative be unable to attend the meeting and cannot provide a substitute from the agency, the Grantee must forward a letter to DBW stating the reason why they cannot attend. DBW must grant approval in writing in order for the Grantee not to be in breach of this Agreement for failure to attend.

5. ACTIVITY/NON ACTIVITY: REPORTING REQUIREMENTS

- a. Grantee shall provide quarterly reports to DBW describing the status of existing

issues known, pending, or in progress.

- b. Lack of quarterly reporting and/or removal activity within any twelve month period during the term of this agreement is subject to possible revocation of grant.

6. OVERLAPPING ANNUAL GRANT AWARDS

A minimum of fifty percent (50%) of an existing SAVE grant must be utilized and reported for reimbursement to DBW by the new grant application deadline to qualify for a new fiscal year grant. Only one overlapping grant per fiscal year will be allowed.

7. HAZARDOUS MATERIALS

Grantee shall be responsible for securing any necessary or prudent studies, permits, or authorizations associated with treatment, removal, storage, or any other handling of hazardous substances including, but not limited to, toxic waste, petroleum waste, asbestos, and similar substances, prior to the removal of any vessel and water hazard pursuant to this Agreement.

Grantee shall be responsible for the proper and lawful handling, abatement, removal, storage, and/or disposal of any hazardous substances encountered in the execution of this Agreement.

8. TITLES AND LIENS

- a. **Abandoned vessels:** Grantee shall comply with all relevant provisions of the Harbors and Navigation Code regarding notices, hearings and liens in the performance of this Agreement. Grantee (in conjunction with local law enforcement) shall conduct a title search for all vessels presumed to be abandoned, as provided by Harbors and Navigation Code section 526.
- b. **Surrendered vessels:** Grantee shall comply with all relevant provisions of Harbors and Navigation Code section 526.1 in the performance of this Agreement, requiring that a surrendered vessel be that of the "verified titleholder."

9. MEDIA

Grantee agrees to acknowledge DBW's financial support whenever work funded by this Agreement is publicized in any news media, brochures, or other type of promotional material.

10. MEDIA MATERIALS RELEASE

Grantee agrees to irrevocably grant to California State Parks, Division of Boating and Waterways, its employees, officers, agents, and assigns (hereinafter referred to as "DBW"), the non-exclusive, royalty-free, perpetual and worldwide right and permission to use, reproduce, publish, copy, distribute, alter, license, adapt, and display the photographs, motion pictures, caption information, and/or written quotes (hereinafter referred to collectively as "Photographs"), that the Grantee has submitted to DBW for art, editorial, advertising, marketing, trade, broadcast, print, educational programs, or any other lawful purpose whatsoever, in any and all media. In connection with the foregoing license, the Grantee agrees not to use, reproduce, adapt, or display the Photographs, or allow others to do so, in a manner that tends to subject DBW or its AWAFF, VTIP and/or SAVE programs to ridicule, disparagement, mockery, satire, or that could tarnish the image of the DBW's AWAFF, VTIP, and/or SAVE programs. Grantee hereby releases and discharges DBW from any and all claims and demands arising out of or in connection with the use of the Photographs, including without limitations, any and all claims for libel, defamation, invasion of privacy, and/or publicity rights. DBW assumes no responsibility for lost or damaged Photographs or

for the use of same. DBW may sell, assign, license, or transfer all rights granted to it hereunder.

Grantee also grants DBW and its licensees the unrestricted right to use and disclose its name in connection with use of the Photographs. The Grantee understands that it will not be paid for any use or right granted herein.

The Grantee understands and agrees that the Photographs may be used in whole or in part, at any time. The license granted herein to DBW includes the right and permission to conduct or have conducted such alterations to the Photographs as DBW deems necessary. Grantee releases and discharges DBW and agrees to indemnify and hold DBW harmless from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, loss or damage, whether intentional or otherwise, that may occur in the use of the Photographs. The Grantee waives any right to inspect or approve any finished product, advertising or other copy that may be used in connection therewith or the use to which it may be applied.

The Grantee declares and avows that the Photographs it is submitting to DBW are its own original work in all respects. The Grantee is the sole and exclusive owner of the Photographs; they are free, clear, and unencumbered. No part of them is taken from or based on any other work; no part infringes the copyright or any other right of any person; and the reproduction, publication, exhibition, or any other use by DBW of the Photographs in any form whatever will not in any way, directly or indirectly, infringe on the rights of any person. The Grantee agrees to indemnify and hold DBW harmless from and against any and all loss, damage, costs, charges, legal fees, recoveries, judgments, amounts paid in settlement, penalties, and expenses that may be obtained against, imposed on, or suffered by DBW by reason of (1) any violation or infringement of any proprietary right or copyright; or (2) any libelous or unlawful matter contained in the Photographs. Grantee also agrees to indemnify and hold DBW harmless for any such amounts arising from its breach of any covenant, representation, or warranty of this agreement.

11. PERMITS AND DOCUMENTATION

Prior to the removal of any abandoned vessel, eligible water hazard, or surrendered vessel, the Grantee shall obtain all necessary permits, authorizations, and documentation necessitated by any applicable provision of law.

12. SECURING OF BIDS

Grantee shall comply with any applicable laws and regulations governing the competitive bidding process when awarding subcontracts to marine salvage companies under this Agreement.

13. SUBCONTRACTORS

Grantee agrees that it shall guarantee and shall be responsible for ensuring that any and all of its contractors and subcontractors holds a valid business license and carries general commercial liability insurance coverage sufficient to fully insure against any and all risks of hazardous activities associated with the work to be performed under this Agreement; and Grantee agrees that if any of Grantee's contractors or subcontractors fail to fulfill any of these requirements, that Grantee itself carries general commercial liability insurance coverage sufficient to fully insure against any and all risks of hazardous activities associated with the work to be performed under this Agreement, whether performed by the Grantee, Grantee's contractor(s), or Grantee's subcontractor(s). Grantee shall provide DBW with a certificate of

insurance from any contractor(s) and subcontractor(s) prior to the commencement of any work under this Agreement.

14. TRAFFIC CONTROL AND TRAFFIC SAFETY

The Grantee shall provide for adequate traffic control and safety measures at any site where Grantee and its subcontractors will perform any work under this Agreement.

15. AIR OR WATER POLLUTION VIOLATION

Grantee warrants that it is not (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to any cease and desist order not subject to review issued pursuant to Water Code section 13301 for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

16. ENTIRE AGREEMENT

This Agreement consists of the terms of this Agreement and all attachments, which are expressly incorporated herein. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required.

17. APPROVAL OF AGREEMENT AND AMENDMENTS

This Agreement and any variation thereto is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Commencement of performance prior to approval of this Agreement will be at the Grantee's own risk.

18. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION REQUIREMENT

There are no Disabled Veteran Business Enterprise participation requirements with this agreement.

19. AUTHORITY TO CONTRACT

Grantee must provide DBW with evidence of its authority to enter into this Agreement. Grantee may provide a delegation of contracting authority from its local governing body that by law has authority to contract. Alternatively, Grantee shall provide DBW with a resolution, order, motion, or ordinance of its local governing body that by law has authority to contract, authorizing execution of this Agreement.

20. COMPLIANCE WITH LAW AND REGULATIONS

Grantee and its subcontractor(s) shall comply with all applicable laws and regulations of the State of California for all work to be performed under this Agreement. By signing this Agreement, Grantee certifies its compliance and the compliance of all subcontractors with: (a) applicable provisions of the California Environmental Quality Act; (b) Nondiscrimination Program requirements of Government Code section 12990 (a-f) and Title 2, California Code of Regulations, section 8103 (and section 8113 in contracts over \$5,000) along with section 7285 et. seq. of the Fair Employment and Housing Act; (c) Drug-Free Workplace requirement of Government Code section 8350 et seq.; (d) National Labor Relations Board Certification of Public Contract Code section 10296; (e) Workers' Compensation requirement of Labor Code section 3700; and (f) Americans with Disabilities Act regulations issued pursuant to 42 U.S.C. section 12101 et seq.

21. INDEPENDENT CONTRACTOR

Grantee and its employees are independent contractors and shall not be considered officers or employees of DBW or agents of the State of California.

22. INSURANCE REQUIREMENTS

The abatement, removal, storage, and /or disposal of vessels under this Agreement is a hazardous activity. Grantee therefore must maintain commercial general liability insurance in an amount and of a type acceptable to DBW and to the Department of General Services/ Office of Risk and Insurance Management (ORIM).

1. **GENERAL PROVISIONS APPLYING TO ALL POLICIES**

a. Coverage Term

Coverage needs to be in force for the complete term of the Agreement. If insurance expires during the term of the grant, a new certificate must be received by the Division at least ten (10) days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the grant.

b. Policy cancellation or termination & notice of non-renewal

Insurance policies shall contain a provision stating coverage will not be cancelled without 30 days prior written notice to the Division. In the event Grantee fails to keep in effect at all times the specified insurance coverage, the Division may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of this Agreement.

c. Deductible

Grantee is responsible for any deductible or self-insured retention contained within their insurance program.

d. Primary clause

Any required insurance contained in this Agreement shall be primary, and not excess or contributory, to any other insurance carried by the State.

e. Insurance carrier required rating

All insurance companies must carry a rating acceptable to ORIM. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required by DBW or ORIM.

f. Endorsements

Any required endorsements requested by the Division must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

g. Inadequate Insurance

Inadequate or lack of insurance does not negate the Grantee's obligations under the Agreement.

h. Use of Subcontractors

In the case of Grantee's utilization of subcontractors to complete the contracted scope of work, Grantee shall include all subcontractors as insured's under Grantee's insurance or supply evidence of subcontractor's insurance to the State when requested equal to policies, coverages, and

limits required of Grantee.

2. **INSURANCE REQUIREMENTS**

a. Commercial General Liability

The Grantee shall maintain general liability on an occurrence form with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent subcontractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee's limit of liability. The policy must include:

"The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract."

This **endorsement** must be supplied under form acceptable to the Office of Risk and Insurance Management.

In the case of Grantee's utilization of subcontractors to complete the contracted scope of work, Grantee shall include all subcontractors as insured's under Grantee's insurance or supply evidence of insurance to the State equal to policies, coverages and limits required of Grantee.

b. Automobile Liability

The Grantee shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles.

c. Watercraft Liability

The Grantee shall maintain watercraft liability insurance with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of the maintenance and use of any watercraft (owned, hired or non-owned). The policy must include:

"The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed that is connected with or related to the activities contemplated in this Agreement."

This **endorsement** must be supplied under form acceptable to the Office of Risk and Insurance Management.

d. Workers Compensation and Employers Liability

The Grantee shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required. The insurer waives any right of recovery the insurer may have against the State because of payments the insurer makes for injury or damage arising out of the work done under contract with the State. A Waiver of Subrogation or Right to Recover endorsement in favor of the

State must be attached to certificate.

If applicable, Grantee shall provide coverage for all its employees for any injuries or claims under the U.S. Longshoremen's and Harbor Workers' Compensation Act, the Jones Act or under laws, regulations, or statutes applicable to maritime employees. By signing this contract, Grantee acknowledges compliance with these regulations.

e. Environmental/Pollution Liability

Grantee shall maintain Pollution Liability for limits not less than \$1,000,000 occurrence covering the Grantee's liability for bodily injury, property damage and environmental damage resulting from pollution and related cleanup costs incurred arising out of the work or services to be performed under this contract. The policy must include:

"The State of California, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract."

This **endorsement** must be supplied under form acceptable to the Office of Risk and Insurance Management.

Coverage shall be provided for both work performed on site and during transportation as well as proper disposal of hazardous materials.

3. **Self-Insurance**

If the Grantee is self-insured for a portion or all of its insurance, the Grantee shall provide evidence of self-insurance when requested by DBW. Review of financial information including a letter of credit may be required. The Division reserves the right to request financial information.

4. **Statement of Insurance Coverage:**

Grantee certifies and agrees that they have all required insurance coverages as stated in the grant agreement, which will be in effect for the entire term of the agreement.

Approver initials :

Date:

Name:

Title:

23. **TERMINATION**

- a. DBW may terminate this Agreement for any reason upon thirty (30) days written notice to Grantee.
- b. If the Grantee fails to keep the required insurance in effect at all times during the term of this agreement, DBW may, in addition to other remedies it may have, terminate this agreement upon two days written notice.
- c. DBW may, by two-day written notice to Grantee and without any prejudice to its other remedies, terminate this agreement because of failure of Grantee to fulfill any of the requirements of this agreement.
- d. Upon receipt of any notice terminating this Agreement, Grantee shall immediately

discontinue all removal and disposal activities affected, unless the notice directs otherwise. In such event, DBW shall pay Grantee only for removal and disposal activities completed prior to the termination date.

- e. Upon termination of this agreement, Grantee shall promptly return all advanced funds. At DBW's sole discretion, DBW may offer an opportunity to cure any breach prior to terminating for default.

24. ASSIGNMENT

This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the State in the form of a formal written amendment.

25. MATCHING 10% REQUIREMENT

- a. Section 525(C) of the Harbors and Navigation Code states, "A grant awarded by the department pursuant to subparagraph (A) shall be matched by a 10-percent contribution from the local agency receiving the grant."
- b. The 10-percent contribution is in addition to funds awarded in the grant and may be made by cash and/or in-kind contributions which may include personnel hours (net hourly rate only with no benefits included) excessive removal and/or storage fees, and other expenses with advance DBW approval.
- c. If using personnel hours for in-kind match, only net, raw hours will be accepted and verification of in-kind contribution is required with reimbursement request(s). The statement of in-kind hours must include:
 - a. Activity date
 - b. Vessel/issue name or description
 - c. Personnel name
 - d. Description of service provided
 - e. Number of hours provided by each person
 - f. Hourly rate and total value

Use the [form](#) provided on DBW's website at www.dbw.ca.gov under Grants & Loans, or the online grant system, OLGA, available on DBW's website.

- e. The burden of proof in complying with the 10-percent contribution requirement is the responsibility of the grantee. Grant funds will not be disbursed until the grantee has provided DBW with acceptable documentation that it complied with the 10-percent contribution requirement for each disbursement.

26. BUDGET DETAIL AND PAYMENT PROVISIONS

Covered Expenses and Reimbursement Claims Processes

- a. DBW will reimburse the following expenditures provided by Grantee's service providers, contractors and/or subcontractors, within the scope of the SAVE program for AWAFF and/or VTIP issues:
 - 1. Raising of submerged vessels and/or hazardous marine debris
 - 2. Vessel and/or hazardous marine debris removal from accessible locations
 - 3. Hazardous materials (hazmat) removal and disposal
 - 4. Towing
 - 5. Storage:

- i. Without lien sale: 60 days maximum
 - ii. With lien sale: 90 days maximum with justification
 - iii. If stored onsite at Grantee's facility, 50% of the normal rate of charge to the public will be reimbursed, and fee schedule is required for verification.
- 6. Lien sale expenses: fees charged by lien sale service companies, postage, DMV fees, and advertising costs
 - 7. Public notice advertising
 - 8. Vessel appraisal
 - 9. Salvage and demolition

Other expenses may be considered with advance approval from DBW. Please inquire in advance of completing work.

b. Reimbursement claim forms:

Forms are available on DBW's website under the Grants & Loans tab under the appropriate link for SAVE, AWAFF and/or VTIP (until further notice, use the SAVE, AWAFF or VTIP reimbursement forms as needed for each specific type of removal): Grantee must sign and date each reimbursement claim form in blue ink and submit with the following documents to DBW:

c. Invoices from service providers, contractors and/or subcontractors to Grantee:

Invoices must contain the following:

- 1. Name and address of Grantee
- 2. Contract or invoice number
- 3. Description of service performed
- 4. Date the service was performed
- 5. Location of each service
- 6. Vessel name, CF# or HIN# if available; otherwise, description of vessel

d. Proof of payment for all invoices.

The following acceptable forms of proof are:

- 1. Cancelled check (with bank's cancelled stamp on back of check copy)
- 2. Credit card statement with charge and payment posted, along with copy of charge slip
- 3. Receipt from service provider showing payment received
- 4. Receipt from service provider posted as "Paid" with authorized signature or indicating a zero balance.

e. 10% in-kind match contribution statement:

- 1. If Grantee is matching the 10% requirement with in-kind services, complete the following form located on DBW's website and submit with each claim: <http://www.dbw.ca.gov/PDF/Funding/DPR265.pdf>
- 2. Net, hourly rates only will be accepted. Grantee must include verification of net rates with first claim and each time rates are changed.

f. Photos of vessels (Required)

- with CF numbers visible if available

g. **(VTIP ONLY) Statement of Vessel Release of Interest and Ownership:**

To be completed and signed by owner(s). Grantee may provide their own release form to vessel owners for completion. A sample of this release form is located on our website:

http://www.dbw.ca.gov/PDF/Funding/SAMPLE_Release_of_Interest_and_Liability_Form.pdf

NOTE: (VTIP ONLY) Vessel ownership verification is required; however, it is not required that boat owners bring their registration up to date in order to surrender their vessel through the VTIP.

h. Reimbursement claims and support documents (as indicated above) are to be submitted to DBW at:

Division of Boating and Waterways

One Capitol Mall, Suite 500

Sacramento, CA 95814

Attention: SAVE Unit

i. Submission of fraudulent invoices or other claim documentation is a breach of this Agreement, which shall result in forfeiture of all funds advanced and provided under this Agreement.

j. All requests for payment must be submitted to DBW no later than 30 days after the expiration date of the agreement. DBW is not obligated to make payment on any reimbursement request(s) received or for any services completed after this date.

Refer to “Fully Executed” letter for additional reimbursement request requirements.

27. BUDGET CONTINGENCY CLAUSE

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program; this Agreement shall be of no further force and effect. In this event, DBW shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, DBW shall have the option to either cancel this Agreement with no liability occurring to DBW, or offer an agreement amendment to Grantee to reflect the reduced amount.

28. INDEMNIFICATION

Grantee shall be responsible for, and DPR shall not be answerable or accountable in any manner for, any loss or expense by reason of any damage or injury to person or property, or both, arising out of or related in any way to activities carried out by Grantee, its agents, officers, contractors, subcontractors and/or employees, under this Agreement Grantee shall protect, hold harmless, indemnify and defend DPR, its agents, officers, and/or employees against any and all actions, claims, and damages to persons or property, penalties, obligations and liabilities that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization or person arising out of or in

connection with Grantee or Grantee's contractor's or subcontractor's activities hereunder, whether or not there is concurrent passive negligence on the part of DPR, its agents, officers, and/or employees.

29. FUNDS ASSIST

The Funds Assist process has been developed by DBW as a method for grantees with excessive, unused funds to assist other participating SAVE agencies in need. Funds Assist is a voluntary action (by both agencies) until within three (3) months of the expiration date of the grant at which time it will become a required action of those agencies with remaining grant balances, at DBW's discretion.

The Funds Assist process works as follows:

- 1) An introduction is made by DBW between the agency with excessive funds (Agency A) and the agency in need (Agency B).
- 2) A deadline shall be imposed by DBW for the work to be completed by Agency B.
- 3) Agency B pays for all contractor invoices, as is required with the SAVE grant.
- 4) The 10% required match is the obligation of Agency B and may be met with cash, in-kind services, or a combination of both.
- 5) To obtain reimbursement, Agency B will required to supply the following to Agency A:
 - a. A Tax Identification Form (W-9)
 - b. All requirements/documents apply as outlined in this agreement under #26
 - c. A statement on Agency B's letterhead invoicing Agency A for the total reimbursement request.
 - d. Copies of completed forms and support documents to DBW for pre-approval.
- 6) Agency A completes the following actions:
 - a. Upon approval by DBW, pay Agency B the invoiced amount within 30 days and record as a pass-through grant (or use your accounting method preference).
 - b. Complete DBW's AWAFF and/or VTIP Reimbursement Claim Form and attach all supporting documents as listed in item b, c & d above, including the verification of payment to Agency B i.e., cancelled check or statement from Agency B of payment received.
 - c. Email the documents to the DBW program administrator for review. Once reviewed and approved, send finalized claim forms to DBW for payment processing.

DBW will act as a courtesy liaison between the agencies to ensure (as much as possible) that documents are correctly processed.

INDEMNIFICATION

Grantee and sub grantee (hereafter known as Agency A and Agency B) shall be responsible for, and DPR shall not be answerable or accountable in any manner for, any loss or expense by reason of any damage or injury to person or property, or both, arising out of or related in any way to activities carried out by Agency A and B, its agents, officers, contractors, subcontractors and/or employees, under this Agreement Agency A and B shall protect, hold harmless, indemnify and defend DPR, its agents, officers, and/or employees against any and all actions, claims, and damages to persons or property, penalties, obligations and liabilities

that may be asserted or claimed by any person, firm, association, entity, corporation, political subdivision, or other organization or person arising out of or in connection with Agency A and B's contractor's or subcontractor's activities hereunder, whether or not there is concurrent passive negligence on the part of DPR, its agents, officers, and/or employees.

If Agency B is a recipient of a current SAVE grant, as depleted or with insufficient funds for removal project, and receives assistance through the Funds Assist process, all provisions of the SAVE grant applies.

Approver initials: _____ Date: _____

Name: _____

Title: _____

30. 90-DAY RETURN OF GRANT DOCUMENTS TO DBW

Grant agreements issued to the awarded agency must be completed and returned within 90 days of the date of issuance according to the instructions issued by DBW with the grant agreement. If extenuating circumstances prevent the ability of the agency to meet this deadline, approval from DBW must be obtained in writing. DBW retains the right to determine approval or denial of extensions.

31. ANTI-CORRUPTION

SAVE grantees are required to report to DBW any written, suggested, or verbally implied cases whereby a contractor, subcontractor or other service provider increases their fee(s) due to the existence of a Grantee's SAVE grant, or inquires about the amount/balance of a SAVE grant in order to increase their fee(s), for possible investigation of price gouging. A two year history of charges applied to work of all known SAVE grant work by that contractor will be required by DBW for review.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. **APPROVAL:**

This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Grantee may not commence performance until such approval has been obtained.

2. **EFFECTIVE DATE:**

Effective date means either the start date or the approval date by the Department of General Services (DGS), whichever is later. In cases where DGS approval is not required, this Agreement is of no force or effect until the date of the last DBW signature. No work shall commence until the effective date.

3. **AMENDMENT:**

No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

4. **ASSIGNMENT:**

This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the State in the form of a formal written amendment.

5. **AUDIT:**

Grantee agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated.** Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).

6. **INDEMNIFICATION:**

Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the subcontractor or Grantee in the performance of this Agreement.

7. **DISPUTES:**

Grantee shall continue with the responsibilities under this Agreement during any dispute.

8. **TERMINATION FOR CAUSE:**

The State may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner

herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Grantee under this Agreement and the balance, if any, shall be paid to the Grantee upon demand.

9. RECYCLING CERTIFICATION:

The Grantee shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).

10. NON-DISCRIMINATION CLAUSE:

During the performance of this Agreement, Grantee and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Grantee and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. CERTIFICATION CLAUSES:

The GRANTEE CERTIFICATION CLAUSES contained in the document CCC 307 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.

12. TIMELINESS:

Time is of the essence in this Agreement.

13. COMPENSATION:

The consideration to be paid Grantee, as provided herein, shall be in compensation for all of Grantee's expenses incurred in the performance hereof, as outlined in Exhibit B, item #1.

14. GOVERNING LAW:

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

15. ANTITRUST CLAIMS:

The Grantee by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Grantee shall comply with the requirements of the Government Codes Sections set out below.

- a. The Government Code Chapter on Antitrust claims contains the following definitions:
 - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
- c. . If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

16. CHILD SUPPORT COMPLIANCE ACT:

For any Agreement in excess of \$100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:

- a. The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- b. The Grantee, to the best of its knowledge is fully complying with the earnings

assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

17. UNENFORCEABLE PROVISION:

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

18. PRIORITY HIRING CONSIDERATIONS:

If this Agreement includes services in excess of \$200,000, the Grantee shall give priority consideration in filling vacancies in positions funded by the agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:

- a. If for this Agreement Grantee made a commitment to achieve small business participation, then Grantee must within 60 days of receiving final payment under this Agreement (or within such other time period as may be specified elsewhere in this Agreement) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- b. If for this Agreement Grantee made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Grantee must within 60 days of receiving final payment under this Agreement (or within such other time period as may be specified elsewhere in this Agreement) certify in a report to the awarding department: (1) the total amount the prime Grantee received under the Agreement; (2) the name and address of the DVBE(s) that participated in the performance of the Agreement; (3) the amount each DVBE received from the prime Grantee; (4) that all payments under the Agreement have been made to the DVBE; and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

20. LOSS LEADER:

If this agreement involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a "loss leader" as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

EXHIBIT D

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Grantee to the clause(s) listed below. This certification is made under the laws of the State of California.

Grantee Agency Name (Printed)	Federal ID Number
Sonoma County Sheriff's Office	94-6000573
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	Executed in the County of Sonoma

GRANTEE CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE:

Grantee has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. DRUG-FREE WORKPLACE REQUIREMENTS:

Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Grantee has made false certification, or violated the certification by failing to

carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Grantee certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Grantee within the immediately preceding two-year period because of Grantee's failure to comply with an order of a Federal court, which orders Grantee to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:

Grantee hereby certifies that Grantee will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Grantee agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the agreement equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its agreement with the State.

Failure to make a good faith effort may be cause for non-renewal of a state agreement for legal services, and may be taken into account when determining the award of future contracts/agreements with the State for legal services.

5. EXPATRIATE CORPORATIONS:

Grantee hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Grantees contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Grantee further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The Grantee agrees to cooperate fully in providing reasonable access to the Grantee's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the Grantee's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS:

For contracts over \$100,000 executed or amended after January 1, 2007, the Grantee certifies that Grantee is in compliance with Public Contract Code section 10295.3.

EXHIBIT E

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST:

Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (PCC 10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (PCC 10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Grantee violates any provisions of above paragraphs, such action by Grantee shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION:

Grantee needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT:

Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. GRANTEE NAME CHANGE:

An amendment is required to change the Grantee's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment. Any changes of the Grantee's representative shall be notified to DBW within 30 days written notice on Grantee's letterhead.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the Grantee is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate Grantee performing within the state not be subject to the franchise tax.
- c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all Grantees that are not another state agency or other governmental entity.

EXHIBIT F

Bid/Proposal Attachment regarding the Darfur Contracting Act of 2008

Effective January 1, 2009, all Invitations for Bids (IFB) or Requests for Proposals (RFP) for goods or services must address the requirements of the Darfur Contracting Act of 2008 (Act). (Public Contract Code sections 10475, et seq.; Stats. 2008, Ch. 272). The Act was passed by the California Legislature and signed into law by the Governor to preclude State agencies generally from contracting with “scrutinized” companies that do business in the African nation of Sudan (of which the Darfur region is a part), for the reasons described in Public Contract Code section 10475.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code section 10477(a)).

Therefore, Public Contract Code section 10478 (a) requires a company that currently has (or within the previous three years has had) business activities or other operations outside of the United States to certify that it is not a “scrutinized” company when it submits a bid or proposal to a State agency. (See # 1 on the sample Attachment).

A scrutinized company may still, however, submit a bid or proposal for a contract with a State agency for goods or services if the company first obtains permission from the Department of General Services (DGS) according to the criteria set forth in Public Contract Code section 10477(b). (See # 2 on the sample Attachment).

The following sample Attachment may be included in an IFB or RFP to satisfy the Act’s certification requirements of bidders and proposers.

EXHIBIT F – DARFUR CONTRACTING ACT

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a “scrutinized” company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3): YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH #1 OR #2 INITIALED OR PARAGRAPH #3 INITIALED AND CERTIFIED.

1. _____ We do not currently have, or we have not had within the previous three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years, business activities or other operations outside of the United States, but we certify below that we are not a scrutinized company as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

Grantee Agency Name (Printed)		Federal ID Number
Sonoma County Sheriff's Office		94-6000573
By (Authorized Signature)		
Printed Name and Title of Person Signing		
,		
Date Executed	Executed in the County of	
	Sonoma	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH #1 OR #2 INITIALED OR PARAGRAPH #3 INITIALED AND CERTIFIED

General

1. Applicant Information

- a. Applicant Name Sonoma County Sheriff's Office
b. Organizational Unit Marine Unit
c. Address 2796 Ventura Ave
d. Address 2
e. City Santa Rosa State CA Zip 95403
f. Federal ID Number 94-6000573 Reference No.
g. Agency Type
 City County
 Federally or State Recognized Native American Tribe District

2. Project Information

- a. Project Name Surrendered and Abandoned Vessel Exchange (SAVE) Fiscal Year 2018/2019
b. Is implementing agency same as Applicant Yes No
c. Implementing Agency Name
d. Project Start Date Oct-01-2018 End Date Sep-30-2020
e. Amount of Funds Requested \$40,000.00 Project Cost \$50,000.00

3. Contacts

a. Project Administrator

Name	Ken Konopa				
Title	Deputy				
Mailing Address	2796 Ventura Ave.				
City	Santa Rosa	State	CA	Zip	95403
Telephone	(707) 529-6546			Fax	
E-mail Address	ken.konopa@sonoma-county.org				

1. Agency Type and Area of Responsibility (AOR)

The Sonoma County Sheriff's Office is a law enforcement agency located in the Northern Bay Area. The agency has a full time Marine Unit assigned to the waterways of the county. Our area of responsibility includes the following: Pacific Ocean (Bodega Bay) – 60 miles of coast line (152 square miles), Petaluma River (San Pablo Bay) – 40 miles of river and sloughs (15 square miles San Pablo Bay), Lake Sonoma – 2700 acres, Russian River – 63 miles, Gualala River – 3 miles.

2. Statement of Need

Sonoma County historically has had a problem with abandoned and derelict vessels, primarily in Bodega Bay (Pacific Ocean) and the Petaluma -San Pablo Bay areas. These vessels create both hazards to the environment and navigation. Towards the end of 2010 and the beginning of 2011, we partnered with US EPA, CalRecycle, California Fish and Wildlife, Sonoma County Parks, and Petaluma Police Department on vessel abatement projects in Bodega Bay and the Petaluma River. Since then we have continued to monitor derelict vessels and navigational hazards within our county and assist with their abatement when appropriate.

The Sonoma County Sheriff's Office Marine Unit is interested in the SAVE Grant to assist us in removing abandoned vessels and to continue our recently enacted Vessel Turn In Program. At this time we have 1 abandoned (sunken) vessel in the Petaluma River, 1 sunk vessel in the Russian River, and two abandoned vessels at the Spud Point Marina in Bodega Bay. One vessel at the Spud Point Marina is a fairly large vessel that has been abandoned for over five years. The vessel is a complete eye sore and removal of this vessel would be appreciated by both local residents and the large number of tourists that visit beautiful Sonoma Coast and Bodega Bay. This vessel resides in a slip nearest to the roadway and takes up desirable slip/dock space needed for both recreational and commercial vessels.

During fiscal year 16/17, we were able to remove and destroy 2 abandoned/derelict sailboats in Bodega Bay, 1 sailboat in the Petaluma River, and 1 recreational wakeboard vessel. We were planning on removing other vessels, however, the unprecedented Sonoma/Napa/Lake wildfires in October stopped all our available resources from being used towards this program. We are now ready to continue to use our resources towards the SAVE/VTIP program.

As it pertains to the VTIP program, we currently have the owners of 13 vessels on the waiting list who are hoping to be able to turn in their vessel. We are hoping to receive additional funding to accommodate these citizens. If funding is granted, we are planning on advertising our VTIP program through the media and we expect a large number of citizens to be interested as we have never advertised this program in the past. We have a well established social media unit and a large following through social media because of this. We also will post information for the VTIP program at all our Sonoma County Marina's and throughout our waterways.

In total we are requesting \$40,000 from the SAVE Program. \$15,000 would go to the removal of the current abandoned vessels in Sonoma County and \$25,000 would go towards the VTIP Program.

EXHIBIT G - Grant Application: Letter of Intent, Scope of Work and Work Plan

1. California State Senate Districts

Select one or more of the California State Senate Districts where the proposed project activities will occur. Copy and Paste the URL (http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html) in your browser to determine the State Senate district(s).

- State Senate 01
- State Senate 02
- State Senate 03
- State Senate 04
- State Senate 05
- State Senate 06
- State Senate 07
- State Senate 08
- State Senate 09
- State Senate 10
- State Senate 11
- State Senate 12
- State Senate 13
- State Senate 14
- State Senate 15
- State Senate 16
- State Senate 17
- State Senate 18
- State Senate 19
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- State Senate 31
- State Senate 32
- State Senate 33
- State Senate 34
- State Senate 35
- State Senate 36
- State Senate 37
- State Senate 38
- State Senate 39
- State Senate 40

2. California State Assembly Districts

Select one or more of the California State Assembly Districts where the proposed project activities will occur. Copy and Paste the URL (http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html) in your browser to determine the State Assembly district(s).

- State Assembly 01
- State Assembly 02
- State Assembly 03
- State Assembly 04
- State Assembly 05
- State Assembly 06
- State Assembly 07
- State Assembly 08
- State Assembly 09
- State Assembly 10
- State Assembly 11
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- State Assembly 78
- State Assembly 79
- State Assembly 80

3. California Congressional Districts

Select one or more of the California Congressional Districts where the proposed project activities will occur. Copy and Paste the URL (<https://www.govtrack.us/congress/members/CA>) in your browser to determine the Congressional district(s).

EXHIBIT G - Grant Application: Letter of Intent, Scope of Work and Work Plan

- Congressional District 1
- Congressional District 5
- Congressional District 9
- Congressional District 13
- Congressional District 17
- Congressional District 21
- Congressional District 25
- Congressional District 29
- Congressional District 33
- Congressional District 37
- Congressional District 41
- Congressional District 45
- Congressional District 49
- Congressional District 53
- Congressional District 2
- Congressional District 6
- Congressional District 10
- Congressional District 14
- Congressional District 18
- Congressional District 22
- Congressional District 26
- Congressional District 30
- Congressional District 34
- Congressional District 38
- Congressional District 42
- Congressional District 46
- Congressional District 50
- Congressional District 3
- Congressional District 7
- Congressional District 11
- Congressional District 15
- Congressional District 19
- Congressional District 23
- Congressional District 27
- Congressional District 31
- Congressional District 35
- Congressional District 39
- Congressional District 43
- Congressional District 47
- Congressional District 51
- Congressional District 4
- Congressional District 8
- Congressional District 12
- Congressional District 16
- Congressional District 20
- Congressional District 24
- Congressional District 28
- Congressional District 32
- Congressional District 36
- Congressional District 40
- Congressional District 44
- Congressional District 48
- Congressional District 52

4. County

Select one or more of the California Counties where the proposed project activities will occur.

- Alameda
- Contra Costa
- Imperial
- Los Angeles
- Modoc
- Placer
- San Diego
- Santa Clara
- Sonoma
- Tuolumne
- Alpine
- Del Norte
- Inyo
- Madera
- Mono
- Plumas
- San Francisco
- Santa Cruz
- Stanislaus
- Ventura
- Amador
- El Dorado
- Kern
- Marin
- Monterey
- Riverside
- San Joaquin
- San Joaquin
- Shasta
- Yolo
- Butte
- Fresno
- Kings
- Mariposa
- Napa
- Sacramento
- San Luis Obispo
- Sierra
- Tehama
- Yuba
- Calaveras
- Glenn
- Lake
- Mendocino
- Nevada
- San Benito
- San Mateo
- Siskiyou
- Trinity
- Colusa
- Humboldt
- Lassen
- Merced
- Orange
- San Bernardino
- Santa Barbara
- Solano
- Tulare

1. Legal authority to remove abandoned vessels

The Sonoma County Sheriff's Office has a full-time Marine Unit assigned to boating safety and enforcement. Harbors and Navigation Code 663 states "every peace officer of this state or of any city, county, city and county, or other political subdivision of the state shall enforce this chapter and any regulations adopted by the department pursuant to this chapter and in the exercise of that duty shall have the authority to stop and board any vessel subject to this chapter, where the peace officer has probable cause to believe that a violation of state law or regulation or local ordinance exists." Harbors and Navigation Code 523 gives any peace officer, as described in Section 663, the authority necessary to remove and store vessels from public waterways.

H&N Code 523 states: (a) Any peace officer, as described in Section 663, any employee or officer of the State Lands Commission designated by the State Lands Commission, or any lifeguard or marine safety officer employed by a county, city, or district while engaged in the performance of official duties, may remove, and, if necessary, store a vessel removed from a public waterway under any of the following circumstances:

- (1) When the vessel is left unattended and is moored, docked, beached, or made fast to land in a position that obstructs the normal movement of traffic or in a condition that creates a hazard to other vessels using the waterway, to public safety, or to the property of another.
 - (2) When the vessel is found upon a waterway and a report has previously been made that the vessel has been stolen or a complaint has been filed and a warrant thereon issued charging that the vessel has been embezzled.
 - (3) When the person or persons in charge of the vessel are by reason of physical injuries or illness incapacitated to an extent as to be unable to provide for its custody or removal.
 - (4) When an officer arrests any person operating or in control of the vessel for an alleged offense, and the officer is, by any provision of this code or other statute, required or permitted to take, and does take, the person arrested before a magistrate without unnecessary delay.
 - (5) When the vessel interferes with, or otherwise poses a danger to, navigation or to the public health, safety, or welfare.
 - (6) When the vessel poses a threat to adjacent wetlands, levies, sensitive habitat, any protected wildlife species, or water quality.
 - (7) When a vessel is found or operated upon a waterway with a registration expiration date in excess of one year before the date on which it is found or operated on the waterway.
- (b) Costs incurred by a public entity pursuant to removal of vessels under subdivision (a) may be recovered through appropriate action in the courts of this state.

2. Agency Experience

The Sonoma County Sheriff's Office has been dealing with abandoned and derelict vessels for many years. In 2010 and 2011 the Sheriff's Office partnered with US EPA, CalRecycle, CA Fish and Wildlife, Sonoma County Parks, and Petaluma Police Department to remove abandoned vessels. Approximately \$150,000 worth of clean up was conducted in Bodega Bay, followed by approximately \$1,200,000 of clean up in the Petaluma River System. The Sonoma County Sheriff's Office adjudicated numerous abandoned vessels for this project by following the procedures set forth in Harbors and Navigation Code 522 and 523.

After the large scale cleanup in 2010/2011, Sonoma County is again seeing a rise in the number of abandoned and derelict vessels. The County does not have an anchor-out ordinance which is common in many counties. Consequently, we quite often deal with derelict "anchor-out" vessels. Currently in Bodega Bay there are two. Spud Point and Petaluma Marinas commonly have lien sale vessels. I'm aware of at least 1 vessel in Lien Sale status currently at Spud Point Marina.

During the fiscal year 2016/2017, we received a SAVE grant from DBW and it was very successful. We were able to remove and destroy 2 sailboats in Bodega Bay, 1 sailboat in the Petaluma River, and one recreational vessel that was turned in, via VTIP. In Sonoma County, there isn't any business or organization that will take in unwanted vessels. Therefore, vessels are left abandoned on the waterways, as well as abandoned on the roadways on a trailer. There are also many dilapidated vessels throughout the county seen on private property because of this inability for the public to dispose of them.

3. Adjudication Procedures

For the clean up projects of 2010 and 2011, abandoned vessels were tagged with a 30-day warning notice per Harbors and Navigation Code 522. After the 30-day period the last registered owner was sent a "Notice of Stored/Removed" letter by certified mail. At that time a notice of removal was published in a local daily newspaper for two weeks, if required per Harbors and Navigation Code 526. Many of the vessels were not movable and were stored in place until the adjudication process was complete and the professional contractor could start work. Other vessels were safely secured at local marinas until the adjudication process was complete. Several vessels during the 2010 and 2011 project, as well as more recent abandoned vessels were surrendered by the registered owner per Harbors and Navigation Code 526.1. Once the vessel was surrendered it was removed by professional contractors. The Sonoma County Sheriff's Office has recently secured a contract with a local dismantling company, Cream's Towing and Dismantling, to conduct the removal and disposal of the vessels and the trailers.

4 a. Vessel Registration

Does your agency regularly check vessels in your AOR for current registrations? Yes No

4 b. Agency prevention efforts of abandoned vessels

The Sonoma County Sheriff's Office Marine Unit takes proactive measures to prevent abandoned vessels. We actively work with local marinas to address nuisance vessels as well as unregistered vessels. Enforcement actions such as warnings, citations, or arrests may occur when appropriate. Also when vessels break free of moorings or sink, the incident is documented by taking a vessel accident report when applicable.

The Sheriff's Office Marine Unit started a VTIP program in 2017, with plans to accept vessels from an already established waitlist, and assist members of the community with the disposal of their old boats - thereby removing them from the supply chain and reducing the number that might be abandoned in our waterways and roadways. A contract with the local dismantler was executed for VTIP work, and work was set to begin; however full implementation was delayed due to the Sonoma County fires in October 2017 and the fact that all Sheriff's personnel were working disaster response. The waitlist was shortened after the fires, due to the number of people who were unreachable. The program was further impacted by the dismantler's subsequent contract with FEMA to collect and dispose of all of the vehicles destroyed in the fires, resulting in a very limited capacity to process VTIP boats. Two boats were surrendered through VTIP during the month of December, just prior to the end of the grant period December 31, 2017. Additional boats eligible for the VTIP are known to the Marine Unit, and we are hoping for another grant for fiscal year 2018/2019 in order to continue the work of preventing abandoned vessels.

Our effort to prevent abandoned vessels will further be promoted through the use of local and social media. It is our belief and hope that once the public is aware of the VTIP program, we will get an influx of citizen's eager to turn in their vessels. DBW grant funding would allow our efforts to be put to good use and reduce the number of abandoned vessels in Sonoma County.

5. Application Questionnaire

1. Does your agency have an active local enforcement program tasked with addressing abandoned vessels in your jurisdiction? Yes No

If yes, explain in detail. If no, elaborate on your agency's efforts to create a program or if you utilize enforcement services from another agency and how.

Currently the Sonoma County Sheriff's Office Marine Unit addresses abandoned vessels as they arise in our AOR. One Marine Unit Deputy is specifically assigned to follow up and conduct investigations regarding abandoned vessels and also works with the County's marinas and bordering agencies as abandoned vessels arise. This Deputy has been working with the SAVE grant in 2017 and will continue as needed in the future.

EXHIBIT G - Grant Application: Letter of Intent, Scope of Work and Work Plan

2. Does your agency have a submerged navigational hazard abatement plan (SNHAP)? Yes No
 This may include: 1) An established internal process outlining procedures to prevent, mitigate and process abandoned vessels; 2) Bylaws, regulations, or ordinances that help prevent or mitigate abandoned vessels.

If Yes, provide plan documentation. Upload Submerged Navigational Hazard Abatement Plan (SNHAP) documents here.

SNHAP Documentation Title	Attachment
SNHAP Statement	18946_0_SNHAP.docx

If No, explain your agency's efforts to create a SNHAP and anticipated date of effect.

The Sonoma County Sheriff's Office does not currently have a SNHAP. The Marine Unit deputies, sergeant and lieutenant have discussed the need for a SNHAP and the process necessary to draft and implement it. The Sheriff's Office SNHAP will consist of Marine Unit standards for the response, documentation, and adjudication of abandoned vessels. It will also have a section setting procedure for handling the Sonoma County bid process. The SNHAP will also include a section outlining CalRecycle's "Best Management Practices" with regards to vessel salvage and marine debris removal.

The ultimate goal is for the SNHAP to be drafted into a Sonoma County Sheriff's Office Marine Unit Policy by the end of 2018.

3. List by name and size the bodies of water or waterways in your agency's area of responsibility. If you wish to add maps or photos, please click on the BLUE arrow below to upload.

Name	Size	Attachment
Pacific Ocean (Bodega Bay)	60 miles of coastline (152 square miles)	
Petaluma River (San Pablo Bay)	40 miles of river and sloughs - 15 square miles of bay	
Lake Sonoma	2700 acres	
Russian River	63 miles	
Gualala River	3 miles	

4. To provide additional information, please click on the Blue Arrow to add an attachment

1. Outreach / Advertising plan for implementing a Vessel Turn-In Program

The Sonoma County Sheriff's Office Marine Unit plans to partner with our vehicle abatement team on the VTIP program. The vehicle abatement team is part of our community oriented policing philosophy and works with citizens to abate abandoned vehicles throughout the County. The vehicle abatement team often cannot address all of the community's vessel concerns due to funding constraints. We hope to expand their capabilities by using SAVE funding and the Marine Unit's time and resources. We intend to inform the public of the VTIP program by using the Sheriff's Office website as well as Facebook and other social media platforms. We will also promote the program while participating in community and water safety events.

2. Administrative Information

1. Please state if you will accept surrendered vessels only within Area of Responsibility (AOR) or if you will accept outside Area of Responsibility requests
 Within AOR Within and Outside AOR

2. Identify schedule for accepting surrendered vessels
 Daily Weekly Monthly As Needed

3. Location where vessels will be accepted
 Agency Office Local Landfill Pickup by Agency or Salvager As Needed

4. Storage area: Does your agency have a storage area for surrendered vessels pending destruction? Yes No

If Yes, identify the type of storage area
 Water Land

1. Applicant Certification

Per Harbors and Navigation Code 525 (C) "A grant awarded by the department pursuant to subparagraph (A) shall be matched by a 10% contribution from the local agency receiving the grant." This matching fund may be rendered in cash, or through in-kind contributions which must be verified, and are at the discretion of DBW. These contributions may include (but are not limited to) the following: administrative costs, personnel hours, removal, and/or storage.

Grant monies WILL NOT be reimbursed by DBW unless 10% of each reimbursement claim is met.

- a. Under penalty of perjury, I certify that I have examined this application and the document(s), proposal(s), and statement(s) submitted in conjunction herewith, and that to the best of my information and belief, the information contained herein is true, accurate, correct, and complete.
- b. I certify that I am the person authorized to submit this application on behalf of the applicant.

Prepared by: Name: Ken Konopa Date: 03/21/2018

Reviewed by: Name: John Buegler Date: 03/21/2018

Approving Name: Randy Williams Date: 03/21/2018
Officer:



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: September 25, 2018

Vote Requirement: No Vote

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

Staff Name and Phone Number:

Liz Parra, 565-3116

Supervisorial District(s):

All

Title: Electronic Monitoring Annual Review

Recommended Actions:

Receive and review the 2018 Administrative Policy for the Electronic Monitoring Program to comply with electronic monitoring program regulations as required by Penal Code 1203.16, 1203.17 and 1203.18. The Sheriff's Electronic Monitoring Program serves as a cost-effective detention alternative for Sonoma County to manage its jail population by lawfully offering a home detention alternative to low/moderate risk adult inmates in lieu of incarceration.

Executive Summary:

The Sheriff is requesting the Board of Supervisors perform its annual review of the rules, regulations, and administrative policy of the Sheriff's Electronic Monitoring Program allowing the Sheriff to lawfully provide the detention alternative to its incarcerated adult population.

Discussion:

Penal Code 1203.016(b) states that "The board of supervisors, in consultation with the correctional administrator, may prescribe reasonable rules and regulations under which a home detention program may operate." In 2011, as part of the County's Community Corrections Partnership Plan, the Board of Supervisors authorized the Sheriff as the correctional administrator to offer a home detention program to low/moderate risk level inmates in lieu of incarceration in the County's detention facilities. The Sheriff refers to this program as the Electronic Monitoring Program. Inmate eligibility for participation in the Program is primarily based on the risk assessment tool. Through a request for proposal process, the Sheriff hired an outside contractor to provide the equipment and home visits needed to administer the Electronic Monitoring Program. The first contract with BI Incorporated was approved in 2012, a second contract was approved in 2014, and the current contract with BI was approved in 2017 with an expiration date of March 31, 2020.

The Electronic Monitoring Program is a detention alternative used by law enforcement to increase public safety when monitoring offenders in the community. The program provides a cost-effective

detention alternative for Sonoma County to manage its jail population by appropriately housing inmates. This service provides an alternative for offenders that otherwise may be incarcerated, at a much greater expense, or may be released into the community without the safety of continuous monitoring. The number of bed days saved as a result of electronic monitoring for 2017 was 15,987 days.

Penal Codes 1203.016(d)(1), 1203.017(d)(1) , and 1203.018(e) state that “The rules and regulations and administrative policy of the program shall be written and reviewed on an annual basis by the county board of supervisors and the correctional administrator.” There have not been any changes to the electronic monitoring policy since the Board’s last approval on September 19, 2017.

Prior Board Actions:

9/19/17 – Electronic Monitoring Program Annual Policy Review
 2012-2016 - Annual Adoption of the Public Safety Realignment Plan
 4/17/12, 03/25/14, and 3/21/17 - Board Approval of Electronic Monitoring Program Services Agreement

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

The Electronic Monitoring Program provides a cost-effective detention alternative for Sonoma County to manage its jail population, and it allows for enhanced oversight of high-risk offenders, which helps ensure the safety of community members.

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

No fiscal impacts from the review of the policy.

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
None			
Attachments:			
Electronic Monitoring Program Policy			
Related Items “On File” with the Clerk of the Board:			
Agreement with BI Incorporated for electronic monitoring services.			

Detention Alternatives – Electronic Monitoring Program (EMP)

- 1.0 [POLICY STATEMENT](#)
- 2.0 [DEFINITIONS](#)
- 3.0 [MANDATES](#)
- 4.0 [GENERAL INFORMATION](#)
- 5.0 [PROCEDURES](#)
- 6.0 [REVISION HISTORY](#)

Title: **Detention Alternatives – Electronic Monitoring Program (EMP)** Detention Division Version
01.05.16

1.0 POLICY STATEMENT

The Sonoma County Sheriff’s Office offers qualified inmates/defendants the opportunity to participate in Detention Alternatives programs that allow them the privilege of serving their court ordered sentence in a non-traditional manner. In lieu of incarceration, eligible inmates may be afforded the opportunity to continue their education and/or employment. Not all inmates are acceptable for Detention Alternative programs. A review and investigation is completed on each applicant to assess any apparent threat to the community or likelihood of re-offending. Inmates may be revoked from the Program and returned to custody at any time at the sole discretion of the Sonoma County Sheriff’s Office. The goal of Detention Alternatives programs is to allow inmates the potential to remain productive members of society while maintaining the safety of the general public, staff, participating offenders, and the reduction of the inmate population within the detention facilities.

2.0 DEFINITIONS

EMP Electronic Monitoring Program

Inmate For the purposes of this policy, an individual charged with and/or convicted of a crime.

3.0 MANDATES

Penal Code: 1203.016, 1203.017, 1203.018, 2900.5, 4019

4.0 GENERAL INFORMATION

- A. Pre-trial inmates being held in lieu of bail with no holds or outstanding warrants may participate in the Electronic Monitoring Program (EMP) if one of the following circumstances exist (1203.018 PC):
1. The inmate has been held in custody for at least 30 calendar days from the date of arraignment pending disposition of only misdemeanor charges.
 2. The inmate has been held in custody for at least 60 calendar days from the date of arraignment.
- B. Inmates sentenced to County jail time may voluntarily participate and be placed on the Electronic Monitoring Program (EMP) for their entire sentence in lieu of confinement in the jail (1203.016 PC & 1203.017 PC) and shall receive any sentence reduction (good and work time credits) in accordance with the applicable sentencing structure.
- C. Inmates who are involuntarily placed on the Electronic Monitoring Program shall receive any sentence reduction credits that they would have received had they served their sentence in jail.
- D. As a condition of participation, the inmate shall give their consent and agree to comply with all applicable rules and regulations of the program in writing in order to participate in the program. For involuntary participation, all inmates shall be informed in writing that they shall comply, with the rules and regulations of the program. The rules include, but are not limited to:
1. The inmate shall remain within the interior premises of his or her residence during the hours designated by the Sheriff's Office.
 2. The inmate shall allow admittance to any person or agent designated by the Sheriff's Office into his or her residence at any time for the purposes of verifying the inmate's compliance with the conditions of the EMP.
 3. The inmate shall agree to the use of electronic monitoring devices for the purpose of helping to verify his or her compliance with the rules and regulations of the EMP.
 4. The inmate shall agree that the Sheriff's Office may, without further order of the Court, take the offender into custody to serve the balance of their sentence if:
 - a. The monitoring devices are unable to perform their functions at the place of home detention.
 - b. The inmate fails to remain in the place of detention as agreed.
 - c. The inmate fails to pay EMP fees as agreed.
 - d. The inmate fails to meet the established criteria to remain in the program.

- E. An inmate shall be eligible for participation in EMP if the Sheriff's Office concludes the inmate meets the criteria for EMP and the inmate's participation is consistent with the rules and regulations of the EMP. There is no requirement that the Sheriff's Office allow an inmate to participate in EMP if it appears that the inmate has not satisfactorily complied with the rules and regulations while in custody.
- F. The EMP rules and regulations shall be given to every participating inmate. The Board of Supervisors and the Sheriff's Office shall review the EMP rules and regulations and the EMP administrative policy annually.
- G. The Sheriff's Office shall have sole discretionary authority to permit program participation as an alternative to physical custody. All inmates removed from program participation, shall be notified in writing of the specific reasons for the denial or removal. The notice of denial or removal shall include the inmate's appeal rights.
- H. At any time, the Court may restrict or deny the inmate's participation in the EMP.
- I. The Sheriff's Office may approve a schedule for EMP inmates that includes but is not limited to seeking and retaining employment, attending counseling, educational or vocational training classes, or medical and dental appointments. Willful failure of the inmate to return to the designated place of detention or unauthorized departures from the designated place of detention is punishable pursuant to Penal Code section 4532, Escape.
- J. EMP inmates are responsible for arranging their own healthcare and healthcare insurance. Once an inmate is released on EMP, the Sonoma County Sheriff's Office has no obligation to provide healthcare until or unless the inmate is returned to custody.
- K. The Board of Supervisors may prescribe a program administration fee to be paid by EMP inmates. The fee shall be based on ability to pay. Inability to pay all or a portion of the program fees shall not preclude participation in the program, and eligibility shall not be enhanced by reason of ability to pay.
- L. Regarding inmates who participate in EMP voluntarily, and notwithstanding any other law, upon request of a local law enforcement agency with jurisdiction over the location where an EMP inmate is placed, the Sheriff's Office shall provide the following information about EMP inmates:
 - 1. Name, address, and date of birth;
 - 2. Offense(s) committed or alleged committed by the inmate.
- M. Regarding inmates who participate in the EMP in lieu of bail and notwithstanding any other law, upon request of a local law enforcement agency with jurisdiction over the location where an EMP inmate is placed, the Sheriff's Office shall provide information in 4.0(L)(1) and 4.0(L)(2), in addition to the following:

1. The period of time the inmate shall be placed on Electronic Monitoring. Whether the inmate successfully completed the prescribed period of Electronic Monitoring or was returned to incarceration, and if returned to incarceration, the reason for return.
 2. The gender and ethnicity of the inmate.
- N. Regarding inmates placed in EMP involuntarily, and notwithstanding any other law, the Sheriff's Office shall provide the following information to the Board of State and Community Corrections, and upon request shall provide that information to the law enforcement agency with jurisdiction over the location where an EMP inmate is placed:
1. Name, address, and date of birth;
 2. Offense(s) committed or alleged committed by the inmate.
 3. The period of time the inmate shall be placed on Electronic Monitoring.
 4. Whether the inmate successfully completed the prescribed period of Electronic Monitoring or was returned to incarceration, and if returned to incarceration, the reason for return.
 5. The gender and ethnicity of the inmate.
- O. If an inmate's participation in the program is terminated, the revocation date and time will be the return to custody booking date and time.

5.0 PROCEDURES

- A. Applicants who volunteer for the EMP shall complete a [Detention Alternatives Application](#) and speak with a Detention Alternatives Deputy who shall explain program details and review the court commitment to ensure the inmate is eligible.
- B. Upon approval into the EMP, the applicant shall be notified in writing via [Notice of Enrollment](#) and [EMP Enrollment Instructions](#), which shall include a date/time and location for the inmate to report to begin EMP.
- C. The Court will be provided a copy of the [Notice of Enrollment](#) once the inmate has been booked and enrolled in the program. Upon conclusion of the program, the Court will be notified.
- D. The Detention Alternatives Supervisor shall be notified of any applicants who are denied participation in the EMP and any unsuccessful terminations from the program.
- E. Applicants who are denied enrollment may appeal their denial and submit additional material for reconsideration within ten (10) business days to the Detention Alternatives office. The designated manager shall review the appeal and make their final decision. The

inmate shall be notified in writing of the appeal results.

- F. For involuntary participation, the inmate shall be informed in writing that they shall comply with the [EMP rules and regulations](#) of the program. The Detention Alternatives Deputy shall note that the inmate has been informed of, and given a copy of, the EMP rules and regulations.
- G. Detention Alternatives staff and/or designated EMP contract employees may conduct regularly scheduled office visits, random and or scheduled drug/alcohol testing, and routine home visits on EMP inmates.
- H. In the event an EMP rule violation occurs, Detention Alternatives will review the violation. Depending on the severity of the violation a determination will be made as to the disciplinary action to be taken.
- I. Violations of any criminal law by inmates shall result in the immediate removal from the EMP. A crime report shall be requested regarding criminal violations.
- J. In the event the inmates participation is revoked, Detention Alternatives will:
 - 1. Advise an inmate to report to the appropriate Detention Facility or,
 - 2. Notify Sheriff's Dispatch or the appropriate law enforcement agency to have a law enforcement officer respond to the location and return them to the appropriate correctional facility.
- K. If an EMP violation occurs and the inmate is removed from the EMP, the inmate has the right to an appeal but must return to custody prior to the appeal process. The designated manager shall review the appeal and make his/her final decision. The inmate shall be notified in writing of the appeal results.
- L. EMP inmates must not leave their place of confinement, whether it is their place of residence, employment or education location without authorization from Detention Alternatives staff. In the event the participant fails to return to his/her place of confinement without permission and their whereabouts are unknown to Detention Alternatives staff, they may be considered an escapee. Detention Alternatives staff may initiate an escape report ([Emergencies – Escape](#)) and a crime report may be completed.
- M. Detention Alternatives shall provide a summary of the EMP to the Detention Facilities Manager and Assistant Sheriff each month.

6.0 REVISION HISTORY

Version 01.05.16 – 5/2016



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: September 25, 2018

Vote Requirement: Majority

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

Staff Name and Phone Number:

Johannes J. Hoevertsz, 707-565-2231

Supervisorial District(s):

First and Fourth

Title: 2018 Fire Damaged Guardrail Replacement Project M11720

Recommended Actions:

1. Approve the plans and specifications for replacement of 2000 linear feet of guardrail and 305 linear feet of wooden sound wall in the 2018 Fire Damaged Guardrail Replacement Project M11720
2. Award contract to low bidder, Midstate Barrier, Inc. in the amount of \$216,345.00, plus a 10% contingency and authorize the Chair to execute construction contract M11720

Executive Summary:

The Department of Transportation and Public Works Department (TPW) requests the Board approve plans and specifications, and award the contract to the lowest bidder, Midstate Barrier, Inc., for construction of the 2018 Fire Damaged Guardrail Replacement Project. The Project includes replacing portions of 2000 linear feet of guardrail and 305 linear feet of wooden sound wall that were damaged by the October 2017 fires on the unincorporated area roadways shown on the project location map.

Discussion:

The wildfires of October 2017 caused unprecedented damage within our County, including the destruction of infrastructure installed for the benefit and safety of the County Right of Way. This Project includes replacement of sections of guardrail and a wooden sound wall that were damaged by the fires and will help to rebuild critical infrastructure. Repairing the damaged guardrail allows for TPW to continue to provide safety enhancing features on our roadways. Guardrail serves to help prevent vehicles from leaving the roadway and to protect vehicles from striking roadside features, such as culvert headwalls, utility poles etc.

This project was originally bid on July 11, 2018, resulting in the submittal of one bid from Mid-State Barrier, Inc. At the time of this bid, TPW included the requirement of a Hazardous Materials Certificate be held by the contractor at the time of contract award. Upon review, TPW determined that a Hazardous Materials Certificate was not required for the project and TPW rejected all bids. The project was re-advertised with the removal of this certificate requirement.

The Project was advertised for bids: July 26, 2018 to August 21, 2018.

Bids were opened: August 21, 2018.

Bids were received as follows:

Midstate Barrier, Inc.\$ 216,345.00

Coral Construction Company.....\$397,275.00

The Engineer's Estimate for the project was \$188,180.00.

The low bid of \$216,345.00 is \$28,165 (15%) above the Engineer's Estimate.

The major difference between the bid and the estimate are the costs for the guardrail items. This project is a relatively small contract including only guardrail construction, which is a specialty item of work. The bid price is well within acceptable tolerances considering the size of the contract and specialty of the work. The Department will be seeking reimbursement from Federal Emergency Management Agency (FEMA) for the project costs. FEMA reimbursement is anticipated at 75% of project costs, and we anticipate an additional 18.75% contribution from the Governor's Office of Emergency Services (CalOES). Total costs to the Department after reimbursement are anticipated to be \$50,000, which will be paid from the Roads Fund. Project costs were included in the FY 2018-19 adopted budget for Capital Improvements.

Midstate Barrier, Inc. has been a licensed contractor since 1988 and has performed on numerous construction contracts for the County over the past 10 years.

TPW posted a Notice of Intent to Award to Midstate Barrier, Inc. on August 23, 2018. The Department recommends the Board approve the plans and specifications for the 2018 Fire Damaged Guardrail Replacement Project M11720.

Prior Board Actions:

None

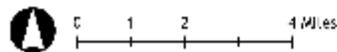
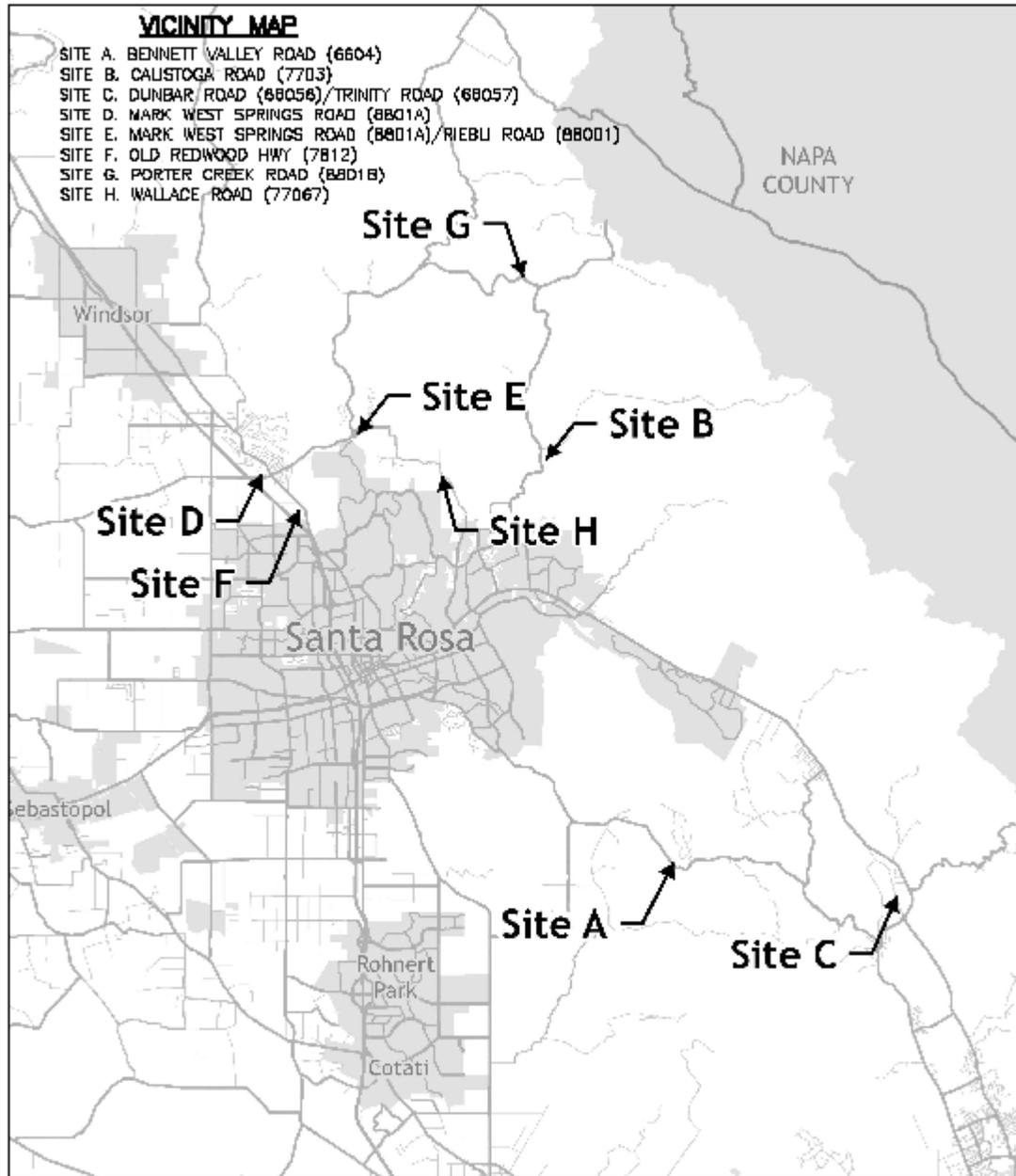
Strategic Plan Alignment Goal 1: Safe, Healthy, and Caring Community

The replacement of fire-damaged guardrail contributes to the department's responsibility of providing safety enhancement features on the roadways for the traveling public.

Fiscal Summary			
Expenditures	FY 18-191919 Adopted	FY 19-202020 Projected	FY 20-212121 Projected
Budgeted Expenses	216,345		
Additional Appropriation Requested			
Total Expenditures	216,345		
Funding Sources			
General Fund/WA GF			
State/Federal	216,345		
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	216,345		
Narrative Explanation of Fiscal Impacts:			
**Need fiscal impacts. The cost of the project and contract were budgeted in the FY19-20 Roads Division Capital Improvement Budget to be reimbursed with federal funds from FEMA.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Location Map			
Related Items "On File" with the Clerk of the Board:			
Special Provisions, Bid Book, Plans			

Location Map

Fire-Damaged Guardrail Replacement Project



Transportation & Public Works, County of Sonoma | January, 2018



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: September 25, 2018

Vote Requirement: Majority

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

Staff Name and Phone Number:

Johannes J. Hoevertsz, 707-565-2231

Supervisorial District(s):

Fifth

Title: Hauser Bridge Replacement Project, C11006, Contract Change Order

Recommended Actions:

- A. Approve the Settlement Remediation Plan for Change Order Number 8 to the construction contract with Granite Construction, Project Number C11006.
- B. Approve and authorize Chair to sign Change Order Number 8 to the construction contract with Granite Construction, Inc. in the amount of \$173,600.00 for a total contract amount of \$5,006,647.62 for modifications to the Hauser Bridge onsite drainage design.

Executive Summary:

The Department of Transportation and Public Works requests approval and authorization for the Chairperson to sign a contract change order for construction of the Hauser Bridge Road Bridge Replacement project, C11006. The contractor is Granite Construction, Inc. The total cost of the change order is \$173,600.00 for remedial drainage design and site restoration following discoveries made after winter rains and other observed conditions.

Discussion:

Granite Construction, Inc. was awarded the Hauser Bridge Road Bridge Replacement project, C11006, on January 10, 2017 as a result of a competitive selection. This project is 100% federally funded, with 88.53% through the Highway Bridge Program and the 11.47% local match requirement being offset with available Toll Credits. The project replaced an existing structurally deficient one-lane bridge over the South Fork of the Gualala River (Bridge No. 20C-0240) with a two-lane, 29-foot wide and 165-foot long two-span asymmetric steel arch bridge.

The construction contract was substantially complete by November 2017. The 2017-2018 winter rainfall overwhelmed certain ditches with runoff and ended with minor settlement of the roadway. The Department of Transportation and Public Works carefully monitored the project site throughout the winter and spring months. After a thorough engineering analysis it has been determined that remedial, additional drainage features are needed to stabilize the site. This change order compensates the contractor for construction of the new drainage plan.

Prior Board Actions:			
<p>05/07/2013: Board approved engineering design contract to OPAC Consulting Engineers for the replacement of Hauser Bridge totaling \$728,848 with a term ending December 31, 2015.</p> <p>11/10/2015: Board approved an amendment to agreement with OPAC Consulting Engineers, extending term of agreement to December 31, 2019.</p> <p>01/10/2017: Board approved the award of the Granite Construction contract for the Hauser Bridge Replacement Project, C11006.</p>			
Strategic Plan Alignment Goal 3: Invest in the Future			
The project invests in the future by replacing aging public infrastructure.			
Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	\$173,600		
Additional Appropriation Requested			
Total Expenditures	\$173,600		
Funding Sources			
General Fund/WA GF			
State/Federal	\$173,600		
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$173,600		
Narrative Explanation of Fiscal Impacts:			
<p>Appropriations are included in the FY 2018-19 Road Division Capital Improvement budget. The construction contract is 100% federally funded through the Highway Bridge Program (HBP) (88.53% HBP with 11.47% local match requirement offset from available Toll Credits.</p>			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):
Attachments:
Contract Change Order
Related Items "On File" with the Clerk of the Board:
Special Provisions, Bid Book, Plans

**COUNTY OF SONOMA
DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS**

CONTRACT CHANGE ORDER NO. 8

SHEET 1 OF 2 SHEETS

**CONTRACT FOR: Hauser Bridge Road Over South Fork of Gualala River
Bridge Replacement**

**FEDERAL AID PROJECT NO.: BRLO-5920(125)
SONOMA COUNTY JOB NO.: C11006**

AWARDED: January 10, 2017

TO: Granite Construction, Inc.

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract. This change order is only effective following approval by the Chair of the Board of Supervisors.

Changes requested by the County.

Estimated Cost: \$173,600.00

By reason of this order, the time of completion will be adjusted as follows: 15 Working Days

Submitted by: _____ Date: _____
Sarah Fredericks (Construction Coordinator)

Recommended by: _____ Date: _____
Johannes J. Hoevertsz, P.E. (Director of Transportation & Public Works)

Board Action No.: _____ Dated: _____

Approved By: _____ Date: _____
(Chair of the Board of Supervisors)

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted herein, and perform all services necessary for the work herein specified, and will accept as full payment thereafter the prices shown herein.

Accepted, Date: _____ Contractor: **Granite Construction, Inc.**

By: _____ Title: _____

If the Contractor does not sign acceptance of this order, his attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

This Change Order No. 8 is a settlement, accord and satisfaction of all potential claims by the Contractor against the County, and the Contractor releases, waives and forgives all claims and potential claims against the County, related to or arising out of all facts and circumstances giving rise to Change Order No. 8. The intent of this Change Order No. 8 is to grant the Contractor all compensation and time extensions to which the Contractor is entitled as a result of the changes described within this Change Order No. 8.

Change In Plan

Construct the Settlement Remediation Plan detailed in Exhibit A of this Change Order No. 8 in accordance with Section 4-1.06 Differing Site Conditions of the Standard Specifications. The work involved includes: installation of additional drainage features including a trench drain and a horizontal drain system; repair of the southern approach slab, AC Dike, and guard railing; grading to correct settlement and eliminate ponded water; clean up of eroded areas, restoration of rock slope protection, and hydroseeding.

All work to be as described in Exhibit A of this Change Order No. 8 and in accordance with applicable portions of the Standard Specifications, Special Provisions, or as directed by the Engineer.

Estimate of Increase in Agreed Item Price:

The cost of performing this work including all cost of labor, equipment and materials will be paid at the agreed unit prices listed below.

New Item: Back Buttress Trench Drain	Lump Sum = \$36,000.00
New Item: Clean up Buttress	Lump Sum = \$37,000.00
New Item: Horizontal Drain System Mobilization	Lump Sum = \$16,300.00
New Item: Install Horizontal Drain System	1 Day * \$8,700.00 = \$8,700.00
New Item: Repair South Approach Slab	Lump Sum = \$17,700.00
New Item: Re-grade Embankment at Abutment 1	Lump Sum = \$7,000.00
New Item: Correct Roadside Shoulder & Adjust Guard Rail	Lump Sum = \$19,000.00
New Item: Contractor's Extended Overhead	Lump Sum = \$11,900.00

Estimate of Increase in Extra Work at Force Account:

Labor, equipment and materials, approved by the Engineer will be paid in accordance with Standard Specification 9-1.04 Force Account.

New Item: Clean up V-Ditch & Drainage Outlets	<u>Force Account = \$20,000.00</u>
---	------------------------------------

Total Cost of Change Order No. 8 = \$173,600.00

No additional payment will be made for work done under this Change Order No. 8.

By order of this Change Order No. 8, fifteen (15) additional working days are granted.

Exhibit A

HAUSER BRIDGE ROAD BRIDGE REPLACEMENT, C11006

CCO 8 - SETTLEMENT REMEDIATION PLAN

- **Back Buttress Trench Drain, Sta 2+60 to 5+10 LT** **Agreed Lump Sum = \$36,000.00**
 - Excavate 18" wide trench, 6' maximum depth or where rock is encountered.
 - Grade trench FL to drain up and down station with Sta 3+70 as high point. Grades to be staked by the County.
 - Install 6" Perforated PVC pipe and new 3' x4' DI at Sta 2+60 LT. Connect drain pipe to new DI and daylight at approximate Sta 5+10 LT. Add new RSP and filter fabric at outlet.
 - Backfill trench with CI 2 Permeable and 1' native soil cap compacted to 90% RC.
 - Construct rock-lined surface ditch with filter fabric on top of trench drain, Sta 2+60 to 4+50 LT. Grade to drain to catch basin.

- **Clean-Up Buttress** **Agreed Lump Sum = \$37,000.00**
 - Remove and dispose of Miramesh fabric
 - Clean up and re-compact face
 - Clean up top of buttress to remove cracking
 - Install natural fiber erosion control blanket similar to jute mesh
 - Hydroseed without fertilizer. Seed mix to be provided by the County.

- **Install Horizontal Drain System** **Agreed Lump Sum (Mobilization) = \$16,300.00**
Agreed Daily Cost (Installation) = \$8,700.00
 - 3" Sch 80 PVC per Caltrans 68-3 with cleanouts, drain to ditch at toe of buttress.
 - Single row of drains at 40' spacing proposed, 6 drains minimum. Spacing may be field adjusted by RE. Additional drains may be added by RE if more can be constructed during the planned work shift.
 - Drill to rock or 4' beyond buttress back cut
 - Price includes 1 – 10 hour work shift to drill and install horizontal drains. Add \$8,700.00 for additional days of drilling at the option of the Engineer.

- **Repair South Approach Slab** **Agreed Lump Sum = \$17,700.00**
 - Chip out cracked concrete using shallow saw cut and small chipping hammer being careful to preserve steel.
 - Patch concrete with Set 45 or similar
 - Seal joint at curb
 - Apply Methacrylate coating

- **Re-grade Embankment at Abutment 1** **Agreed Lump Sum = \$7,000.00**
 - Eliminate ponding on left side of A1.
 - Trench spoils may be used for fill.
 - Replace jute mesh and hydroseed as needed.

- **Correct Roadside Shoulder & Adjust MBGR** **Agreed Lump Sum = \$19,000.00**
 - Remove MBGR as needed for access.
 - Correct roadside shoulder grades.
 - Correct MBGR elevation and re-install sections removed for access above.
 - Replace AC Dike on AC footing adjacent to south approach slab.

- **Contractor's Extended Overhead** **Agreed Lump Sum = \$11,900.00**

- **Clean up V-Ditch & Drainage Outlets** **Force Account = \$20,000.00**
 - Ensure all previously installed drainage outlets are exposed, protected with RSP, and staked for future monitoring.
 - Clean up V-ditch along toe of buttress to restore grade as necessary and remove silt.
 - Clean up and restore RSP/filter fabric as needed at cross culvert outlets, Sta 2+50 and 3+70 RT.



County of Sonoma Agenda Item Summary Report

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

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

To:

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Shirlee Zane, (707) 565-2241

Supervisorial District(s):

Third District

Title: Appointment

Recommended Actions:

Reappoint Jim Redding to the Advisory Council to Area Agency on Aging, Sonoma County, for a period of two years, beginning September 20, 2018 and ending on September 20, 2020. (Third District).

Executive Summary:

Reappoint Jim Redding to the Advisory Council to Area Agency on Aging, Sonoma County, for a period of two years, beginning September 20, 2018 and ending on September 20, 2020. (Third District).

Discussion:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: September 25, 2018

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: Gold Resolution Recognizing September 25, 2018 as National Voter Registration Day.

Recommended Actions:

Gold Resolution Recognizing September 25, 2018 as National Voter Registration Day.

Executive Summary:

Every year millions of Americans find themselves unable to vote because they miss a registration deadline, don't update their registration, or aren't sure how to register. On September 25, 2018, volunteers, celebrities, and organizations from all over the country will "hit the streets" for National Voter Registrations Day to create broad awareness of voter registration opportunities.

Discussion:

We have become an Official Partner with National Voter Registration Day in supporting this single day of coordinated field, technology and media efforts that will create pervasive awareness of voter registration opportunities – allowing us to reach tens of thousands of voters who we could not reach otherwise.

Prior Board Actions:

09/26/2017: Board adopted a Gold Resolution recognizing September 26, 2017, as National Voter Registration Day - Resolution 17-0367

Strategic Plan Alignment Goal 4: Civic Services and Engagement

The goal of recognizing National Voter Registration Day, which was previously declared in September 2017, is to encourage all eligible Californians to register to vote and thus increase voter participation in the democratic process.

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
There are no fiscal impacts associated with this item.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Gold Resolution			
Related Items “On File” with the Clerk of the Board:			
None.			



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

Resolution of The Board Of Supervisors Of The County Of Sonoma, State Of California, Recognizing September 25, 2018, as National Voter Registration Day.

Whereas, California's Secretary of State, the State's chief election official, is committed to strengthening democracy by encouraging voter registration and increasing participation in all elections, and

Whereas, the County of Sonoma actively supports this objective, and

Whereas, civic-minded people and organizations have collaborated to establish September 25, 2018 as National Voter Registration Day, with the goal of creating awareness of off year local elections and motivating Americans to vote in the coming months, and

Whereas, it is easier than ever for Californians to apply to vote at anytime, anywhere, with the online registration application created by the California Secretary of State, and residents of Sonoma County can also link to the application on many County web sites, and

Whereas, many people are unaware that they must reregister to vote when they have a change of name, a change of address, or wish to change their political party preference, and

Whereas, the strength of our democracy depends on the willingness of its citizens to participate by choosing the people who will lead them and by voicing their opinions on matters that come before the voters on Election Day,

Now, Therefore, Be It Resolved that the Sonoma County Board of Supervisors does hereby recognize September 25, 2018, as National Voter Registration Day, and encourages all eligible residents of Sonoma County to register to vote.

Resolution #

Date:

Page 2

Be It Further Resolved

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

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

To: The Board of Supervisors of Sonoma County

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): University of California Cooperative Extension

Staff Name and Phone Number:

Steven Worker (707) 565-2836

Supervisorial District(s):

All districts

Title: Resolution recognizing National 4-H Week, October 7th through the 13th, 2018

Recommended Actions:

Approve resolution

Executive Summary:

Resolution to recognize National 4-H Week, October 7-13, 2018. The 4-H Youth Development Program is part of the USDA and University of California Cooperative Extension. The 4-H program deserves public recognition for its hundred year efforts to help youth reach their potential.

Discussion:

Prior Board Actions:

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

Fiscal Summary			
Expenditures	FY 17-18 Adopted	FY 18-19 Projected	FY 19-20 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items “On File” with the Clerk of the Board:			



County of Sonoma
State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

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

Whereas; the Sonoma County 4-H Youth Development Program is the youth outreach program of the University of California Division of Agriculture and Natural Resources, the Cooperative Extension Service, and the United States Department of Agriculture; and

Whereas, the mission of 4-H is to engage youth in reaching their fullest potential while advancing the field of youth development; and

Whereas, 4-H offers programs to over 2,795 youth with the support of 315 adults with emphasis on learning-by-doing to promote healthy living, agriculture, science, technology, engineering, civic engagement, and leadership; and

Whereas, 4-H is represented by the 4-H All Star Youth Ambassador, Jaden Varville; and

Whereas, 4-H merits public recognition for its distinguished record of helping young people become healthy, happy, and thriving citizens who make a positive difference in their communities;

Now, Therefore, Be It Resolved that the Board of Supervisors hereby authorize the Chairperson to recognize National 4-H Week, October 7th through the 13th, 2018 in the County of Sonoma, California.

Supervisors:

Gorin: Rabbitt: Zane: Hopkins: Gore:

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: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor James Gore
(707) 565-2241

Supervisorial District(s):

Fourth

Title: Gold Resolution

Recommended Actions:

Adopt a Gold Resolution commemorating the 25th anniversary of Safari West. (Fourth District)

Executive Summary:

Adopt a Gold Resolution commemorating the 25th anniversary of Safari West. (Fourth District)

Discussion:

Prior Board Actions:

Strategic Plan Alignment Goal 3: Invest in the Future

Fiscal Summary			
Expenditures	FY 17-18 Adopted	FY 18-19 Projected	FY 19-20 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			
Narrative Explanation of Fiscal Impacts:			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items "On File" with the Clerk of the Board:			



County of Sonoma
State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Recognizing Safari West on their 25th Anniversary**

Whereas, Safari West is nestled in the heart of California's Wine County, in the fields of wheat-colored grass, on the slopes of rolling green hills, among the trees, ranches and vineyards, and is where you will find the essence and spirit of Africa; and

Whereas, the ongoing work of Safari West is wildlife preservation through breeding, education, research and public interaction; and

Whereas, Safari West is home to over 900 exotic animals of 90 different species including mammals native to Africa and birds from all over the world; and

Whereas, Safari West was founded in 1989 as a private ranch for breeding and species propagation, then in 1992, gained membership in the American Zoo and Aquarium Association, and in 1993, as a dream shared by Nancy and Peter Lang, opened its doors to amazing public tours; and

Whereas, Safari West gained full accreditation in the American Zoo and Aquarium in 2015, and it is the mission of Safari West to actively promote conservation, environmental education, and share knowledge that will help each individual make personal choices in regards to the environment and conservation efforts; and

Whereas, On October 7, 2018, Safari West will celebrate 25 years of tours, education and conservation right here on the Sonoma Serengeti; and

Whereas, now, 25 years later Safari West thrives as a world-renowned preserve dedicated to conservation and home to the Earth's most graceful, majestic and exotic creatures.

**Now, Therefore, Be It Resolved the Board of Supervisors of the County of Sonoma,
Recognize Safari West on their 25th Anniversary in October 2018.**

Resolution #

Date:

Page 2

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: September 25, 2018

Vote Requirement: Informational Only

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

Staff Name and Phone Number:

Michael Gossman, 565-2341

Supervisorial District(s):

All

Title: Recovery and Resiliency Framework Update

Recommended Actions:

Receive update on the draft Recovery and Resiliency Framework.

Executive Summary:

The aftermath of the October 2017 Sonoma Complex Fires presents ongoing risks to the residents, property, and environment of Sonoma County. The Office of Recovery and Resiliency was tasked with development of a plan to address immediate and long-term recovery and resiliency efforts informed by County departments and agencies, other public entities, non-profit and private sector partners, and the community. The draft Recovery and Resiliency Framework presented today provides a vision for continued recovery and for achieving a stronger and more resilient community.

Discussion:

On December 19, 2017, the Board of Supervisors established the Office of Recovery and Resiliency (Office) with the mission to develop a strategy that addresses the immediate and long-term recovery and resiliency efforts needed to help Sonoma County rebuild and recover from the wildfires. The draft Recovery and Resiliency Framework (Recovery Framework) represents the County's long-term vision in a resilient future. The draft Recovery Framework is a foundation for integration of public, private, and non-governmental recovery efforts county-wide, and is informed by community partners, County departments, cities and other jurisdictions in the County, and by engagement with the residents of Sonoma County.

Strategic Areas of Recovery and Resiliency: The draft Recovery Framework is structured around recovery and resiliency efforts in five critical functional areas: Community Preparedness and Infrastructure; Housing; Economy; Safety Net Services; and Natural Resources. Each area has its own vision statement, goals, and proposed actions. The vision and goals are included in the Framework along with the full set of proposed actions for all areas that is part of the County's comprehensive vision for

reaching recovery and resiliency goals. The complete draft Recovery Framework with Appendices is available online at: <http://sonomacounty.ca.gov/ORR/>

Community Engagement and Input: Throughout 2018, the Office of Recovery and Resiliency has engaged the community in a variety of ways to listen to residents’ concerns, ideas and suggestions in order to collect their input on the five strategic areas of recovery and resilience. The Office will continue to engage the community by sharing information, resources, and updates, while also garnering input from community members about the direction and priority to be placed on recovery activities. Community input is a priority of the County of Sonoma.

Key strategies used to gather community input:

1. **Board Workshops:** The Board of Supervisors conducted Recovery Workshops for the five areas of recovery to provide pertinent information to the Board and receive direction on the Recovery Framework. Community stakeholders were invited to attend and provide input. Topics and workshops were conducted on the following dates:
 - a. February 6 – Housing Workshop
 - b. February 13 – Natural Resources and Economic Development Workshop
 - c. February 27 – Community Preparedness and Infrastructure Workshop
 - d. August 7 – Safety Net Services Workshop
2. **Community Groups and Stakeholder Meetings:** The Office met with over 60 community groups and stakeholders to provide updates on the recovery progress and gather input on the Framework. Several community groups provided recommendations on behalf of their organizations. Appendix C – Community and Other Partners is a list these community groups and the input they submitted.
3. **Recovery Planning Community Meetings:** The County hosted a series of community meetings throughout the County to share an initial draft of the Framework that was presented to the Board of Supervisors in June 2018. The goal was to obtain community feedback on the vision, goals, and proposed actions for each strategic area. Members of the public participated in facilitated, small group discussions and provided input. A total of 306 community members attended these meetings.

Location	Date	Community Members
Sonoma County Office of Education Santa Rosa	July 10, 2018	65
Sebastopol Center for the Arts Sebastopol	July 11, 2018	60
Petaluma Community Center Petaluma	July 25, 2018	40
Finley Community Center Santa Rosa	August 2, 2018	70
Sonoma Veterans Building Sonoma	August 8, 2018	28

Lawrence Cook Middle School (conducted in Spanish)	Santa Rosa	August 28, 2018	40
La Luz Center (conducted in Spanish)	Sonoma	September 5, 2018	3

4. **Online Survey:** The office conducted an online survey for community members to provide input into the draft Recovery Framework. As of September, 2018, 114 community members submitted responses to the survey.
5. **Email Input:** Since early 2018, community members have been encouraged through press release, information posted online and in County social media, and at community and partner meetings to submit feedback and input to recoveryinfo@sonoma-county.org. Emailed input was considered and reviewed.
6. **Compiled and Analyzed Community Surveys:** Many organizations and community groups have conducted recovery-related surveys since the October 2017 wildfires. The data collected through these efforts augments the County’s understanding of the community’s needs, interests and opinions. On an ongoing basis, the Office of Recovery and Resiliency compiles and analyzes these surveys and needs assessments that are relevant to fire impacts and recovery.

The ideas and concerns expressed by the community in many ways validated the vision and goals in the initial draft Recovery Framework, however community members offered a number of new and innovative approaches to recovery that shape and enhance all components of the draft Recovery Framework presented today. Each critical recovery area section of the draft Framework includes a summary of the key themes conveyed by the community throughout the information gathering period. Appendix B includes a summary of representative comments from the community.

Next Steps: The draft Recovery Framework will be available for public review and comment until October 26, 2018. The public may provide comments by email to recoveryinfo@sonoma-county.org and by mail to: 575 Administration Drive, Suite 104A, Santa Rosa 95403. After reviewing and considering public input, an updated Recovery Framework will be presented to the Board in December 2018.

A Note About CEQA:

The draft Recovery Framework reflects a vision for a resilient future for Sonoma County and all its communities. It incorporates a range of potential future actions that, if implemented, could advance the County toward resilience. However, nothing in the Framework legally binds future County decisions or actions. The Board of Supervisors’ eventual approval of the Framework is not a commitment to any particular course of action, and is not a decision to approve, adopt, or fund any of the potential actions identified in this document. For these reasons, approval of the Framework is exempt from California Environmental Quality Act (CEQA) review pursuant to Section 15262 of the CEQA Guidelines.

Whether a particular Framework recommendation is implemented in the future depends on a variety of factors. Each proposed action that is advanced for consideration will be reviewed in accordance with

normal internal and public processes, including CEQA review, if applicable. Some identified actions may ultimately be rejected or modified through those review processes. Any recommended action that involves amendments to local ordinances would undergo the normal processes required for legislative actions, including but not limited to CEQA review, opportunity for public review and comment, and public hearings. Similarly, while the Recovery Framework will likely inform the upcoming General Plan Update process, the new General Plan will be crafted through an entirely separate process that includes comprehensive CEQA review and a robust public process.

THE FRAMEWORK:

- Affirms the County vision for recovery and resilience
- Acknowledges central County and community values
- Outlines a process by which the County engages stakeholders to capture the inputs and needs of all community members
- Describes how the Office of Recovery and Resiliency will work with County leaders to implement and track recovery actions
- Explains the relationship between recovery efforts and other strategic planning efforts
- Promotes inclusive coordination, planning and proactive communication
- Encourages the whole community to leverage opportunities to increase resilience.

THE FRAMEWORK IS NOT:

- A single, exhaustive list of every recovery action needed for the County to achieve resilience.
- Static. As we begin to deploy resources to develop, implement and complete actions, what we learn when we review our approach and processes may change how we plan and implement future actions.
- A detailed plan with steps for implementation. Much more planning will be needed to define specific steps to proceed with actions.
- A replacement for or modification of other related County strategic plans.
- Legally binding on future County actions.

As the County strives to become more resilient, the Recovery Framework will drive strategic decisions around recovery and serve as a guide to department recovery leaders for continued collaboration. The Recovery Framework is a living document and the Office of Recovery and Resiliency will work with departments to make adjustments as conditions evolve and the landscape of needs in the community changes.

Prior Board Actions:

- September 18, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.
- September 11, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.
- August 28, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.
- August 14, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

August 7, 2018 – Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

July 24, 2018 –

A) Recovery Update on the status of recovery operations, planning, seeking of funding opportunities and community engagement.

B) Receive an update from California Office of Emergency Services on debris removal progress.

June 13, 2018 – Received presentation on Draft Recovery Framework.

May 22, 2018 – Recovery Update on the status of recovery operations, planning, and seeking of funding opportunities.

March 20, 2018 – Renewal of Emergency proclamations; disaster fiscal update; authorized appropriations of \$9.5 million to the Disaster Response & Recovery Fund.

February 6, 2018 – Established the Office of Recovery & Resiliency staffing; authorized appropriations of \$2 million to the Disaster Response & Recovery Fund.

December 19, 2017 – Disaster fiscal update and creation of Sonoma County Office of Recovery and Resiliency.

Strategic Plan Alignment Not Applicable

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			

Funding Sources

General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Staffing Impacts			
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
09-25-2018 CAO Recovery Framework_Att A Framework 09-25-2018 CAO Recovery Framework_Appendix B-1 Community Input Themes 09-25-2018 CAO Recovery Framework_Appendix B-2 Community Input Flipcharts 09-25-2018 CAO Recovery Framework_Appendix B-3 Community Input Worksheets 09-25-2018 CAO Recovery Framework_Appendix B-4 Community Input Survey 09-25-2018 CAO Recovery Framework_Appendix D Potential Action Items 09-25-2018 CAO Recovery Framework_Appendix E Grants List			
Related Items "On File" with the Clerk of the Board:			

Sonoma County

RECOVERY & RESILIENCY FRAMEWORK

September 25, 2018

DRAFT



PRODUCED BY THE OFFICE OF RECOVERY & RESILIENCY

sonomacounty.ca.gov/Office-of-Recovery-and-Resiliency/



Sonoma County

Recovery & Resiliency Framework

September 25, 2018

DRAFT

COUNTY OF SONOMA
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778



MEMBERS OF THE BOARD

JAMES GORE
CHAIR

DAVID RABBITT
VICE CHAIR

SUSAN GORIN

SHIRLEE ZANE

LYNDA HOPKINS

California is experiencing one of the most challenging years in its history as it battles devastating wildfires across the state. The October 2017 Sonoma Complex Fires event had a profound impact on the Sonoma County community. As we rebuild and heal, we are mindful that even as we focus on future planning in the aftermath of our own fire event, our neighboring counties are dealing with fire containment and response, the displacement of community members, and the reality that recovery will be a long and difficult process. While we as a County, our people and communities, work to rebuild, we are resolved to bounce back from the fires better than before. We have a lot of work to do, but are committed to become stronger and more resilient to future disasters, whatever they may be.

The Recovery and Resiliency Framework represents the County's long-term vision in a resilient future. The Framework also represents a call to action and partnership. Community support and collaboration following the wildfires was a Sonoma County strength. We need to continue proactive, ongoing collaboration *before* the next disaster strikes so that we leverage our resources, understand the challenges from many perspectives, effectively manage risks, and capitalize on the many planning efforts already underway.

Our first step to institutionalize this level of collaboration was to establish the Office of Recovery and Resiliency in December 2017. This Office will work with County department heads to lead and coordinate all recovery efforts in the County with a long-term, strategic approach. Under the leadership of the County Administrator, Office of Recovery and Resiliency staff will be focused on ensuring that the County views the work we do to recover through a unified resilience lens. With the approval of this Recovery and Resiliency Framework, the Office will continue to coordinate with partners to implement prioritized recovery efforts over the next five years. Together, we will create a stronger and more resilient community, one that is ready to adapt to, withstand, and rapidly recover from whatever disaster lies ahead.

Sincerely,

Sonoma County Board of Supervisors

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 - 6.1. Funding
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1. THE SONOMA COMPLEX FIRES

On October 8, 2017, the most destructive wildfires in California history raged through Sonoma County, devastating lives, homes, livelihoods, and the natural landscape. The damage caused by the Sonoma Complex fires challenged our community's sense of safety and security. The emotional trauma many experienced was severe and has long-lasting effects. But even during those initial days of uncertainty, our community rallied to protect our most vulnerable citizens, to support first responders, to safeguard our natural resources, and to provide essentials to meet residents' most basic needs. Throughout the response to the fires, together we learned that our community is resourceful, strong, and resolute.

Almost a year later, the community continues to heal. Signs of recovery are visible, though there are formidable challenges ahead. Leaders in County government are committed to prioritize actions that support preparedness and resiliency to improve accessibility and delivery of government services during a disaster. With the help and input of community partners, we will take actions to recover. Disasters are inevitable and we must be prepared the next time disaster strikes. Our success will depend on our ability to recover from setbacks, adapt well to change, and emerge better and stronger than before.

1.1 The Event

Wildfires erupted across Sonoma County the night of October 8, 2017, eventually sweeping into Santa Rosa. More than 5,300 homes and businesses were destroyed, 24 people died and 110,000 acres burned. Thousands of homes across wide swaths of Sonoma County were incinerated in a matter of hours. Tens of thousands of terrified residents fled for their lives, many with just the clothes on their backs. The blazes officially became known as the **Sonoma Complex Fires**.

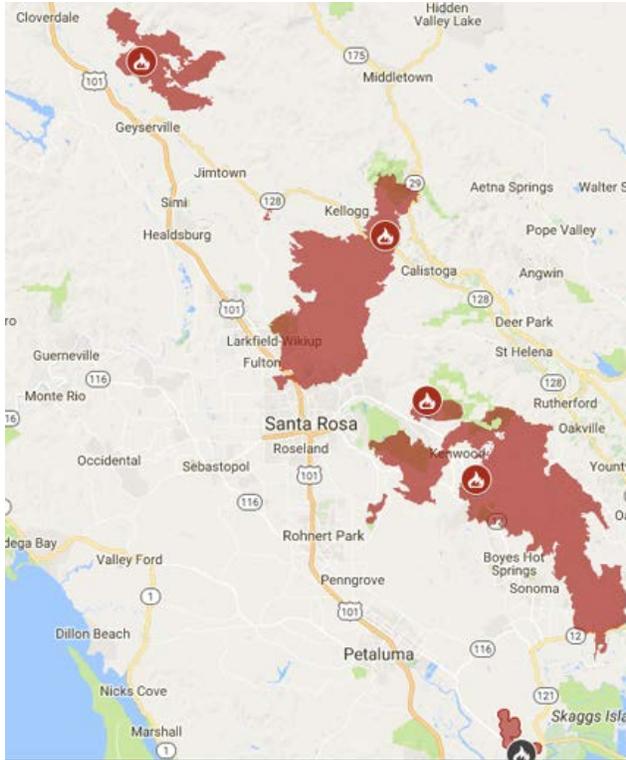
The **Tubbs Fire** was the most destructive in terms of the number of homes destroyed and lives lost. It started near Calistoga and roared west, through the Mark West Springs and Larkfield/Wikiup areas, then raged through Fountaingrove and finally jumped Highway 101 and devastated Coffey Park in northern Santa Rosa. Twenty two people died and 4,658 homes were destroyed. Five percent of Santa Rosa's housing stock was gone overnight. Nearly 37,000 acres burned. The speed and ferocity of the Tubbs Fire stunned residents and officials. The scenes of utter destruction shocked the state and nation.

About the same time as the Tubbs Fire, north of the City of Sonoma, a handful of fires – the Nuns, Adobe, Norrbom, Partrick, Pressley and Oakmont blazes – erupted. They combined to become known collectively as the **Nuns Fire**, which burned 56,556 acres in the Sonoma Valley, including the communities of Kenwood, Glen Ellen, Oakmont. The Nuns Fire eventually raced through Annadel State Park, the Bennett Ridge area and threatened Rohnert Park, destroying 639 homes in the heart of the Wine Country.

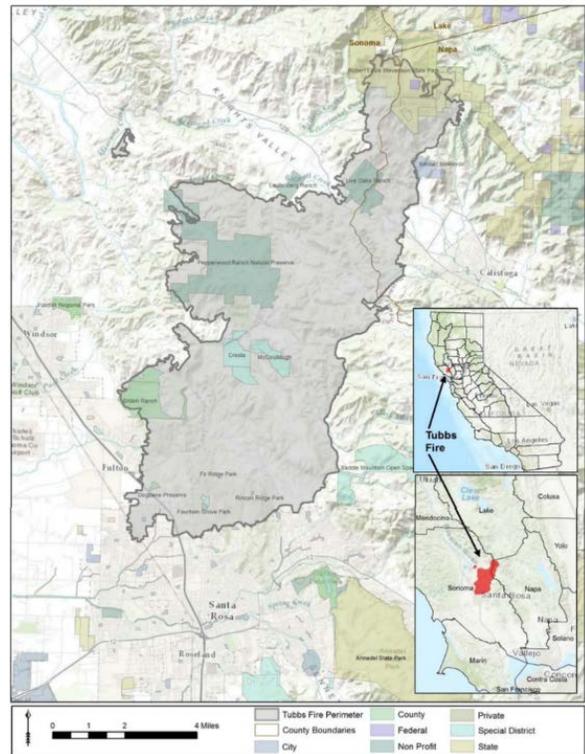
The **Pocket Fire** northeast of Geyserville burned 17,000 acres and three homes.

Overall, some 7,000 structures, including homes, and outbuildings, were destroyed in Sonoma County. Two main hospitals were evacuated and damaged. More than 100,000 residents were evacuated, some for weeks, while thousands of firefighters arrived from across the United States, as well as from Canada and Australia, to help local crews battle the blazes on multiple fronts. The fires were finally contained by October 31.

Even as the fires burned, recovery efforts began. The immense task of quickly and safely removing fire debris from over 5,300 properties resulted in more than 2 million tons of debris being hauled away, the largest such operation since the 1906 Earthquake in San Francisco.



Map 1: Sonoma Complex Fires Overview



Map 2: Tubbs Fire Overview.

Table 1. Acres burned in the Tubbs Fire

Management	Acres Burned
Private Ownership	30,160
Non-Profit - Conservation	2,796
State Agency	1,513
Regional Park District	801
County Agency	799
Non-Profit - Land Trust	614
City Agency	50
Federal Agency	41
Water District	33

Table 2: Acres burned in the Nuns Fire

Management	Acres Burned
Private Ownership	44,841
State Agency	6,755
County Agency	1,753
Special District	1,457
Non-Profit	1,354
Federal Agency	397
Total	56,556

Table 3. Acres burned in Pocket Fire

Management	Acres Burned
Private Ownership	17,255
Federal	70
State Agency	20
Total	17,345

1.2 The County's and Community's Response

Over 950 fire departments and agencies from around the world ultimately responded to the fires in Sonoma County, as County workers worked together with local police, fire, medical and volunteers to evacuate neighborhoods, coordinate shelters, and get food, clothing, supplies and information to residents who were displaced.

Response activities include the following:

- Adopted urgency ordinances to facilitate immediate housing, including residential use of recreational vehicles and rental of guest houses.
- 4,162 evacuees cared for in 43 shelters
- 52,372 callers helped via emergency hotline through the end of October 2017
- 10,000 masks, 2,562 cots, 2,300 sheets and 1,850 pillows distributed in first 72 hours
- 11,204 residents served at the Local Assistance Centers
- 41 community meetings held in first 4 weeks to keep public informed
- 4,000+ replacement documents issued to victims of wildfires
- 21,000+ in-person supportive contacts by California Hope counselors
- 3,557 disaster calls received by Animal Services in the field and 10,465 office calls to help residents locate displaced animals

- 4,700 people whose income or employment was impacted by fires assisted in filing for disaster unemployment insurance
- 2 million tons of fire debris removed through government program
- 1,278 rebuilding permits for homes issued by Sonoma County and the City of Santa Rosa as of September 5, 2018
- 30 rain and stream gauges installed in high risk areas to predict potential debris flows or flash floods
- 43 miles of wattles placed in burn areas to prevent erosion and protect watersheds. Wattles are a type of 'fiber roll' erosion and sediment control Best Management Practice (BMP) material. They are sausage-shaped tubes filled with straw, mulch or compost with an outer wrapping made from various types of netting or fabric.
- 90 miles of County roads cleared of burned trees and hazardous vegetation
- Transitioned recovery support for local companies from the Local Assistance Center to the U.S. Small Business Administration Business Recovery Center
- Over \$1.4M in Disaster CalFresh benefits issued.
- Multi-agency Watershed Task Force created a Flood Prevention Post-Fire Hazard Assessment map to keep community safe from potential post-fire flooding and debris flows
- Formed an inter-departmental Disaster Finance Team to lead the Federal Emergency Management Agency Public Assistance program for the County, coordinating on legal, compliance, and resource issues.

2 FRAMEWORK OVERVIEW

2.1 Purpose of the Framework

The Recovery and Resiliency Framework represents the Board’s call to action. It reflects the community’s vision for a resilient future and an approach to achieve it. The Framework is a foundation for integration of public, private, and non-governmental recovery efforts County-wide, and is informed by community partners, County departments, cities and other jurisdictions in the County, and by engagement with the residents of Sonoma County.

Our ability to live safely in a fire-adapted environment depends on efforts currently underway through normal County departmental recovery actions, and forward-thinking resiliency measures and activities. Non-governmental agencies’ services during a disaster can be enhanced if they are more fully engaged in recovery efforts and better integrated into planning at the local level. The goals and objectives developed and outlined here should be used as guidance as the County makes difficult decisions regarding the use of limited resources, and the pursuit of critical external funding.

The Recovery Framework draws from the structure and functions in the Federal Emergency Management Agency’s *National Disaster Recovery Framework* (NDRF). Like the NDRF, the Recovery Framework serves as a platform and forum for the ways the County and community build and sustain recovery capabilities. A focus of the Framework is planning and preparedness *before* a disaster occurs. Planning includes coordination with partners, risk mitigation, continuity planning, identifying resources and developing capacity to manage the recovery process.

The Recovery Framework is structured around recovery efforts in five critical functional areas – Community Preparedness and Infrastructure, Housing, Economy, Safety Net Services, and Natural Resources. Each area has its own vision statement, goals, and proposed actions. The full set of proposed actions for all areas is part of the County’s comprehensive vision for reaching recovery and resiliency goals.

As the County strives to become more resilient, the Recovery Framework will drive strategic decisions around recovery and serve as a guide to department recovery leaders for continued collaboration. The Framework capitalizes on our County’s strengths and identifies the investments we need to keep Sonoma strong.

THE FRAMEWORK:

- Affirms the County vision for recovery and resilience
- Outlines a process by which the County engages stakeholders to capture the inputs and needs of all community members
- Describes how the Office of Recovery and Resiliency will work with County leaders to implement and track recovery actions
- Explains the relationship between recovery efforts and other strategic planning efforts
- Promotes inclusive coordination, planning and proactive communication
- Encourages the whole community to leverage opportunities to increase resilience.

THE FRAMEWORK IS NOT:

- A single, exhaustive list of every recovery action needed for the County to achieve resilience.
- Static. As we begin to deploy resources to develop, implement and complete actions, what we learn when we review our approach and processes may change how we plan and implement future actions.
- A detailed plan with steps for implementation. Much more planning will be needed to define specific steps to proceed with actions.
- A replacement for or modification of other related County strategic plans.
- Legally binding on future County actions.

The Recovery Framework is a living document. The Office of Recovery and Resiliency will work with departments to make adjustments as conditions evolve and the landscape of needs in the community changes. While the Recovery Framework must be flexible to account for evolving implementation decisions and unanticipated circumstances, the County must remain committed to achieving its vision for a resilient future.

2.2 A Note About CEQA

The Recovery Framework reflects a vision for a resilient future for Sonoma County and all its communities. It incorporates a range of potential future actions that, if implemented, could advance the County toward resilience. However, nothing in the Framework legally binds future County decisions or actions. The Board of Supervisors’ approval of the Framework is not a commitment to any particular course of action, and is not a decision to approve, adopt, or fund any of the potential actions identified in this document. For these reasons, approval of the Framework is exempt from California Environmental Quality Act (CEQA) review pursuant to Section 15262 of the CEQA Guidelines.¹

Whether a particular Framework recommendation is implemented in the future depends on a variety of factors. Each proposed action that is advanced for consideration will be reviewed in accordance with normal internal and public processes, including CEQA review, if applicable. Some identified actions may ultimately be rejected or modified through those review processes. Any recommended action that involves amendments to local ordinances would undergo the normal processes required for legislative actions, including but not limited to CEQA review, opportunity for public review and comment, and public hearings. Similarly, while the Framework will likely inform the upcoming General Plan Update process, the

¹ Cal. Code Regs., tit. 14, § 15262 provides as follows: A project involving only feasibility or planning studies for possible future actions which the agency, board, or commission has not approved, adopted, or funded does not require the preparation of an EIR or Negative Declaration but does require consideration of environmental factors. This section does not apply to the adoption of a plan that will have a legally binding effect on later activities.

new General Plan will be crafted through an entirely separate process that includes comprehensive CEQA review and a robust public process.

2.3 Relationship to Other County Plans

Sonoma County’s Recovery Framework does not replace or modify existing, County plans and strategies. It complements existing plans and builds upon existing state and national recovery frameworks and the significant strategic planning work that was already underway across the County prior to the October 2017 wildfires. The Recovery Framework also builds upon planning efforts initiated during and immediately following the wildfires. Collectively, these plans inform post-disaster recovery and the Recovery Framework. This integrated approach ensures that long-term recovery and resiliency goals are considered through implementation of current and future plan actions, especially when plan actions overlap.



Figure 1 above shows the relationship between existing and ongoing plans and strategies and the post-disaster Recovery Framework. Existing and ongoing planning efforts inform development of the Recovery Framework and the County’s recovery priorities and actions. As proposed actions in the Recovery Framework are completed, some ongoing plans and strategies may need to be updated to reflect progress towards recovery goals. The outer arrows represent more than updates to specific actions. They represent the continuous and active coordination, collaboration, and alignment that will position the County to achieve its resilience goals.

Ultimately, the Recovery Framework serves as a guide for County leaders as they seek to prioritize actions, identify and allocate resources, and maximize opportunities to achieve recovery and resiliency goals not in isolation, but in conjunction with other County plans and planning efforts.

3 RECOVERY AND RESILIENCY PLANNING CORE PRINCIPLES

Supporting recovery and building resiliency are as much about process as they are about outcomes. The ways that we plan for the next disaster, incorporate input, collaborate to build the right capabilities, mitigate threats, care for our citizens, and implement the goals and actions in this Framework, are guided by a set of recovery and resilience planning core principles. Establishing and adhering to these core principles ensures that the resiliency lens we apply to all of our recovery efforts is applied consistently. The core principles guide the strategies we pursue, our decision-making, processes and practices. They are informed by County leadership, partner, and community input. In practice, they maximize the opportunity for achieving recovery success.

Guiding Principles

- Pre-Disaster Recovery Planning
- Leadership and Local Primacy
- Engaged Partnerships and Inclusiveness
- Individual and Family Empowerment
- Timeliness and Flexibility
- Resilience and Sustainability
- Unity of Effort
- Psychological and Emotional Recovery

Pre-Disaster Recovery Planning

Recovery operations are more effective when recovery planning occurs before a disaster. Some pre-disaster actions can reduce future disaster impacts and the scale and magnitude of recovery needs. Developing relationships with community partners and engaging them in the planning process aids in establishing a common understanding of recovery roles. Setting up appropriate coordination structures and building collective capacity and capability to lead, plan, and manage recovery operations increases overall resilience. Encouraging innovative pre-disaster planning practices can generate tools and resources that will support and sustain disaster mitigation and recovery efforts.

Leadership and Local Primacy

The County plays an important role in planning for and managing aspects of the community's recovery since mitigation measures are adopted by the County. Cities within the County are important partners and play a role in recovery too, though each jurisdiction has its unique attributes and needs. Informed and coordinated leadership across all levels of government and sectors of the community are critical throughout all phases of the recovery process. The state, regional and federal governments act in support of the County as needed to bolster local resources and capabilities to further recovery goals. Businesses also assume leadership roles in the local recovery planning process since the private sector owns and operates the majority of the County's critical infrastructure systems, such as electric power and financial and telecommunications systems².

Engaged Partnerships and Inclusiveness

² National Disaster Recovery Framework, Second Edition (Washington, DC, 2016), p. 14.

Partnerships are effective when recovery management and coordination engages the whole community. Engaged partnerships ensure that all parties with deployable resources and a role in recovery have a voice in how they support recovery efforts, since engaged partners in the private and non-profit sectors play a critical role in meeting local recovery needs. Collaboration with engaged partners helps the County anticipate recovery needs, and understand how to access available resources beyond traditional programs. Throughout recovery, recovery managers share ongoing clear, effective, accessible, and culturally appropriate communication with engaged partners.

Inclusiveness in pre-disaster planning and the recovery process includes individuals with disabilities, child advocates, older adults, members of underserved communities, and those with animals. Recovery managers maintain sensitivity and respect for social and cultural diversity throughout recovery.

Individual and Family Empowerment

All members of the community who suffered losses, whether physical, emotional, social, or economic, have equal opportunities to participate in recovery efforts to enable them to recover from their losses. Recovery actions are inclusive of all populations in the community and proactively address social and institutional barriers that hinder individuals with disabilities, and others who are historically underserved, from full and equal access to services and benefits provided. All individuals have access to resources that address both their physical losses and psychological health needs.

Timeliness and Flexibility

Timeliness and flexibility in coordinating and efficiently implementing recovery actions and providing assistance are key considerations that minimize delays and lost opportunities. Recovery plans, programs, policies, and practices are adaptable to meet unforeseen, unmet, and evolving recovery needs.

Resilience and Sustainability

Pre- and post-disaster recovery actions offer opportunities to reduce risk and contribute to a more sustainable community. Assessing and understanding risks that endanger recovery efforts is an important part of recovery process. Resilience is the ability to prepare for and adapt to changing conditions and to withstand and recover rapidly from disruptions due to deliberate attacks, accidents, or naturally occurring incidents. Pre and post disaster planning ensures that steps are taken to avoid or reduce risk during the recovery process and that recovery efforts can be leveraged to increase community resilience in critical functional areas.

Opportunities exist during rebuilding to further sustainability goals such as making smart energy choices, improving economic competitiveness, expanding energy-efficient accessible housing choices, and enhancing healthy, safe, and walkable neighborhoods.

Unity of Effort

Unified coordinated effort is central to efficient, effective, timely and successful recovery. Coordination following any incident allows recovery leaders to identify needs and priorities more effectively, reallocate existing resources, engage community partners, and identify other resources. A unity of effort respects the authority and expertise of each participating organization while coordinating support of common recovery priorities and objectives.

Psychological and Emotional Recovery

Successful recovery addresses the full range of psychological, emotional, and behavioral health needs associated with the disaster's impact and resulting recovery challenges. Behavioral health assistance provided in recovery may include provision of information and educational resources, basic psychological support and crisis counseling, assessment, and referral to treatment when needed for more serious mental health issues. Successful recovery acknowledges the linkages between the recovery of individuals, families, social networks, and communities.

4. COMMUNITY ENGAGEMENT

4.1 Overview

The October 2017 fires reshaped our community both physically and emotionally. As we rebuild and restore our identity as a County, it is vital to involve community members in recovery discussions. Throughout 2018, the Office of Recovery and Resiliency has engaged the community in a variety of ways to listen to residents' concerns, ideas and suggestions in order to collect their input on the five strategic areas of recovery and resilience. The Office will continue to engage the community by sharing information, resources, and updates, while also garnering input from community members about the direction and priority to be placed on recovery activities. Community input is a priority of the County of Sonoma.

Key strategies used to gather community input:

1. Board Workshops: The Board of Supervisors conducted Recovery Workshops for the five areas of recovery to provide pertinent information to the Board and receive direction on the Recovery Framework. Community stakeholders were invited to attend and provide input. Topics and workshops were conducted on the following dates:
 - a. February 6 – Housing Workshop
 - b. February 13 – Natural Resources and Economic Development Workshop
 - c. February 27 – Community Preparedness and Infrastructure Workshop
 - d. August 7 – Safety Net Services Workshop
2. Community Groups and Stakeholder Meetings: The Office met with over 60 community groups and stakeholders to provide updates on the recovery progress and gather input on the Recovery Framework. Several community groups provided recommendations on behalf of their organizations. Appendix C – Community and Other Partners is a list these community groups and the input they submitted.
3. Recovery Planning Community Meetings: The County hosted a series of community meetings throughout the County to share an initial draft of the Recovery Framework that was presented to the Board of Supervisors in June 2018. The goal was to obtain community feedback on the vision, goals, and proposed actions for each strategic area. Members of the public participated in facilitated, small group discussions and provided input. A total of 306 community members attended these meetings.

Location	Date	Community Members
Sonoma County Office of Education Santa Rosa	July 10, 2018	65
Sebastopol Center for the Arts Sebastopol	July 11, 2018	60
Petaluma Community Center Petaluma	July 25, 2018	40
Finley Community Center Santa Rosa	August 2, 2018	70
Sonoma Veterans Building Sonoma	August 8, 2018	28
Lawrence Cook Middle School (conducted in Spanish) Santa Rosa	August 28, 2018	40
La Luz Center (conducted in Spanish) Sonoma	September 5, 2018	3

4. Online Survey: The office conducted an online survey for community members to provide input into the draft Recovery Framework. As of September XX, 2018, 114 community members submitted responses to the survey as of September 6, 2018.
5. Email Input: Since early 2018, community members have been encouraged through press release, information posted online and in County social media, and at community and partner meetings to submit feedback and input to recoveryinfo@sonoma-county.org. Emailed input was considered and reviewed.
6. Compiled and Analyzed Community Surveys: Many organizations and community groups have conducted recovery-related surveys since the October 2017 wildfires. The data collected through these efforts augments the County's understanding of the community's needs, interests and opinions. On an ongoing basis, the Office of Recovery and Resiliency compiles and analyzes these surveys and needs assessments that are relevant to fire impacts and recovery. Appendix B – Community Input includes a list of community surveys and needs assessments.

4.2 Outreach

The County engaged in an extensive outreach effort to offer opportunities for community members to provide input on the initial draft Recovery Framework. Outreach was designed to expand participation to a broad cross-section of the community to more fully reflect the diverse voices and perspectives of different groups. The Office conducted extensive traditional and grassroots outreach to encourage residents to share their ideas and priorities, which inform the proposed actions in this Framework.

The Office's outreach activities also encompassed working with community partners to utilize existing coordination structures to broaden our reach, strengthen relationships and improve communication and collaboration. For example, the Office built on the Watershed Collaborative network, a representative group of sixty organizations focused on working and natural lands in Sonoma County, by continuing to hold meetings of the collaborative to address recovery issues and solutions to achieve resiliency. A list of community and other partners is included as Appendix C.

4.3 Recovery Planning Community Meeting Format

While many opportunities were arranged for the public to provide input to the Recovery Framework, the deepest engagement and discussions came during the Recovery Planning Community Meetings. Recovery meetings were held county-wide in every supervisorial district. County staff worked with community leaders to recruit residents from different segments of the community including members of underserved, underrepresented, or vulnerable populations, to ensure all points of view were heard. Over 300 residents participated in the sessions. The materials and meetings were provided in both English and Spanish. Translation services were provided at every meeting.

Following the community meetings, staff compiled all comments documented by table facilitators as well as comments submitted by participants on the worksheets provided (Appendix B – Community Input).

4.4 Community Input Received

The County heard consistently from community members that they appreciated opportunities to share their ideas with County staff. The compiled data of all public input from the Recovery Planning Community Meetings and online survey are posted to the Office of Recovery and Resiliency website at <https://sonomacounty.ca.gov/ORR/>. Office of Recovery and Resiliency staff reviewed and analyzed this data and the input gathered during stakeholder meetings and submitted via email in partnership with county departments working on recovery efforts.

The ideas and concerns expressed by the community in many ways validated the vision and goals in the initial draft Recovery Framework, however community members offered a number of new and innovative approaches to recovery that shape and enhance all components of the Framework. Each critical recovery area section of this Framework includes a summary of the key themes conveyed by the community throughout the information gathering period. Appendix B includes a list of representative comments from the community.

4.5 Ongoing Dialogue

Our engagement with the community doesn't stop with the community meetings or the printing of this Framework. The County will continue an ongoing dialogue as recovery continues. Potential engagement opportunities that the County will explore include an online engagement portal that would be utilized by other departments to solicit community input, as well as more traditional engagement methods, such as community meetings. Community members are always encouraged to share public input at Board of Supervisors meetings during public comment period.

Specific opportunities to engage will be shared at <https://sonomacounty.ca.gov/ORR>. Community input can be submitted on an ongoing basis by emailing comments to recoveryinfo@sonoma-county.org.

5. STRATEGIC AREAS OF RECOVERY AND RESILIENCY

Disaster preparedness is a shared responsibility. How we recover and become more resilient to future disasters depends on the contributions of the whole community. To be prepared for future disasters, we must plan to identify and prevent threats, protect our citizens, mitigate risks, and build our capacity and capabilities to respond quickly and effectively.

In this section, we describe five strategic areas of recovery and resiliency, which are critical elements to achieving preparedness. They align with the *National Disaster Recovery Framework* core capabilities, the significant recovery functions that enable preparedness and recovery. While each has its own focus, the five strategic areas of recovery and resilience – Community Preparedness & Infrastructure, Housing, Economy, Safety Net Services, and Natural Resources - are interdependent. Coordination across strategic areas is required to identify linkages that provide opportunities to consolidate overlapping efforts, leverage technology capacity, improve training and communication networks, leverage human and financial resources, promote innovation, and increase response capacity, and resolve recovery challenges. The County, in collaboration with its many partners, has taken the first steps to identify the important linkages across the strategic areas of recovery and resilience. They are a critical part of the Recovery Framework, though there is a lot more work to be done to understand and define how they affect implementation of the proposed actions in this Framework.

5.1 Community Preparedness & Infrastructure

5.1.1 VISION

Sonoma County residents, communities, public and non-governmental entities are prepared to adapt and recover in coordinated response when disaster strikes. This includes having effective warning programs and systems that allow for emergency notifications to the whole community; ensuring critical infrastructure is protected and information technology systems maintain continuity of financial and other operations; and activating situational awareness programs and systems to decision-making.

5.1.2 BACKGROUND

Before the October 2017 fires, Sonoma County frequently conducted response and recovery operations for moderate to severe weather and flooding events that often impacted localized infrastructure, such as public utilities and transportation networks. County emergency management personnel managed these events from the Sonoma County Emergency Operations Center that provided the communications infrastructure to coordinate response and recovery operations, including public information and warning. Since 2005, the County Emergency Operations Center activated for ten events that included eight declarations of a local emergency.

Sonoma County Transportation & Public Works planned for repaving over 42 miles of roadway in 2017, but due to the flooding in January and February 2017, resources were re-directed to focus on repairing infrastructure that was damaged or destroyed. The County's technology infrastructure supported normal County business operations, and met needs during emergency response activation events in the past. The system was updated to address normal growth in data volume and demand. In addition, the County had partnered with CAL Fire on a pilot project to perform defensible space inspections in selected high fire risk areas.

Impact of Fires on Emergency Response Infrastructure. The October 2017 wildfires spread rapidly and destroyed essential communications infrastructure. Sonoma County Emergency Operations Center (“EOC”) managers struggled to maintain accurate situational awareness. The need for reliable communications systems became more urgent as the fires advanced through heavily populated areas. With 77 cell sites destroyed or damaged across Northern California and other communications systems inoperable, the 9-1-1 system quickly became overwhelmed. It was challenging to alert residents of the fire threat and to evacuate communities in the fire’s path.

Although the County’s information technology systems were at risk given the proximity of the fire to the County campus, no systems were destroyed. However, the fire event challenged our information technology systems’ capabilities, including the availability of back-up power, off-site data systems and storage, and system performance. Some County systems, for example, were not designed to handle the large volume of activity experienced during the fires, including the County’s call center and telephone system. The County’s telephone system and call center was inundated with voice calls far exceeding normal levels; the public-facing websites were overwhelmed by high traffic loads; and the geographical mapping systems were unable to process the increased network demands.

Due to the floods in early 2017 and the fires later in the year, the Sonoma County Transportation & Public Works Department had to redirect resources away from the Pavement Program and its scheduled plans to repave 42 miles of roadways, in order to repair infrastructure that was damaged or destroyed. County roads in and around the burn areas were severely affected, and power and water systems were incapacitated after the floods and fires.

Post-Fire Response. By approximately October 20, 2017, the fires were mostly contained and the County began transitioning from response efforts to the recovery phase. Certain recovery operations were transitioned to non-governmental organizations (e.g., Voluntary Organizations Active in Disasters, Rebuilding our Community), and to specialized task forces. The County subsequently began an “After Action Review” focused on Emergency Operations Center processes and procedures.³ The County also requested that the California Governor’s Office of Emergency Services (Cal OES) review the emergency notification process and response.⁴ On February 27, 2018, the Board of Supervisors held a Recovery Workshop on Infrastructure that covered topics including emergency alert systems, fire safety, preparing for a more resilient county, fire impacts on infrastructure, and public information and warning.⁵

In January 2018, the California Public Utilities Commission approved a fire map, which identifies much of Northern California at an elevated risk of fire danger⁶. The map is the most current published assessment of areas of fire risk in the State. Sonoma County saw a significant increase in the areas designated as high fire risk. Actions taken by the Commission include requiring utilities to implement new wildfire safety regulations.

³ See Sonoma County Fire & Emergency Services EOC After-Action Report, June 11, 2018.

⁴ See California Governor’s Office of Emergency Services, “Public Alert and Warning Program Assessment for Sonoma County,” February 26, 2018.

⁵ See Board of Supervisors’ meeting, February 27, 2018, item 22. Item materials found at: http://sonoma-county.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=771

⁶ California Public Utilities Commission, adoption January 19, 2018, CPUC Fire-Threat Map found at <http://cpuc.ca.gov/general.aspx?id=6442454972>

5.1.3 KEY PARTNERS

Key partners for Community Preparedness & Infrastructure include: local, state, and federal-level governmental entities, as well as private sector and non-governmental organizations. These include:

- Cities and other public entities within the County, and neighboring counties
- Redwood Empire Dispatch Communications (REDCOM)
- Medical Services Dispatch
- Sonoma County Public Safety Consortium
- Sonoma County Emergency Council
- California Department of Transportation (Caltrans)
- California Department of Forestry and Fire Protection (CAL FIRE)
- California Office of Emergency Services (Cal OES)
- U.S. Forest Service (USFS)
- Federal Emergency Management Agency (FEMA)
- Pacific Gas and Electric Company (PG&E)
- Cell carriers (AT&T, Verizon, etc.)
- Volunteer Organizations Active in Disasters (VOAD)
- Neighborhood associations
- American Red Cross (AMC)
- Salvation Army
- Faith-based organizations
- Sonoma Community Foundation

5.1.4 CHALLENGES AND OPPORTUNITIES

Many proposed actions for this strategic area of recovery and resiliency represent opportunities to further strengthen disaster preparedness, prevention, and recovery measures; improve public education; enhance situational awareness; update County emergency management policy, processes and procedures; secure County information technology; and harden roadways for better evacuation and first responder access. On June 14, 2018, the Board of Supervisors approved additional funding and staffing for emergency management and community preparedness which creates opportunities for enhanced resiliency measures including support for community preparedness programs such as community emergency response teams (CERTs), auxiliary communications services, and neighborhood and individual preparedness programs. Additional funding will also support planning and training exercises, and reinforce capacities to coordinate emergency public warning, incident response and recovery.

The October fires gave urgency to the countywide Fire Service Project, creating opportunities for quicker action, but also challenges for increased funding.⁷

⁷ In 2016, the Board of Supervisors established a Fire Services Advisory Council to address fire services in the County, particularly in unincorporated areas, for a more efficient, effective and sustainable fire services system. On August 14, 2018, the Board received a report and recommendations, abolished the Fire Services Advisory Council, moved to implement phases of the recommended plan, and directed staff to pursue funding opportunities to support the plan.

5.1.5 COMMUNITY INPUT

Community members overwhelmingly affirmed the goals and proposed actions identified in the initial draft Framework. The areas that generated the most comments relate to warnings, communication, evacuation, vegetation management, education, and preparedness. Several additional proposed actions have been incorporated (i.e. publicize best site for community to turn for accurate, up-to-date information; research whether to require at least two evacuation routes in new housing developments; conduct public workshops on preparedness issues; work with school districts on preparedness campaign, etc.).

Other jurisdictions within the County expressed a strong desire for greater collaboration regarding an alert and warning system, including consistency throughout the County on means of communication and common terminology. There also was a strong desire for robust training exercises with the County, including not only City-County drills but also “all cities” exercises, and possible cross-training for Emergency Operations Center assistance. Regarding preparedness, there were requests for assistance with establishing evacuation routes, a more robust vegetation management program, and advocacy to CalFire and CalTrans to increase vegetation management on their properties.

5.1.6 GOALS, PROPOSED ACTIONS, AND TIMELINES

GOALS

1. Establish a first class comprehensive warning program with innovative technology and state of the art situational awareness.
2. Meet future challenges by redesigning the County Emergency Management Program, providing additional resources, and recommitting to the County’s public safety missions.
3. Lead, support, and train community members to build and sustain individual and neighborhood preparedness, including vulnerable populations (i.e., language barriers, persons with disabilities, seniors, etc.).
4. Make County government more adaptable to provide continued services in disasters through comprehensive planning, a more empowered workforce, and improved facilities and technology, including an ability to respond to disaster events for at least 72 hours without federal, state, or other external support.

Goal CP1: Establish a first class comprehensive warning program with innovative technology and state of the art situational awareness.

Proposed Actions:

- Develop a warning system that communicates alerts over many platforms and across all potential sensory, language, and cultural barriers. Conduct trainings and tests of the system to include vulnerable populations.
- Establish an on-line portal that consolidates critical first responders’ and community partner information that is accessible to all emergency responders (“Common Operating Picture”).

- Develop protocols for communicating critical information to elected officials, government and community leaders, and the public during a disaster so they are fully informed, to include crossing sensory, language, and cultural barriers.

Timeline

Community Preparedness Goal 1	0-1 year	2-3 years	3+ years
Develop Warning System			
Common Operating Picture on Line			
Communication Protocols			

Actions Completed:

- Completed After Action Report summarizing the Emergency Operations Center (EOC) strengths and challenges during the response phase and initial recovery from the fires, which documents and recommends actions needed to strengthen EOC capabilities and resources.
- Approved \$2.5 million to Fire & Emergency Services Department to support the development and implementation of an enhanced Community Alert & Warning Program, Community Preparedness Program, and Emergency Management Program.
- Applied for funds through the Hazard Mitigation Grant Program to create a fire early warning camera system by installing fire monitoring cameras at strategic locations throughout the County, with associated microwave/tower systems.
- Applied for funds through the Hazard Mitigation Grant Program to design and install warning sirens in selected locations in the County, and to develop operating, testing and maintenance procedures.
- Trained County staff in new Integrated Public Alert Warning System
- Created 90 character limit Wireless Emergency Alert (WEA) message templates to assist in getting alerts issued faster.
- Created and recorded evacuation messages using SoCoAlert templates for probable community instructions in an emergency.
- Conducted Alert and Warning System tests on September 10 and 12, 2018

Goal CP2: Meet future challenges by redesigning the County Emergency Management Program, providing additional resources, and recommitting to the County’s public safety missions.

Proposed Actions:

- Assess and update overall County emergency procedures, programs, organization, authorities, infrastructure, staffing, equipping, processes and procedures to determine structural changes that would best fit the capacity and needs of the County in a future disaster.
- Assess and review administrative and functional placement of the Emergency Management Program to inform any recommended changes to the County Emergency Operations Center (“EOC”) and/or the County Emergency Management Operations.

- Expand trainings and drills for countywide emergency managers, mutual aid partners, elected officials, and County staff, to cross all potential sensory, language, and cultural barriers..
- Establish minimum annual training requirements for disaster services workers
- Pre-stage critical equipment (shelter materials, roads equipment, etc.) at strategic, designated sites throughout the County.
- Increase the County’s capacity to pursue and support available grants and external funding opportunities related to disaster recovery, emergency preparedness, hazard mitigation, and homeland security.

Timelines

Community Preparedness Goal 2	0-1 year	2-3 years	3+ years
County Emergency Procedures			
Emergency Management Program			
Training & Drills			
Grants & External Funding			

Actions Completed

- Approved structure and staffing for County’s Emergency Management Program and emergency preparedness.⁸
- Formed a Grants Steering Committee to review all external funding opportunities and coordinated the submission of 22 federal grant applications. Through the work of the new committee, the County has gained valuable federal grant application experience and will continue to build upon grant capabilities with the Office of Recovery and Resiliency.
- The Emergency Council will develop a committee to conduct the initial assessment, explore best practices, and provide recommendations to the full Council at its December 2018 meeting.

Goal CP3: Lead, support and train community liaisons to build and sustain individual and neighborhood preparedness, including underserved populations.

Proposed Actions:

- Collaborate with volunteer, non-profit and private organizations to establish community working groups to serve as community and neighborhood liaisons.
- Work with community liaisons to identify hazards, risks, mitigation strategies, including evacuation routes.
- Develop a community response team program.
- Update the County fire ordinance to enhance the Vegetation Management Program with incentives, inspection and abatement protocols, and appropriate funding.

⁸ See August 14, 2018 Board of Supervisors meeting, Item No. 44.

Timelines

Community Preparedness Goal 3	0-1 year	2-3 years	3+ years
Establish Working Groups			
Identify Hazards, Evacuations, Mitigations			
Community Response Team Program			
Vegetation Management Ordinance			

Actions Completed

- Provided chipper services, prioritized for those in burn areas, and to address access routes and defensible space.
- Created three additional positions, two dedicated to the County’s emergency management program and one dedicated to community preparedness.
- Allocated \$500,000 to enhance the County’s vegetation management program.

Goal CP4: Make County government more adaptable to provide continued services in disasters through comprehensive planning, a more empowered workforce, and improved facilities and technology.

Proposed Actions:

- Identify essential infrastructure, services and resources necessary during a disaster and, to the extent possible, have contracts and/or Memorandum of Understandings in place.
- Pre-stage critical equipment (shelter materials, roads equipment, etc.) at strategic, designated sites throughout the County.
- Update the County’s Continuity of Operations Plan (COOP) assuming that the County will need to function effectively for at least 72 hours on its own without state or federal resources.
- Protect County information, data, and communication infrastructure.
- Work with federal, state, local, tribal, community and/or private partners to identify, assess, and modify or repair essential transportation infrastructure for critical County response.

Timelines

Community Preparedness Goal 4	0-1 year	2-3 years	3+ years
Essential Infrastructure, Services & Resources			
Pre-State Equipment			
Continuity of Operations Plan			
County Employees in a Disaster			
County Information Technology			
Transportation Infrastructure			
Private Utilities			

Actions Completed

- Removed thousands of burned trees along County roads that pose risk to safety
- Awarded a \$1,082,969 grant from CalFire to Transportation and Public Works to assess fire fuel risks and tree mortality within the public right of way on 83 miles of roads in northwestern Sonoma County, and subsequently treat 30 miles of the highest priority areas.
- Applied for a Hazard Mitigation Grant to purchase and install an onsite generator for the Roads Maintenance Yard to prevent risk of service interruption in a disaster response.
- Approved \$1.7 million for improving information technology resiliency and operational capability.
- Prepared and submitted Hazard Mitigation Grant application to fund improved power infrastructure for County primary data center supporting essential services.
- Implemented new cloud based public website for emergency information designed for high traffic and optimized for mobile devices, <https://SoCoEmergency.org>, to be used in the public notification exercise of September 12.
- Mapped 4,952 fire damaged properties, validated parcel data to expedite the Right of Entry process for debris removal, and collected field data to track progress of clearing
- With Health Services and Human Services, completed phase one of Access Sonoma data integration project to enable the coordinated delivery of services to displaced fire victims.
- Improved data protection:
 - Approved a memorandum of understanding with Alameda County to share data center space for connectivity equipment to enhance offsite protection of data backups and for potential use of site for recovery operations.
 - Approved one time funds of \$1.7 million for improving information technology resiliency and operational capability
 - Established connections to cloud providers and implementing daily replication of critical data.
 - Prepared and submitted Hazard Mitigation Grant application to fund improved power infrastructure County primary data center supporting essential services.

5.2 HOUSING

5.2.1 VISION

Sonoma County envisions a housing market in Sonoma County that is in balance; is resilient and climate smart at the regional, neighborhood, and homeowner scale; is affordable to area workers and the most vulnerable; where communities of color and other historically disadvantaged groups have equal and fair access; that respects designated community separators and urban growth boundaries; has a diversity of homes located near transit, jobs and services; and where the economy is vital. To achieve this vision, the County is going to embrace a new regional approach to produce 30,000 new housing units by 2023.

5.2.2 BACKGROUND

Although Sonoma County faced a scarcity of housing supply prior to the fires, the strength of the community was apparent. Neighborhoods had strong social ties, and in the immediate aftermath of the fires, people came together to support each other. Rebuilding quickly and building new affordable housing couldn't be more urgent to restore our community.

Additionally, building new market-rate and affordable housing countywide has become necessary as the County has not kept up with housing demand over the last half decade. Proper location is an important consideration for new housing, and there has been a long-standing countywide concern to avoid sprawl with new development. This has led to the creation of Urban Growth Boundaries and the identification of Priority Development Areas (PDAs) throughout Sonoma County where most new housing would occur.

Impact of Fires on Housing. Approximately 5,300 homes were destroyed throughout Sonoma County in the October 2017 fires. The housing shortage in Sonoma County was already critical before the fires, and has become unsustainable in the aftermath. More housing was lost in one night than had been created in the County over the seven years prior. The disaster illuminated the vulnerability of people across all socio-economic levels, as well as the consequences of a lack of housing on individual, social and economic recovery.

Before the fires, many of those seeking new housing could neither find nor afford a decent place to live. The County already had very low vacancy rates-- 1.8% for rentals and 1% for homeowners.⁹ A housing market study released April 2018 using pre-fire data estimated that Sonoma County needed 14,634 affordable rental units to meet demand, that more than half of Sonoma County renters pay more than what is affordable for housing, and that nearly a third were "severely rent burdened," meaning they paid more than 50% of their income on rent.¹⁰

In one survey of insurance taken between February and April 2018, 80% of the survey respondents reported not having settled the dwelling portion of their claim, while 66% reported being underinsured on the dwelling portion of their claim.¹¹ Fire survivor homeowners face significant challenges in the rebuild process.

⁹ [Sonoma County Economic Development Board, County Profile 2017]

¹⁰ [California Housing Partnership Corporation, Sonoma County's Housing Emergency and Proposed Solutions, April 2018]

¹¹ [United Policyholders Six Month Survey]

For fire survivors, in addition to grieving their community and individual losses, challenges facing rebuilding include daily living until the home is rebuilt, insurance funding, construction plans and permitting, and contractor availability.

The 32.5% of homeowners and 74.5% of renters who were uninsured face even more uncertainty and chaos. The 2018 Sonoma County Homeless Count included a survey of people who are unstably housed, and an estimated 10,741 people self-identified that they are now living doubled up, couch surfing or with no formal lease. While many did directly lose their housing in the fires, this estimate includes those reporting they lost housing in the fires, were displaced due to the fires, or lost housing due to the economic impact of the fires.

After the fires the cost to buy a home in Sonoma County became increasingly out of reach for many potential homebuyers: the first quarter 2018 median home value was \$681,333, up from \$604,380 in the previous first quarter.¹² Rents for surviving units rose substantially as the County experienced a simultaneous plunge in supply and influx of new demand as newly displaced residents scrambled to find vacant and affordable units. The fires displaced approximately 2,200 renters, but also created a secondary wave of displacement through disaster-related market pressures. According to the survey of people who are unstably housed completed as part of the 2018 Homeless Count, at least 2,363 people were secondarily displaced by the fires – either by owners returning to their rental properties when their home burned or because of rent increases since the fires. Of those who became unstably housed following the fires, 43% were over the age of 55. Of the 16,666 total FEMA registrants in Sonoma County, 4,786 or 29% were 65 or older. Many older people are on fixed incomes and will struggle financially rebuild their homes or to find housing again in the current rental market.

The housing shortage following the October 2017 fires also contributed to an increase in the number of people experiencing homelessness. After seven years of declining homelessness, the 2018 Homeless Count showed that 161 more people were homeless than in 2017 – a rise of 6%. This increase was seen in the few months after the fires and is likely to rise over the coming year.

At the same time, Sonoma County's economic sectors have steadily expanded and employers are finding it increasingly difficult to attract or retain workers due to high housing costs. The low unemployment, 2.8 percent, is, on the one hand a mark of success, but, on the other hand, having enough people who can build homes or who are available to work in our communities creates a workforce and rebuilding challenge.

A workforce housing study found that 8,143 new housing units are needed by 2020¹³ to keep up with projected household employment through that date. This same study noted a need for 12,631 additional new housing units to address existing overcrowding in six percent of the County's total housing units. These two figures represent a total of 20,774 units needed by 2020 in addition to the 5,300 units to be rebuilt after the fires. These figures do not take into account the results of the post-fires homeless count and precariously housed survey.

Post-Fire Response. As the County transitioned from response to recovery, an office for expedited permitting for fire rebuilds was quickly put in place. The Resiliency Permit Center provides a "one-stop shop," with streamlined processes for all residential permits related to the roughly 2,200 homes lost in

¹² [April 2018 California Association of Realtors]

¹³ [April 2018 Beacon Economics]

the unincorporated County. It is overseen by Permit Sonoma, which monitors and tracks permits to ensure rapid review and expediting of home rebuilding. As of August 29, 2018, 482 units have been permitted as part of the Resiliency Permit Center, with applications for 222 in-process. The City of Santa Rosa is seeing a similar percentages of rebuild units for both permits issued and in-process, with 755 housing permits issued and 302 housing permits in-process. Overall, the more than 1,200 permits issued and with another 500 in-process, countywide 23% are permitted of the 5,300 units lost in the fires have been permitted, with another 10% in-process.

For those in the rebuild process, streamlined processes, contractor and materials shortages, and addressing gap funding for those struggling to rebuild are critical recovery issues. Some of these issues, such as regulatory processes, can be addressed by the County, while other issues will take additional resources provided by other agencies.

Post-fire resiliency efforts have centered on creating the conditions that can attract private sector developers to build new housing development to serve a range of income levels, and to ensure that the County and its local government partners have the policies and practices in place that can expedite building. Examples include ensuring stronger coordination between the County and the nine cities to confirm the locations where housing is most appropriate; identifying County-owned land that can be used for housing and strategically preparing to partner with the development community; and organizing local sources of financing to be able to incentivize and leverage in ways that will work economically for housing development.

These efforts have been undertaken by multiple County departments working together, and by key strategic allies such as the cities, the Sonoma County Transportation Authority and Regional Climate Protection Agency, General Services Energy and Sustainability division, Sonoma Clean Power, and a host of other public and private entities committed to resilient recovery and rebuilding.

5.2.3 KEY PARTNERS

A long list of partner agencies is provided below, including federal, state, regional and local units of government; financial institutions; developers, realtors, builders and their advocates; non-profit service providers and housing developers; and advocacy organizations from the open space, affordable housing, and social equity sectors. The support provided by these agencies throughout the recovery process has been critical, and continues to inform the Framework and its various components.

- United States Department of Housing and Urban Development (HUD)
- California Department of Housing and Community Development (HCD)
- California Housing Finance Agency
- Governor's Office of Planning and Research
- California Strategic Growth Council
- Incorporated Cities within Sonoma County
- Sonoma County Transportation Authority (SCTA)
- Sonoma Clean Power
- Metropolitan Transportation Commission-Association of Bay Area Governments (MTC-ABAG)

- Federal Reserve Bank of San Francisco and a wide array of regulated and community development financial intuitions operating both locally and regionally
- Philanthropic funders, including Tipping Point, Hewlett Foundation and Community Foundation of Sonoma County
- Kaiser Permanente, St. Joseph’s Health, Partnership Health Plans of California
- Employers, especially those concerned about workforce housing
- Building and real estate industry firms and associations
- Greenbelt Alliance and others concerned about building in a manner that protects open space and working lands
- Construction trades and labor
- The development community, both non-profit and for-profit firms

5.2.4 OPPORTUNITIES AND CHALLENGES

Regional, state and national political leaders have a strong interest in assisting with fire recovery. Similarly, financial institutions, philanthropists, and businesses want to help make a positive difference in the long-term recovery. Positioning the County to work collaboratively for this common purpose is a chance to dramatically remake the housing landscape.

The greatest opportunity is public, private, and civic sectors sharing the same vision and working in concert to achieve a common goal. This does not happen by chance or overnight. Instead, it is by the efforts of many working in concert that the goal will be achieved.

One of the County’s challenges is the aspirational goal to build 30,000 housing units countywide. Questions exist about the size of the goal, the location of potential units, and the timing of the delivery of the units. Some believe that it is too many units coming in too quickly, while others believe it is too few units coming in too slowly. Others have concerns regarding the particulars of the housing units, including how quickly are the rebuild units progressing, how many of the units would be affordable, and are the locations in urban areas near transit, jobs, and other services.

Preliminary analysis shows that within the currently approved General Plans countywide, there is roughly 46,000 housing units of capacity, if they were to be built to full plan capacity. Further, there are currently approximately 16,000 housing units somewhere within the development process pipeline countywide. Early analysis shows after accounting for the 16,000 housing units in the pipeline, the remaining 9,000 new housing units could, in theory, be accommodated within the Priority Development Areas (PDAs) and still leave additional capacity within the PDAs countywide.

<u>Supply</u>	<u>Units</u>
Rebuild	5,000
Pipeline	16,000
Gap	9,000
Total	30,000

The challenges include issues over which the County has no control, including economic trends, regional, state and national policies and political trends, interest rates, land prices, and construction costs.

For those who lost their homes in the fires, they face many challenges. In addition to grieving their community and individual losses, fire survivor homeowners must overcome obstacles as they rebuild their lives: settling into alternative arrangements for daily living until home reconstruction is complete, navigating insurance claims processing, finding architects and other professionals, construction planning, obtaining permits, and facing uncertainty regarding contractor availability. During this time, they must determine whether it is possible to rebuild at the same location, size, and quality as the pre-fire home, how to meet new code requirements within available funds, and much more. Meanwhile, for those with insurance, the anticipation of running out of additional living expense (ALE) funding prior to completion of new construction is a constant anxiety.

Further, housing reconstruction and new housing construction will require a tremendous pace of permitting and it is likely that some neighborhoods may oppose any new development near them.

This pace and the uncertainty of support strain the capacity of the County and other public agencies. Investments will be needed surrounding the potential uncertainty of local revenue streams to support agency staffing, attract regional developers, and ensure strong collaboration and inclusion of all the incorporated cities plus unincorporated areas.

5.2.5 COMMUNITY INPUT

Housing was a significant topic at the County meetings held to understand the community's concerns and ideas regarding recovery and resiliency. More than 100 different areas of concern, needs, wants, and possible strategies were expressed. Many of the same topics were frequently mentioned by many participants.

The main themes that were identified in the listening sessions included rental housing affordability, housing availability, having the right location for housing, having the right housing product, making the cost of building lower, making it easier to rebuild, the desire to maintain standards or even develop higher standards, the need for housing to be safe, the desire to provide assistance for those in need, ideas about funding and incentives for housing, using public land, ideas to help builders and the housing labor/workforce, and the need for community engagement around housing issues. Some key strategies that were identified by the public are important for achieving our housing vision countywide. Six of the many ideas include:

- Housing affordability and availability for both renters and owners was the most common concern and informed many of the other concerns and comments that were offered
- Identifying already entitled housing projects that are not moving forward and finding solutions to what is keeping them from being built
- Integrating housing strategies across all jurisdictions countywide
- Incorporating resiliency goals into the General Plan update
- Specifically from the Spanish language sessions, providing rental assistance and renter rights information regarding rising rental costs for Spanish speakers was a primary concern

- Provide more resources to support the rebuilding efforts for those who lost their homes, both owner occupied and rental occupied

The County also met with many housing related agencies and service providers, as well as with cities and other governmental jurisdictions. These meetings covered key housing strategies and needs. These agencies and jurisdictions identified some key strategies that would be helpful to their ability to better meet housing needs countywide. Three of the many ideas include:

- Taking a regional/cross-jurisdictional and unified approach to housing
- Developing risk mitigation funding pools that can provide housing developers with the certainty of funds throughout the land acquisition, entitlement, and permitting process
- Sharing resources and data regionally

The County has heard concerns regarding the gap between the temporary housing arrangements for those displaced by the fires are currently occupying and their occupancy of permanent housing. This gap cuts across all housing types and incomes, and includes owner occupied housing temporarily being paid for by insurance, renter occupied housing that is difficult to secure affordably long-term, FEMA trailer housing when the FEMA assistance expires, and precariously housed residents who are “doubled up” or “couch surfing” as their temporary housing solution.

In other words, those that have been displaced by the fires need additional funding to remain housed between now and when permanent housing is available. As insurance funding and FEMA funding runs out and there are not yet new housing units available to move into, there will be a second wave of crisis for those who lost their housing due to the fires.

The ability of fire survivors to extend temporary housing and bridge the response to recovery period is critical to the success of our long-term housing solutions. Success will require regional cooperation with public and non-profit housing agencies, grants and philanthropic organizations, and a sustained disaster case management program assisting all fire survivors. Disaster case managers take a holistic approach to case management round a fire survivor, and the County is looking at ways to partner with local agencies to provide these kinds of programs for all fire survivors, perhaps through the ROC Sonoma County recovery center.

An on-going dialogue between multiple jurisdictions and non-profit agencies on how best to facilitate the rebuilding of homes lost in the fires is required for sustained and timely success. And the major steps are needed to appropriately and expeditiously rebalance the housing market and make the County more resilient to future events.

5.2.6 GOALS, PROPOSED ACTIONS, AND TIMELINES

GOALS

1. Attract new and expanded sources of capital to incentivize the creation of housing for all income levels.
2. Increase regulatory certainty by changing the County’s business model and actively seek opportunities to deepen regional cooperation.

3. Support building and development standards with improved local hazard resiliency and reduced climate impacts.
4. Support rebuilding fire destroyed homes.
5. Use County-owned property to attract housing development that aligns with County goals.

Goal H1: Attract new and expanded sources of capital to incentivize the creation of housing for all income levels.

Proposed Actions:

- Collaborate with the City of Santa Rosa to form a Renewal Enterprise District (RED) as a Joint Powers Authority (JPA) to ensure regional and coordinated planning and facilitate pooled financing for housing activities.
- Engage financial institutions, philanthropists and public funders to develop new and expanded financing mechanisms that match the scale and type of development envisioned.
 - o Secure the maximum amount of federal and state housing funds, including CDBG-DR, and support the statewide and local housing bond measures.

Timelines

Housing Goal 1	0-1 year	1-2 years	3+ years
Assist pipeline projects through the formation of the RED in order to secure funding and start construction (pipeline projects include projects that are beginning the application process through projects that have begun construction)			
Pursue legislation to enhance effectiveness of RED JPA and garner State financial support			
Engage financial institutions with assistance of Fed Reserve Bank to develop new, more targeted debt and equity projects			
Pilot new loan pool through Community Development Financial Institutions (CDFI); expand in year 2			
Develop financing tool for ADU's			
Complete CDBG-DR Action Plan with City of SR; begin implementation by funding entitled projects			
Continue to administer CDBG-DR and other housing development funds with as much leverage as possible			
Continue pursuing pipeline projects through seeking new funding, identifying possible regulatory changes, helping developers tailor their projects to grant requirements, and to organize projects into a more competitive sequence to be more competitive when seeking state grant programs countywide			
Utilize the Community Development Commission to pursue and administer additional funding to support a pipeline of housing projects that strategically leverage local housing dollars			

Actions Completed

- Federal Reserve Bank of San Francisco convened lenders/financial institutions. This action has led to a greater understanding of the needs and possible solutions to delivering more affordable housing in partnership with public/private funders.
- Secured \$250,000 capacity building funding from Tipping Point. This action makes possible a new system to deliver more affordable housing through the County's Community Development Commission.
- Secured \$1,000,000 start-up funding from Hewlett Foundation for RED JPA. This action makes possible a new system to deliver more affordable housing in partnership with the City of Santa Rosa and public/private funders.

Goal H2: Increase regulatory certainty by changing the County's business model and actively seek opportunities to deepen regional cooperation.

Proposed Actions:

- Identify potential changes to land use regulations, processes and procedures that could reduce the time to complete processes, decrease uncertainty in the approval process and reduce the cost of housing development, including fire recovery permits.
- Enhance opportunities for innovative and non-traditional building types for a wide range of housing developments.
- Support regional responses to the need for more and affordable housing that has exacerbated since the fires, including building of new housing units in Priority Development Areas in incorporated cities and coordinating with the Renewal Enterprise District (RED) and the Economic Development Board.

Timelines

Housing Goal 2	0-1 year	1-2 years	3+ years
Evaluate and bring forward for consideration multi-family standards, workforce housing combining zone near jobs, and other housing initiatives			
Update Specific Plans, fee studies, and other planning documents to support meeting regional housing needs			
Inform the General Plan Update process regarding issues related to housing location and standards, hazard mitigation, and resiliency			
Consider opportunities for modernization and standardization of permitting to make it easier for developers to submit applications countywide, as well as to be able make a more transparent			
Develop for consideration additional housing initiatives that may become apparent after the current round of initiatives have been implemented; recurring cycles of regulatory updates allows the regulations to evolve with the needs of the community and market			

Actions Completed

- Increased the maximum size of accessory dwelling units (ADUs) to 1,200 square feet
- Reduced fees on smaller ADUs to encourage smaller units that are affordable by design
- Increased the allowable residential floor area in mixed-use projects from 50 percent to 80 percent
- Delayed collection of fees until near occupancy, rather than at permitting
- Allowed small single room occupancy (SRO) projects as a permitted use and removed the existing 30-room limit for larger SRO projects
- Allowed transitional and supportive housing in all zoning districts that allow single-family dwellings
- Analyzed roughly 16,000 possible housing units in the development pipeline countywide. This is being utilized to identify roadblocks and develop solutions where possible.

Goal H3: Support building and development standards with improved local hazard resiliency and reduced climate impacts.

Proposed Actions:

- Build/Rebuild better homes and improve existing homes in Wildland Urban Interfaces (WUI) and other high-risk hazard locations with greater local hazard resiliency.
- Build/Rebuild better homes and improve existing homes with improved efficiency and reduced operating costs.

Timelines

Housing Goal 3	0-1 year	1-2 years	3+ years
Facilitate construction hardening techniques appropriate for wildfire/urban interfaces and seismic retrofits for building/rebuilding and existing homes through education and grant programs			
Help property owners navigate vegetation management opportunities through partnership with Fire Safe Sonoma and similar programs			
Advocate for funding opportunities for private property vegetation management to complement creating safe zones around homes in high risk areas			
Facilitate climate positive construction techniques for building/rebuilding homes through consultation and project planning assistance from the Energy and Sustainability Division of General Services			
Facilitate rebuilding housing with clean energy improvements for firestorm rebuilds through Sonoma Clean Power grant			

Actions Completed

- Applied for Hazard Mitigation Grant Program Home Fire Mitigation grant to help perform inspections for compliance to defensible space regulations and identification of structural vulnerabilities which may increase risk of wildfire ignitions; provide cost share incentives to help and inspire property owners to reduce vegetation and mitigate vulnerable building elements that pose risk for wildfire ignition; and provide critical education to the public about wildfire loss prevention and preparedness.
- Applied for Hazard Mitigation Grant Program Seismic Retrofits grant to implement permanent improvements to structures at high risk of damage from seismic activities, with a specific focus on soft story buildings where the first story that lacks adequate strength or stiffness to prevent leaning or collapse in an earthquake.

Goal H4: Support rebuilding fire destroyed homes.

Proposed Actions:

- Explore and develop funding options to assist the rebuilding of homes destroyed in the fires.
- Facilitate and support rebuild navigation to assist those seeking to rebuild homes destroyed in the fires.
- Facilitate expedited permitting process for rebuilding home destroyed in the fires.

Timelines

Housing Goal 4	0-1 year	1-2 years	3+ years
Continue to operate Resiliency Permit Center			
Continue to advocate for assistance with insurance issues with the State, as may be appropriate			
Seek Federal, State, and other funding to assist rebuilding gaps for those seeking to rebuild after the fires			
Facilitate navigation assistance, including financial advising, insurance claims and rebuilding, for those seeking to rebuild from the fires in partnership with the ROC Sonoma County Recovery Center and with Health and Human Services (Safety Net)			

Actions Completed

- Opened Resiliency Permit Center in February 2018 to expedite rebuild permits.
- Advocated for insurance reform at the State.

Goal H5: Explore use of County-owned property to attract housing development that aligns with County goals.

Proposed Actions:

- Continue process to evaluate and develop housing on already identified County-owned properties for housing development.
- Identify and evaluate other potential opportunities for housing on County-owned land not yet identified.
- Collaborate with contractors and developers to address barriers such as labor supply that limit rapid housing development.

Timelines

Housing Goal 5	0-1 year	1-2 years	3+ years
Evaluate the need for construction worker housing and whether opportunities exist on County owned properties			
Continue Request for Proposal process to develop housing at 2150 West College Avenue			
Continue process to develop housing at Roseland Village			
Continue efforts to repurpose/sell the Chanate Campus in support of housing goals			
Explore the potential for housing as part of a mixed-use development on the County Administration Center property			
Continue to identify possible housing opportunities on other County-owned land			

Actions Completed

- A Request for Proposals (RFP) has been issued by the Community Development Commission for the 2150 West College property.
- The Community Development Commission has completed a two-part RFP process to identify a master developer to develop Roseland Village for affordable and market-rate housing, and is moving forward with development processes.
- The County of Sonoma and City of Santa Rosa have issued an informational survey and questionnaire regarding the market viability of the County Administration Center campus or other county-owned sites and/or the downtown City Hall Campus for possible development concepts, including office space, government buildings, mixed use retail, and housing.

5.3 Economy

5.3.1 VISION

Sonoma County actively partners with local employers to become a resilient, inclusive, and economically diverse community. Through public-private partnerships, Sonoma County businesses and residents emerge with greater capacity to address persistent local challenges and is resilient to future disasters.

5.3.2 BACKGROUND

Sonoma County is home to over 500,000 residents and an economic base with 20,000 establishments employing over 250,000 wage and salary workers. With an unemployment rate of just 3%, the labor market is effectively at full employment. As such, growth potential of the local economy has become severely constrained by little or no growth in the labor force, partly because of the high cost of housing. The fire has exacerbated the fact that Sonoma County has one of the tightest labor markets in a decade and a severe housing shortage.

Prior to the fires, Sonoma County Economic Development Board (EDB) had begun work on the County's five-year comprehensive economic development strategy, *Strategic Sonoma*. EDB was completing the research phase of this strategy, which included detailed economic analysis, extensive stakeholder input, and a strengths, weaknesses, opportunities, and threats (SWOT) analysis. A 30-member *Strategic Sonoma* Advisory Group was in place to guide the planning process and had participated in workshops to begin forming a strategy. When the fires hit, this effort shifted to immediately begin focusing on recovery needs of the community.

Impact of Fires on the Local Economy. Recognizing the urgent needs of the community after the fires, Sonoma County EDB redirected the efforts initiated in June 2017 with *Strategic Sonoma* towards development of the Sonoma County Economic Recovery Plan. Having a consulting team and a 30-member Strategic Sonoma Advisory Group already in place and engaged allowed for this planning process to transition seamlessly to an immediate focus on recovery.

An initial effort in recovery planning included conducting a survey with local businesses to identify impacts of the fires. The 194 businesses that participated in the Economic Recovery Plan survey¹⁴ shared both good and bad news. Almost every business stated that they had been adversely affected by the fires. Examples cited included direct physical loss, loss of sales, disruptions to power and broadband services, and dislocated workers, to name a few. Many expressed concerns that the fires worsened long-ranging challenges like housing, affordability, workforce, transportation, and environmental sustainability.

The Sonoma County Fires Impact Assessment¹⁵ prepared by Beacon Economics additionally estimates that by 2020 Sonoma County will need to construct 8,143 new housing units to accommodate forecast employment growth, 5,300 units to replace homes destroyed by the fires, and 12,631 units to address preexisting affordability and crowding concerns. Beacon Economics forecasts that tax revenues and employment should remain strong following the fires and cautions that continued underbuilding of housing will constrain future job, income, and tax revenue growth.

¹⁴ The Business Survey Results are included as an Appendix in the Economic Recovery Plan.

¹⁵ The Sonoma County Fires Impact Assessment was completed by Beacon Economics in February 2018 and is included as an Appendix in the Economic Recovery Plan.

Post-Fire Situation/On-Going Efforts. Even before the fires were fully contained, EDB staff took action to work with partners to ensure that the community received disaster-related benefits from the local, state, and federal government. The department created a temporary Business Recovery Center and continues to serve impacted businesses in this post-fire environment by providing vital business services. This includes assistance with accessing available funding to rebuild, cover payroll, tax credits and incentives, and to help with filing claims. In collaboration with the City of Santa Rosa, the EDB created a Business Recovery Guide featuring a comprehensive list of resources for businesses affected by the fires. In addition, the EDB helped link qualified businesses and the workforce with available benefits such as Disaster Unemployment Benefits, Small Business Administration Loans, and other key resources to aid in recovery. The City of Santa Rosa and the EDB were joined by the Metro Chamber of Commerce to form an outreach team to connect with the area’s largest employers to troubleshoot and offer assistance on workforce issues resulting from the fires followed by customized employee workshops offering assistance.

To support small businesses in the weeks after the wildfires and in the run up to the holiday shopping season the EDB launched the “#GoSoCo – All You Need is Local” Shop Local campaign to give our local retailers a holiday boost. The campaign included participation from chambers of commerce countywide and garnered a statewide award from the California Association of Local Economic Development and a national award from the International Economic Development Association.

Through conversations facilitated by the *Strategic Sonoma* initiative, County stakeholders and leaders from other disaster-affected regions agreed that the desire to recover as a more resilient community loudly reverberated. The research obtained through the *Strategic Sonoma* process provided a deep understanding of other dynamics at play in the County’s economy and issues like housing affordability, workforce, environmental sustainability, and infrastructure emerged as priorities to address in this strategic area.

EDB and key partners will focus on implementation of the Economic Recovery Plan, while also continuing the longer-term work of the *Strategic Sonoma* 5-year economic development strategy approved by the Board of Supervisors on July 10, 2018.

5.3.3 KEY PARTNERS

- Sonoma County Community Development Commission
- City of Santa Rosa
- Chambers of Commerce and Visitor Centers
- Local/Private employers
- SMART
- County, City, and Regional Transit Systems
- Santa Rosa Junior College
- Sonoma State University
- Career Technical Education Sonoma County
- Workforce Investment Board
- North Coast Builders Exchange
- North Bay Construction Corps
- County Office of Education

- K-12 schools
- Small Business Administration (SBA)
- Housing and Urban Development (HUD)
- Local banks, credit unions, and lenders
- Small Business Development Center
- North Coast SCORE
- Sonoma County Tourism
- GoLocal
- North Bay North Coast Broadband Consortium

5.3.4 CHALLENGES AND OPPORTUNITIES

The wildfires have highlighted the need for EDB to continue its role in countywide economic development and workforce development efforts, while supporting and prioritizing the businesses, employees, and neighborhoods most impacted by the fires. Shortly after the fires, EDB realigned its *Strategic Sonoma* initiative to focus on development of a short-term economic recovery plan identifying economic development efforts that will provide the greatest opportunity for the County to recover. The economic recovery plan informs the larger *Strategic Sonoma* Action Plan, which outlines economic development strategies to pursue over the next few years to support local business and creative communities as they work to rebuild and brings back jobs lost going forward.

The challenges before the wildfires, including the tightest labor market in decades and a severe housing shortage, were worsened by the wildfires. The challenge is to ensure that the hundreds of businesses that applied for financial assistance in the wake of the disaster are still in the approval pipeline and are able to secure technical and financial assistance necessary to rebuild and recover. According to FEMA's past experience with business recovery after a disaster, anywhere from 40-60% of businesses that close as a result of a disaster never reopen.

5.3.5 COMMUNITY INPUT

Economic recovery was a topic often discussed at the community meetings organized by the Office of Recovery and Resiliency to get input on the Recovery Framework. Many of the same topics were frequently mentioned by many participants. The main themes include support for workforce housing solutions, the need to build sustainable career pathways for employees with a focus on the construction trade, support for local businesses impacted by the fires, and ongoing promotion and advertising of Sonoma County as a tourist destination.

Community members consistently pointed out that the two critical areas of recovery, Housing and the Economy, are intricately linked. It is difficult to envision a healthy and thriving workforce without places for employees to live. Some suggested that leaders from different disciplines work together to create increased housing opportunities for residents in jobs that strengthen the economy. In addition, housing is needed for the local student population.

Support was expressed for building sustainable career pathways and providing assistance to employees in the workforce. One way to address this need is to expand and foster partnerships with educational institutions, including middle schools and high schools, to improve education and training opportunities

for trade and vocational programs, especially in the construction industry. Apprenticeship opportunities and loans, grants, and free educational opportunities were suggested as potential actionable steps to support students. Ensuring safety in workplace through training and proper safety equipment were identified as opportunities to support the health and safety of the workforce. Providing more affordable childcare is another opportunity to support the workforce.

Even in acknowledging the challenges of a tight labor market coupled with the reality of a severe housing shortage, community members support efforts to diversify and expand local business to create jobs and boost the local economy. One repeated suggestion is to diversify the economy beyond tourism and the wine industry and to foster and attract new manufacturing and technology companies. Some community members stated the need for employers to increase wages given the high cost of living in Sonoma County. Others articulated that providing better and more affordable transportation options accessible to vulnerable populations, would be a good way to support the workforce and their families. Expanding and supporting the cannabis industry was also noted as a way to achieve job growth. Community feedback suggested supporting local businesses through expanded broadband infrastructure.

Expanding promotional and advertising opportunities is another recommended action to ensure potential tourists know that Sonoma County is open for business. To house likely tourists, community members urge hotels to be rebuilt expeditiously. Rebuilding hotels will also increase job opportunities, especially for those that may have been previously employed by businesses that burned down. Community members also recommend campaigns to encourage residents and visitors to shop local, including using local contractors for rebuilding.

5.3.6 GOALS, PROPOSED ACTIONS, AND TIMELINES

GOALS

1. Develop and support a variety of workforce development efforts that contribute to rebuild efforts, resiliency and long-term economic vitality in Sonoma County.
2. Support local businesses to thrive by ensuring access to resources, developing partnerships, and providing entrepreneurial support.

Goal E1: Develop and support a variety of workforce development efforts that contribute to rebuild efforts, resiliency and long-term economic vitality in Sonoma County.

Proposed Actions:

- Create a Sonoma County Cooperative Education Program that combines classroom-based learning with structured work experience to develop a pipeline of skilled graduates into local firms.
- Utilize grant funding from the California Employment Development Department to help train residents for in-demand construction jobs.
- Establish a formal construction skills training center to support various public and private efforts to expand the pipeline of workers needed to rebuild and develop new housing.

- Establish a Talent Alignment Council comprised of private employers, government bodies, and educational institutions to evaluate current and forecasted talent shortages, as well as strategies for addressing needs and connecting career pathways.
- Support an Employer Housing Council, to encourage a variety of workforce housing solutions by collaborating with private sector employers and the Renewal Enterprise District to support opportunities for increased workforce housing, especially for construction and associated trade workers.

Timelines

Economy Goal 1	0-1 year	1-2 years	3+ years
Create a Sonoma County Cooperative Education Program			
Develop a plan to train and recruit new construction workers			
Create Talent Alignment Council			
Grant implementation to train for construction jobs			
Support workforce housing solutions by collaborating with private employers and the Renewal Enterprise District to support opportunities for increased workforce housing, especially for construction and associated trade workers.			

Goal E2: Support local businesses to thrive by ensuring access to resources, developing partnerships, and providing entrepreneurial support.

Proposed Actions:

- Assist public and private organizations in Sonoma County in accessing economic recovery loans and work with state and federal agencies, local banks, credit unions, and alternative lenders to support business lending and grants to qualified businesses.
- Collaborate closely with the agricultural community to identify specific economic recovery needs and programs.
- Partner with Sonoma County Tourism and other partners to implement an economic recovery marketing campaign.
- Support “Open for Business” marketing effort and other targeted marketing efforts to let residents and visitors know that the County is up and running.

- Expand the GoSoCo campaign and support other shopping local shopping marketing efforts to increase public awareness of the economic benefits of shopping local.
- Expand broadband infrastructure across the county.

Timeline

Economy Goal 2	0-1 year	1-2 years	3+ years
Assist organizations in accessing recovery loans and assistance.			
Subsidized lending and grants to qualified businesses.			
Marketing campaign to increase tourism			
Expand the GoSoCo campaign			
Collaborate with the agricultural community			
Expand broadband infrastructure			

Actions Completed

- Outreach to encourage employers to apply for SBA loans to recoup physical and economic damage.
- Monitor additional resources that come available during recovery, such as the California IBank Disaster/Loan Guaranty Programs, EDA Revolving Loan Funds, and HUD funding and encourage employers to apply.

5.4 Safety Net Services

5.4.1 VISION

Sonoma County will restore and improve resiliency of health and social services systems, networks, and capabilities to promote equity, independence, and well-being for the community, while also focusing on the special needs of vulnerable populations.

5.4.2 BACKGROUND

Sonoma County consistently ranks as one of the healthiest counties in California.¹⁶ Safety Net Service departments administer programs that provide assistance to the community at large while focusing services towards adults, seniors, children, families, people with disabilities, youth, and individuals who are low-income or homeless. Prior to the fires, safety net service departments were providing services with lean staffing and resources.

The term “Safety Net Services” includes behavioral health services, assistance with obtaining food and medical benefits, financial assistance, animal services and protection, and a comprehensive array of services for children through seniors. Safety net services are targeted at vulnerable populations at the intersection of health and social services, criminal justice, and housing, and provided in partnership with community organizations.

Sonoma County departments work in collaboration to provide safety net services to meet the need of the community, especially those of vulnerable populations. Sonoma County safety net services departments include the Human Services Department, Department of Health Services, Department of Child Support Services, Community Development Commission, Sheriff’s Office, Probation Department, Public Defender, and the District Attorney’s Office.

Impact of Fires on Safety Net Services. The October 2017 wildfires increased community demand for Safety Net Services staff and resource assistance. To respond to the immediate needs of the community in the wake of the fire, County departments:

- Supported shelters with nurses and behavioral health staff.
- Protected residents by investigating over 250 price gouging complaints.
- Prepared critical safety information to help evacuees who were returning home.
- Environmental Health collected and processed over 4,500 applications for the government sponsored Consolidated Debris Removal program.
- Animal Services received 3,557 disaster calls in the field and 10,465 office calls to aid residents locating displaced animals.
- Over 200 Behavioral Health staff were deployed to provide over 15,000 hours of assistance.
- Valley of the Moon Children’s home placed all evacuated children within one week.

¹⁶ In 2018, Sonoma County ranked seventh among the 57 counties in the [County Health Rankings](#) analysis compiled by the Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute.

- Oversaw the management of up to 41 shelters across the county.
- Offered extended sheltering services for individuals unable to find housing after fire containment.
- Job Link assisted 4,700 with disaster unemployment insurance.
- Emergency Hotline callers, many who were from Human Services, helped 53,000 callers get information.
- Contacted at-risk In-Home Supportive Services recipients.
- Opened two emergency childcare centers for emergency response workers and other community members to continue working.
- Gathered research based information on impacts of trauma in families and children and shared with service providers throughout the county.
- Obtained urgent supplies for children of displaced families, including diapers and formula, and distributed to shelters and community organizations.
- All probation clients were contacted to ascertain their circumstances and resource/assistance information made available to them.
- Ensured court services continued throughout the response period, including immigration defense services, despite courthouse evacuations.
- Emergency Medical Services (EMS) provided response coordination, including assisting with evacuations, medical/health resources in shelters, and the repopulation of medical facilities.¹⁷

County safety net departments provided these immediate response services, while also managing full caseloads and core mandated service provision. Sonoma County community based organizations also played a critical response role. In the spirit of collaboration, local non-profit organizations coordinated food collection and distribution, managed donations and coordinated the activities of the volunteer who responded to provide whatever assistance was needed. Community organizations were instrumental in identifying the critical needs of underserved individuals, such as undocumented community members, Spanish speakers, elderly individuals, and persons with disabilities, and provided key services and connection with available resources.

Post-Fire Situation/On-Going Efforts. The October fire siege in Sonoma County was an unprecedented event that caused widespread destruction and significant loss of life. Persons aged 65 years and older and those with physical disability were disproportionately represented among the fatalities. The fires have increased demands from Sonoma County residence for economic benefits and safety net services, especially for underserved communities.

The widespread devastation of the fires necessitated data collection across Sonoma County to assess the impact of the damage and inform the recovery process. County departments and community organizations have led a range of data collection efforts, engaging stakeholders and community members via surveys, interviews, and listening sessions as well as efforts to identify and document organizational resources available throughout the county. Recognizing the efforts underway, the Office of Recovery and

¹⁷ Sonoma County Emergency Medical Services (EMS) personnel received an award from the State of California Emergency Medical Services Authority for heroic acts and extraordinary contributions during the October 2017 fires.

Resiliency has compiled and analyzed many community surveys conducted to date and will continue assessing new data collection efforts to help inform recovery efforts and identify existing gaps.

To supplement existing data collection, the Office of Recovery and Resiliency and Departments of Health and Human Services commissioned Harder+Company Community Research (Harder+Company) to gather qualitative data to better understand the landscape of the health and human services safety net in Sonoma County in this post-fire environment. Specifically, Harder+Company set out to identify existing and forthcoming recovery efforts and identify opportunities to strengthen countywide collaborations in order to inform the recovery planning process and strengthen safety net service networks.

Feedback obtained through this data gathering efforts, helped to inform the vision, goals, and activities of the Safety Net Services Recovery Plan.

5.4.3 KEY PARTNERS

- Health care system partners
- Community non-profits
- Behavioral health care providers
- Funders of community organizations
- Local schools
- Faith based organizations

5.4.4 OPPORTUNITIES AND CHALLENGES

Safety Net service departments face challenges in meeting the increased demand for services within current staff resource levels. As new grants become available, departments will continue to pursue opportunities to expand services and partners as well as partnering with other county departments and community organizations.

The 211 system used by community members to call for information was strained during the disaster response. There were not enough call takers to accommodate the needs of the community and up-to-date information was not always available to provide community callers. Enhancing the 211 systems is one of the key areas that Safety Net Services departments will address throughout the period of recovery. Other 211 system models will be evaluated to identify opportunities to improve system capacity and streamline access to resources and services for community members in need of support through the recovery process or other challenges.

5.4.5 COMMUNITY INPUT

Acknowledging that many residents continue to struggle with emotional trauma from fires, community members shared the ongoing need to ensure the post-fire mental health and resiliency needs of the community are met. Free mental health services should be expanded, including trauma informed care. Animals and pets could also be used for therapy. Creating spaces for healing could also help serve mental health needs.

Building partnerships and coordination across sectors such as community groups, churches, local/state/federal government, etc., is essential to meeting the safety net services needs of the community. Working together towards recovery is critical. Community input suggests that the County can serve as a convener to strengthen relationships between community partners. Community members recognized it's not just the County's job and many organizations play a role. Input suggested the need to improve management of donations, goods, and better matching individuals and organizations looking to volunteer with opportunities. Increased communication across organizations will help support the community needs better. Input suggested hosting more community workshops and events to bring people together.

Recognizing the success of the Local Assistance Center (LAC), community members suggested creating a one-stop shop available to all fire survivors.

Vulnerable communities are essential to serve in recovery and in preparing for another disaster. Underserved communities need more attention and services, including at the evacuation shelters (seniors, language barriers, homeless, undocumented residents, etc.). Resources and information need to be available in Spanish and culturally sensitive.

5.4.6 GOALS, PROPOSED ACTIONS, AND TIMELINES

GOALS

1. Enhance core County service capacity to address long-term recovery needs and prepare for future disasters.
2. Ensure the post-fire mental health and resiliency needs of the community are met.
3. Build capacity with cross sector partners and community members to improve coordination and communication.
4. Understand and address inequities of vulnerable populations.

Goal SN1: Enhance core County service capacity to address long-term recovery needs and prepare for future disasters.

Proposed Actions:

- Enhance capacity to manage disaster shelters with increased training opportunities and collaboration with community volunteer partners and jurisdictions.
- Provide re-employment assistance for workers who have lost their jobs because employers' businesses were destroyed or impacted by fires.
- Support housing-related programs, including Linkages to Senior Housing, Housing Support Program for CalWorks families, and the Family Stabilization Housing Program for families participating in child welfare.
- Utilize funding from the California Office of Emergency Services to support housing efforts for victims of elder abuse and neglect.

- Pursue education and outreach opportunities to inform residents about how to prepare for disasters, with a focus on vulnerable populations.
- Develop a plan to set up emergency childcare facilities to allow emergency responders and community members to continue critical work needs.

Timeline

Safety Net Services Goal 1	0-1 year	1-2 years	3+ years
Training and collaboration for shelter management.			
Re-employment assistance for workers who lost their jobs			
Plan for emergency childcare facilities			
Support housing-related programs			
Preparedness education and outreach			

Actions Completed:

- Received \$1 million Initial Services Program grant from the State of California Department of Health Care Services to provide crisis counseling services in the shelters, at site re-entry, at school re-entry, at the Local Area Assistance Center, and at community Town Halls.
- The State of California Department of Health Care Services committed \$3.35 million to provide ongoing crisis counseling services (California HOPE).
- Received \$1 million grant from Kaiser Permanente Norther California Community Benefit to continue the California Helping Outreach Possibilities Empowering (HOPE) program, which delivers mental health services targeting those affected by the wildfires in October 2017.

Goal SN2: Ensure the post-fire mental health and resiliency needs of the community are met.

Proposed Actions:

- Continue to provide crisis counseling, available county-wide through California HOPE, for residents affected by the fires.
- Partner with mental health professional associations, healthcare providers, funders, and nonprofits, to ensure continuity of services.
- Create a plan that addresses the short- and long-term integration of trauma-informed care in the community throughout various institutions, including schools, behavioral health services, and case management.
- Create communal healing spaces that open the conversation and destigmatize trauma, including town halls, healing clinics, or community events.

Timeline

Safety Net Services Goal 2	0-1 year	1-2 years	3+ years
Provide crisis counseling through California HOPE			
Partner with mental health professionals to ensure services			
Plan for short and long-term trauma informed care integration			
Create communal spaces for healing			

Actions Completed:

- Received \$1 million Initial Services Program grant from the State of California Department of Health Care Services to provide crisis counseling services in the shelters, at site re-entry, at school re-entry, at the Local Area Assistance Center, and at community Town Halls.
- The State of California Department of Health Care Services committed \$3.35 million to provide ongoing crisis counseling services (California HOPE).
- Received \$1 million grant from Kaiser Permanente Norther California Community Benefit to continue the California Helping Outreach Possibilities Empowering (HOPE) program, which delivers mental health services targeting those affected by the wildfires in October 2017.

Goal SN3: Build capacity with cross sector partners and community members to improve coordination and communication.

Proposed Actions:

- Strengthen ACCESS Sonoma County Initiative’s capacity to coordinate care delivery.
- Develop a technology tool to enable cross-departmental coordination and assessment of improvements in the health, well-being and self-sufficiency of high needs clients as part of the ACCESS Sonoma County Initiative.
- Expand “one-stop-shop” opportunities for residents to receive updated information and resources needed for recovery, which includes navigation assistance for financial advising, insurance claims, and rebuilding for those seeking to rebuild from the fires (Housing Goal 4)
- Ensure timely access to updates and services for residents who do not speak English by providing translation services and dedicated outreach staff to these communities during a disaster through planning and preparedness.
- Identify roles and responsibilities of community partners and the County as they relate to recovery activities.
- Enhance services and capacity of 211 Sonoma County.
- Partner with community assessments and surveys and utilize existing community data to inform ongoing recovery priorities.

- Partner with community providers (hospitals, clinics, skilled nursing facilities, non-profits, faith based organizations, etc.) to develop collaborative disaster planning and preparedness efforts.

Timeline

Safety Net Services Goal 3	0-1 year	1-2 years	3+ years
Expand One-Stop-Shop opportunities			
Enhance 211			
Partner with community assessments to inform ongoing recovery priorities			
Partner with community providers for disaster planning			
Strengthen ACCESS Sonoma County, including technology tool			
Ensure timely access to updates and services for non-English speakers during a disaster through planning and preparedness			

Goal SN4: Understand and address inequities of vulnerable populations.

Proposed Actions:

- Create a comprehensive community needs assessment using a vulnerability methodology that assesses disparities and needs related to health, well-being and self-sufficiency to direct investments, resources, and policy to address unmet needs.
- Develop principles and guidelines to launch implementation of performance-based contracting to increase efficiency and effectiveness of safety net service delivery.
- Leverage and utilize tools offered by the Government Alliance on Race and Equity (GARE) network to achieve racial equity and advance opportunities for all.¹⁸

Timeline

	0-1 year	1-2 years	3+ years
Create needs assessment to assess disparities			
Develop principles for performance-based contracting			
Leverage and utilize GARE tools			

¹⁸ The **Government Alliance on Race and Equity (GARE)** is a national network of government working to achieve racial equity and advance opportunities for all. The Alliance is a joint project of the new Race Forward and the Haas Institute for a Fair and Inclusive Society. These organizations provide tools for government entities to use in working towards racial equity.

5.5 Natural Resources

5.5.1 VISION

Sonoma County's natural resources and working lands (i.e. soils, streams, groundwater, agricultural and biological resources) are healthy and productive, and managed across the landscape to support watershed and community resiliency and protect public health and safety, while contributing to enhanced ecological values, recreational opportunities and economic vitality.

5.5.2 BACKGROUND

The diverse ecosystems of our landscape continue to attract and shape resident and visitor experiences and support the local economy. The variety of natural assets and the outstanding scenic beauty of our natural environment have motivated settlement, provided sustenance and resource values, and prompted tourism over the decades, even while posing challenges and hazards.¹⁹

Recent trends in hydrology, soil moisture, drought and flood, as well as fire occurrence and patterns, have identified vulnerabilities to our natural resources and communities, and have highlighted the importance of wildfire mitigation, flood prediction, and surface and groundwater supply reliability.

Various local plans, policies, programs and regulations already in place recognize this importance and address the need and means to minimize exposure of communities, people, and property to hazards. The County Strategic Priority 'Healthy Watersheds' effort was initiated pre fire to improve outcomes related to natural resources and watershed condition, and Local Hazard Mitigation Plans for the County and Sonoma County Water Agency were in place. The Sonoma County General Plan 2020 Land Use Element recognized limitations to development in areas that are constrained by the natural limitations of the land, including but not limited to fire hazards, as an objective (LU 7.1). The Sonoma County Code Chapter 13: Fire Safe Standards was enhanced in April of 2016 with the adoption of Chapter 13A: Abatement of Hazardous Vegetation and Combustible Material. Enforcement of the ordinance, which has County-wide applicability, commenced as a pilot project for the first two years and broader expansion is underway. The Sonoma County Roadside Chipper Program had been initiated as a seasonal (June through October) free service for unincorporated area residents working to establish defensible space and/or thin vegetation along access routes in specific geographic areas. The Community Wildland fire Protection Plan (CWPP) developed in 2016 and identified reduction priorities related to Wildland/Urban Interface (WUI) wildfire issues. Fire Safe Sonoma (FSS) worked with community on education and preparedness efforts.

County review and decisions regarding new development and remodels, including discretionary permit approvals and environmental review processes, allowed site and structural hazards to be assessed, avoided, or mitigated. These efforts continue to strengthen our communities and prioritize preparedness and resiliency against natural and human-caused hazards in the future.

Impact of Fires on Natural Resources. In addition to the tragic loss of life and the destruction of homes, businesses, and public infrastructure from the October 2017 fires, wildlands and working landscapes were

¹⁹ Natural resources include the land, soils, surface water and groundwater, vegetation, fish, and wildlife of Sonoma County in our wildlands, working lands, rural residential, and other open spaces on the fringe of or extending through developed areas.

also burned. Several short-term adverse impacts occurred and some potential long-term changes may result, although natural systems are well-suited to unassisted recovery.

State agencies formed a Watershed Emergency Response Team (WERT) to conduct an initial rapid assessment of post-fire geologic and hydrologic hazards to life-safety and property (collectively known as Values at Risk or VARS). The WERT reports identified 211 VAR locations, within the perimeters of the Nuns and Tubbs fires combined. The WERT was unable to fully assess all areas and additional VARs were identified and assessed by technical specialists from the California Department of Fish and Wildlife, the California Department of Water Resources, and the North Coast and San Francisco Bay Regional Water Quality Control Boards working in conjunction with local agencies and Cal Fire. Along with life and property hazards, this group of technical specialists also evaluated for the potential imminent threat to water quality. The immediate focus was on protection of life and property, along with damage that would affect the flow of water, increase erosion and sedimentation and/or the potential for mass wasting (landslides, debris flows, mudflows).

Wildfire can have profound effects on watershed processes, and may modify the driving hydrologic and hydraulic forces on erosion and sedimentation and stream response for several years. Wildland fires may have long term impacts on the biological environment, but there are complex relationships and interactions. Some benefits to fire-adapted or fire-dependent plant species may occur, particularly from low-intensity, frequent burns. Severe, catastrophic fires may result in stand replacement and/or vegetation community transition. However, direct and indirect effects on special status biological resources have not been clearly predicted or measured.

Post-Fire Situation/On-Going Efforts. Lands damaged by the fires and fire suppression efforts will adjust and respond through natural processes, but some areas will need physical rehabilitation and restoration, active management, monitoring and follow-up measures. Such efforts would be targeted to prevent runoff of toxic materials and sediments into drinking water supplies and sensitive habitats; to minimize the threat of flooding, landslides, and other safety hazards; and to facilitate ecosystem recovery that trends toward an improved, more resilient condition.

Sonoma County has been leading the local recovery effort, working closely with other local, State, and Federal agencies to address the overall impacts of the fires, including those to natural resources. The County has been co-leading the Local Agencies Watershed Task Force (WTF), with representation from several County agencies and departments, including Sonoma Water, the Agricultural Preservation and Open Space District (Ag + Open Space), Permit Sonoma, and Sonoma County Regional Parks (Regional Parks).

Ag + Open Space performed and supported response and recovery on District lands and easements, is conducting several fire recovery and resiliency research and planning studies, has integrated these considerations in their programs, provides technical input to winter storm hazard analysis, forest management and stream system condition targets, and directly support the Natural Resources staffing of the Office of Recovery and Resiliency. Sonoma Water coordinated with numerous local and state agencies during response and early recovery, interacting with the Federal Emergency Management Agency (FEMA) and the National Weather Service (NWS) to improve storm hazard forecasting and alerts. They prepared cautionary signage and mailings during the first post-fire winter, and directly support the Natural Resources staffing of the Office of Recovery and Resiliency. Permit Sonoma has overseen storm water quality throughout fire response and as rebuilding proceeds, to support protection of water quality consistent with the MS4 permit. They have been educating landowners, homeowners and contractors

about their responsibilities and the resources and options to help protect streams and water resources, in coordination with other partners in the Watershed Task Force. The Department of Agriculture/Weights & Measures (Agricultural Commissioner) helped secure permission and facilitate special logistics to allow access for essential functions on working lands during the fire evacuations. University of California Cooperative Extension (UCCE) provided oversight and evaluation of temporary livestock sheltering, performed fire damage assessments related to FSA claims, and immediately initiated and are continuing research into several key post-fire public health, agricultural, and ecosystem concerns.

5.5.3 KEY PARTNERS

The Natural Resources strategy area requires and benefits from several collaborative partnerships and parallel efforts, to accelerate the progress and widen the scope of enhancements to our ecosystems and the critical services they provide to communities. The Recovery Framework emphasizes County leadership, but also anticipates high levels of interaction with others:

- Academic/research Institutions
- Community non-profits
- Community/business organizations
- For-Profit Businesses
- Landowners
- Local governments
- Native American Tribes
- State and Federal resource agencies

As applicable, the likely county and/or partner leads for potential activities are listed in Appendix D - Potential Actions.

5.5.4 CHALLENGES and OPPORTUNITIES

Using recent advancements in technology and building on Sonoma County's past investments in data, Sonoma County has the opportunity to identify and target priority areas for active management of vegetative structure and fuel loadings to address potential wildfire behavior, reduce wildfire losses, ensure firefighter and public safety, and improve landscape resilience to fire, flood, and drought. Effective and efficient fuel load reduction and natural lands management, including the strategic investment of financial and human resources, will depend upon a clear and objective understanding of the location and nature of forest ²⁰management issues. Active management of public and private land holdings will be identified in these high priority areas to reduce hazardous fuels in and around communities, including combinations of wood product harvesting, mechanical thinning, grazing, invasive species removal and prescribed burning.

Science-based outreach and education about forest health and forest management will be needed to develop and implement solutions.

²⁰ Throughout this document, we use the term 'Forest' as a simplified reference to all woody vegetation types in our vicinity including forests, woodlands, savannas, and shrub land.

California averages a relatively high level of private forest ownership (39%), and forest lands in Sonoma County are well above average. Private land owners face difficulties in terms of knowledge of effective and efficient techniques and the resources to implement measures. However, many of these ‘private’ forested lands are within the ‘State Responsibility Area’ where Cal Fire has primary financial responsibility for preventing and suppressing fires. Cal Fire can engage in cooperative projects with private landowners. There is Good Neighbor Authority for Cal Fire and the U.S. Forest Service (USFS) to work collaboratively, and under the Wyden Amendment the USFS can enter into agreements with tribal, state and local government to perform watershed work at the federal government expense.²¹

While there are many opportunities, “there are no simple solutions to creating a resilient forest, and tradeoffs accompany every form of fuels treatment... There will be needs to identify and make policy and regulatory changes to streamline implementation of the Forest Carbon Plan.”²²³

Lack of geographic continuity and market stability for profitable small-diameter tree removal and/or use of biomaterials generated by vegetation management are substantial obstacles. However, a Working Group at the California Natural Resource Agency (created by SB 859 in 2016) is making recommendations about expanding localized wood product markets. Additionally, a Biochar Research Advisory Group has formed in the state’s Office of Planning and Research. In May of 2018, Governor Brown issued an executive order directing funds and priorities to improve the health of the state’s forests, to mitigate threats and impacts of wildfires, and to convene a Forest Management Task Force to further implementation.

5.5.5 COMMUNITY ENGAGEMENT INPUT

The community engagement regarding natural resources has benefited greatly from the pro-active outreach from local non-governmental organizations and interest groups, as well as interactions with individuals from the general public. The input received has helped shape our vision statement and focus on key high-level goals. Community comments have been consistent with and supportive of the general goals and proposed actions. The forest fuel load reduction goal was rated very important and the community expressed a desire for effective, science-based decisions and prioritization of actions. The need for education regarding the importance of vegetation management on public and private lands was recognized. Requests for focused outreach in WUIs, use of tribal knowledge, building public trust, and supporting landowner actions were all voiced. Stream system enhancements were also rated very important, with a range of ideas and suggestions regarding: the need to protect and monitor natural and working lands; potential changes to stream setbacks or buffers; desires to link science with land use policies and patterns; benefits of engaging volunteers, community groups, and NGOs in planning as well as implementation; and, financial and regulatory assistance for riparian landowners. A strong desire for science-based public information and education pulled into decisions about land use, fuel load reduction, and watershed management was expressed, but with suggestions for phasing to reduce impacts on survivors of the 2017 fires.

²¹ The Wyden Amendment (Public Law 109-54, Section 434) authorizes the Forest Service to enter into cooperative agreements to benefit resources within watersheds on National Forest System lands via agreements with willing Federal, Tribal, State, and local governments, private and nonprofit entities and landowners to conduct work on public or private lands.

²² Forest Climate Action Team. May 2018. California Forest Carbon Plan: Managing Our Forest Landscapes in a Changing Climate. Sacramento, CA. 178p.

5.5.6 GOALS, PROPOSED ACTIONS, AND TIMELINES

GOALS

The Natural Resources goals, objectives, and proposed action items (Appendix 1) build on and develop elements from several policy and planning documents from other resource and land management agencies. They are informed by assessments, guidance, and priorities from reports of Federal and State agencies, independent scientific entities and other partners, as well as public input. Some of the following goals and proposed actions may need either programmatic or project-specific CEQA review, permitting, or other approval and implementation processes.

Goal NR1: Reduce forest fuel loads strategically to lower wildfire hazards to communities and sensitive habitats, improve delivery of resources and amenities people need, and move forests on a trajectory of increased resistance to drought, disease, and insects.

Proposed Actions:

- Identify areas of elevated wildfire risk relative to key criteria (e.g., public health and safety, water supply risk, economic impacts, and ecosystem sensitivity) informed by objective data to develop strategic, proactive fuel load reduction priorities.
- Evaluate options for active management of forest and woodland plant communities on public and private lands for fuel and fire breaks that decrease risks to developed communities.
- Strengthen regional forest stewardship to improve leadership, oversight, training and funding of fuel reduction projects, while improving data resources and sharing to support environmental protections while facilitating effective fuel reduction opportunities for landowner and community-based projects.

Timelines

Natural Resources Goal 1	0-1 year	1-2 years	3+ years
Identify areas of elevated wildfire risk relative to key criteria			
Evaluate options for active management of forest and woodland plant communities			
Strengthen regional forest stewardship			

Actions Completed

- Initiated several monitoring, research, and preparedness improvement efforts, including a priority focus on fuels reduction for all Ag + Open Space District properties, that builds upon existing grazing operations, and are actively participating in vegetation management discussions throughout the county. Ag + Open Space was awarded a NASA grant to evaluate the response of working and natural lands to the fires, including burn severity correlated to vegetation cover type.
- Incorporated consideration of fuel load reduction benefits into the multi-benefit ratings within the Storm Water Resource Plans for prioritizing potential projects for state funding requests.

- Cleared burned debris, hazard trees, enforced safety closures, and installed erosion and sedimentation BMPs in the immediate aftermath of the fires. Regional Parks stabilized slopes and promoted revegetation in vulnerable locations, repaired infrastructure, and removed hazard trees.
- Expedited grazing and thinning projects to reduce fuel loads. Regional Parks is pursuing funding that would allow: improvements to grazing infrastructure; retrofitting to improve fire protection of facilities and emergency access; and, formal fire management integration in the stewardship plans for each park.
- County continues to support invasive species control and management on private lands disturbed by the fires and/or fire-fighting efforts and are ensuring pest control enforcement is adequate during rebuilding and vegetation recovery.
- UCCE has convened several workshops focused on forest and land management strategies for a resilient rural landscape, potential prescribed fire and grazing programs, and specific fire preparedness for home sites as well as large working parcels.
- UCCE has pursued studies and funding regarding the influence of varied land management practices on burn severity and fire recovery, surveys regarding grazing management and fire science, ecosystem services valuations, and the healthy soil initiative.
- Received Cal Fire funding for Transportation and Public Works to assess fuel risks and tree mortality along 83 miles of public right of way in northwest Sonoma County, perform fuel reduction treatment along 30 high priority miles, and provide chipper services for fuels reduction.

Goal NR2: Protect and enhance stream systems to lessen wildfire danger to communities, support water supply and drought tolerance, and provide flood attenuation while sustaining ecological functions and biological diversity.

Proposed Actions:

- Assess Mark West Creek and other priority burned watersheds to analytically identify and rank recovery and rehabilitation needs and prepare for potential secondary hazards over the next few winters.
- Incorporate fire, flood and drought resiliency considerations in stream corridor land use decisions involving riparian zones and functional riparian zone protection/enhancement incentives and regulations.
- Prioritize improved resilience of Wildland Urban Interface (WUI) areas to fire and/or other natural hazards in open space land protection acquisitions and easements as well as in community separator designations.
- Improve stream corridor conditions via outreach, training, and voluntary actions modeled on successful stream maintenance and habitat restoration programs, based on scientific studies.

Timelines

Natural Resources Goal 2	0-1 year	1-2 years	3+ years
Assess Mark West Creek and other priority burned watersheds			
Incorporate fire, flood and drought resiliency considerations in stream corridor land use decisions			
Prioritize improved resilience of WUI areas to fire and/or other natural hazards			
Improve stream corridor conditions via outreach, training, and voluntary actions			

Actions Completed

- Actively assessed, secured, managed and – where needed - rehabilitated over 2,000 acres of lands owned in fee that were burned during the Sonoma Complex fires. Activities included removing burned structures, infrastructure and hazard trees, replacing burned culverts, preventing toxic runoff into streams, and managing public safety. County continues to work with easement landowners to support them in recovering from the fires.
- Countywide evaluation of functional riparian corridors; information is supporting collaborations and analyses of post-fire landslide and flooding potential, as well as salmonid recovery.
- County conducted burned debris, hazards, and sediment removal within Sonoma Water right of way, deployed erosion and sediment best management practices (BMPs), performed stream gaging and water quality sampling during the first post-fire winter.
- Played a key role in oversight of storm water quality during fire response and recovery, preparing a BMP implementation plan, coordinating with the Regional Boards, receiving and investigating citizen complaints, providing information regarding BMP installation methods, and sampling water quality.
- Collaborating as part of the Watershed Task Force to supplement post-fire assessments in key stream corridors prior to the 2018/19 winter.
- Repaired fire damaged drainage infrastructure, including culverts, to prevent flooding, erosion and sedimentation.
- Applied for HMGP funding for stabilizing and re-vegetation of Hood Mountain sites burned by the fire and damaged by fire suppression efforts to prevent flooding, erosion, and debris flows that could damage areas downstream.
- Collaborating with other members of the Watershed Task Force to assess the technical, permitting, and financial feasibility of having a subset of the hazardous burned trees along public right of ways provide beneficial large wood components that could be used in aquatic habitat restoration projects in the region over the next several years.

Goal NR3: Build on prior and continuing investments in natural resources acquisitions, monitoring, technical studies and partnerships to integrate best available science into outreach efforts, policy development, regulations, incentives, and land use planning decisions.

Proposed Actions:

- Nurture community awareness and understanding of our fire-adapted landscape and the value of becoming a resilient fire-adapted community using results of post-fire monitoring and research.
- Continue to collect best available scientific information to inform policy development and county investments that protect watersheds and developed communities from natural disasters.
- Consider scientific data on natural and working lands’ condition, fire vulnerability, and relative impacts of the 2017 fires during updates to land use policies, plans, and regulations.
- Improve natural resources hazards and resiliency data management and accessibility between governments, academic institutions, other organizations and the public.

Timelines

Natural Resources Goal 3	0-1 year	1-2 years	3+ years
Nurture community awareness and understanding of our fire-adapted landscape			
Continue to collect best available scientific information to inform			
Consider scientific data on natural and working lands’ condition, fire vulnerability, and relative impacts of the 2017 fires			
Improve natural resources hazards and resiliency data management and accessibility			

Actions Completed

- Convened over 60 organizations (known as the Watershed Collaborative), and generated a report Living in a Fire Adapted Landscape: Priorities for Resilience, Sonoma County Natural and Working Lands that captured issues, raised data needs, and laid out initial recovery and resiliency priorities.
Ag + Open Space is actively partnering with other county agencies, non-governmental organizations, resource conservation districts and academic organizations on various research projects and related funding requests to evaluate factors affecting fire damages and recovery success.
- Implemented several monitoring, research, and preparedness improvement efforts and continues to seek and support grant proposals for additional studies.

- Implemented expansion of the stream gage and precipitation monitoring network and development of a 'One-Rain' web interface accessible to the public that is a model and basis for improvement to support scientific prioritization and decision-making on forest and stream corridor management actions. They have applied for HMGP funding for X-Band radar to improve storm and flood forecasting; which can be linked to other improvements in meteorological data networks that help address permitting conditions for vegetation management via prescribed burning.
- Conducting the FireSmart Lake Sonoma project to gather data, perform community outreach & education, and facilitate landowners' cooperative planning and implementation efforts on fuel reduction and forest management. This effort is effectively coupled with Sonoma Water's initial fire camera network, the UCCE prescribed fire and grazing workshops, and potential CWPP development to help protect this critical water source watershed.
- Applied for HMGP funding to conduct planning studies and updated hazard maps, including site specific studies of the Rodgers Creek Fault zone to be integrated in the Sonoma County LHMP.
- Organized public access and interpretation tours of burned landscapes, including the Nature Heals series for mental health and community learning) and provided access for new monitoring, research and post-fire ecological studies.
- Collected agricultural disaster reporting and information about fire effects on agricultural production and the resilience of agricultural lands, which will further understanding of the role of various land cover and conditions, and potential recovery and rehabilitation needs of fire-damaged working lands.
- UCCE collaborated with researchers to verify the safety of backyard garden produce, eggs, and related air-quality during and immediately following the fires; and quickly developed and distributed several science-based technical guides for landowners and community members potentially affected by the fires.
- UCCE has conducted and collaborated on studies and continued funding to analyze and weigh the relative value of different land use and management on burn severity, fire recovery, and resilience to other hazards to help inform policy and practices.
- Recently awarded Cal Fire funding for fuels assessment and reduction in northwest Sonoma County that includes funding for FireSafe Sonoma to lead community engagement, outreach and coordination for landowners in those communities.

6.0 NEXT STEPS

The collaboration between the community, community partners, other agencies and the County during the development of the Recovery Framework was an important first step to set us on a path to recovery and resiliency. In the next phase, under the leadership of the Board of Supervisors, the Office of Recovery and Resiliency will oversee the implementation of proposed actions. Appendix D - Potential Actions is a compiled list of all of the proposed actions captured during the development of the Recovery Framework.

6.1 Implementation Approach

Board Authorization. The Board's approval of the Recovery Framework does not authorize appropriations or represent project approval of the proposed actions in the Framework. Like County Capital Improvement Plan projects, proposed recovery projects will be brought to the Board of Supervisors for consideration as part of the annual County budget approval process. Some recovery project requests may occur off cycle, such as those with timelines tied to other sources of funding, such as external grants, or that do not require General Fund appropriations.

Implementation Planning. Upon the Board's approval of proposed recovery actions, Office of Recovery and Resiliency staff will work closely with department leaders to support the development of more detailed implementation plans. County department leaders will have the most critical role in fully defining and implementing the actions. Many actions will need to be implemented in phases and coordinated with other actions. Some actions will require CEQA review. Timelines will be based on many factors including partner and community input, workforce capacity and availability, funding availability, funding process timelines, and effective coordination with County partners.

Ongoing Coordination. The Office of Recovery and Resiliency and County department leads will set regular, ongoing coordination meetings to ensure continued engagement and alignment with recovery goals. This level of coordination will allow Office of Recovery and Resiliency staff to be informed of project status and any changing circumstances. It will also ensure ongoing coordination with community partners, other agencies, and city leaders by continuing to build relationships and developing a formal plan for optimal, effective interaction. The plan will define where coordination is needed, who should participate, and in what ways coordination is most relevant and most productive.

Data Tracking. The Office of Recovery and Resiliency will also partner with department and project leads to track progress, ensure data collection especially for grant reporting compliance, and continually assess workload capacity and other factors critical to project success. In cases where pertinent data is collected by outside organizations, the Office will work with the organization to get access.

Performance Indicators. Establishing key performance indicators to enable the County to measure progress towards recovery and resilience goals will be a focus in the next phase of framework development. Some work has already been completed in this area, though some may need to be re-evaluated to apply a resiliency lens. Key indicators and metrics will be used to report progress to the Board of Supervisors and the community.

Reporting on Recovery Action Progress. Communicating the status of actions to the public, Board of Supervisors, and community partners is an important part of ongoing engagement with stakeholders. Proactive reporting also promotes government accountability and transparency. The Office of Recovery

and Resiliency will continue to provide updates to the Board of Supervisors at regular Board meetings on the status of recovery efforts and implementation of prioritized actions. These updates will also be posted on the Office of Recovery and Resiliency website. The updates will note key milestones, and highlight unanticipated issues and dependencies, grant and funding information, and organizational effectiveness.

Annually, a more formal progress report on actions will be presented to the Board for review. The report will be issued following the County's annual budget process in June to allow the report to reflect new funding approved for Recovery Framework actions. The report will provide a County-wide, cross-department view of progress towards resiliency goals. Changes in risks and challenges will be reflected especially if common issues across departments and projects are observed that suggest changes in policy or strategies.

Updates to the Recovery Framework. The Recovery and Resiliency Framework is a living document. As actions are completed and new ideas, constraints, or funding opportunities emerge, Appendix F - Proposed Actions will be updated as needed. When revisions to the list of proposed actions are necessary, Office of Recovery and Resiliency staff will work with departments and other partners to re-prioritize, add or revise actions based on changing dynamics. Once a year and initially after several projects are implemented, the Office of Recovery and Resiliency will jointly review the effectiveness of the implementation process and may recommend improvements to the overall framework.

6.2 Funding

Like other local governments, the County faces ongoing funding challenges to maintain the level and quality of basic services provided to County residents. The cost of response activities to ensure public safety and continuity of services during and immediately after the October 2017 fires strained resources further. Federal aid is available and anticipated to at least partially reimburse County general funds for *response* activities. However, funding for most of the *recovery* efforts including the intermediate and long-term actions described in this Recovery Framework are still to be determined.

With the Presidential Disaster Declaration issued on October 10, 2017, the County of Sonoma became eligible for federal disaster assistance funding through the Federal Emergency Management Agency Public Assistance and Hazard Mitigation Grant Programs, and the U.S. Department of Housing and Urban Development Community Development Block Grant Disaster Recovery program. Some of the actions in the Recovery and Resiliency Framework will be funded by these programs. The County is also pursuing other disaster recovery funding available through Economic Development Administration, an agency within the U.S. Department of Commerce, and the California Climate Investments Fire Prevention Grant.

Grants Steering Committee. A Grants Steering Committee represented by County departments and County Administrator's Office staff was formed to identify and prioritize projects that are eligible for federal grant funding. Departments submitted federal grant pre-applications and a subset of these were deemed eligible for funding. With input from the Board of Supervisors, the Grants Steering Committee is moving forward to apply for funds based on a variety of factors, some that are out of the County's control. One factor is the County's capacity to handle multiple applications and projects given available resources to dedicate to grant efforts. A number of applications for federal funding were submitted prior to publication of this Recovery and Resiliency Framework. Federal grant processes are lengthy and complicated and will take place over the next few years. The Office of Recovery and Resiliency will continue to coordinate federal grant activity with County departments and manage and monitor efforts in different departments to meet key federal grant deadlines and to seek reimbursement when

appropriate.

The Office of Recovery and Resiliency will continually investigate funding opportunities and work to leverage available resources to support actions in this Framework. The Office of Recovery and Resiliency has the primary responsibility for tracking and reporting all recovery grant activity to the Board of Supervisors. A grants tracking worksheet (Appendix G) will be updated on a regular basis and shared with County leadership. The worksheet will be posted on the Office of Recovery and Resiliency website for public accessibility.

APPENDIX A

ACKNOWLEDGEMENTS

The County of Sonoma Recovery and Resiliency Framework is the culmination of the dedication, hard work, and expertise of many individuals representing multiple organizations, agencies, jurisdictions and communities in the state and County. Their leadership and participation through various working groups, coordination committees, and task forces were invaluable in shaping the Recovery and Resiliency Framework, a first step in formulating plans for implementation.

The County is especially grateful to the hundreds of community members who participated in the community meetings and surveys and shared many thoughtful input and creative ideas.

APPENDIX B

Community Input

Compiled and Analyzed Community Surveys and Needs Assessments

Many organizations and community groups conducted recovery-related surveys since the October 2017 wildfires. The data collected through these efforts augments the County's understanding of the community's needs, interests and opinions. Below is a list of surveys and needs assessments that were references for Recovery and Resiliency Framework development.

- SoCo Rises Survey
- North Bay Fires – 6 Month Survey
- Sonoma County Resilience Fund Stakeholder Interview
- Sonoma County Resilience Fund Listening Sessions
- 2018 Wildfire Response Survey
- Healthcare Foundation Wildfire Mental Health Resource Mapping
- Impacts on Schools
- Recommendations for Sonoma County Disaster Planning proposed by the Spanish-speaking Community
- Sonoma County Emergency Food Response Gathering Report
- Sonoma County Fire Survivor Survey
- First 5 Needs Assessment
- Wildfires and Health Outcomes Survey

Community Input Themes

The community's input on the initial draft Framework was received in multiple ways and formats. Community members completed either an online survey, shared written notes at community or stakeholder meetings, or sent comments and input via email or regular mail to the County Administrator's Office. Table facilitator notes from the recovery planning community meetings were also collected. All input and comments were compiled and are posted on the Office of Recovery and Resiliency website at <https://sonomacounty.ca.gov/Office-of-Recovery-and-Resiliency/>. All Recovery Planning Community Meeting materials are also posted at the website in English and Spanish.

From the compiled community input, the Office of Recovery and Resiliency generated key themes for each strategic area of recovery and resiliency, which are included in this appendix. The following four documents related to community input included here are:

1. Community Input Themes
2. Community Meeting notes from breakout group flipcharts
3. Community Worksheets completed by individuals at the Community Meetings or mailed to the County Administrator's Office
4. Download of responses to County's Survey Monkey online survey

APPENDIX C

Community and Other Partners

Many community and other partners provided support and initial input to the Recovery and Resiliency Framework development process. Since early June 2018, the Office of Recovery and Resiliency began tracking the list of groups, businesses, non-profit organizations, stakeholders and outside agencies and public entities that Office staff have engaged directly. From these discussions, future coordination and collaboration is planned to promote community preparedness and resilience.

Bay Area Council	Graton Day Labor	Salvation Army
Blue Forest Conservation	Green Belt Alliance	San Diego County
Burbank Housing	Habitat for Humanity	San Francisco Bay Regional
Cal Fire	Sonoma County	Water Quality Control Board
California Department of Fish and Wildlife	HALTER Project	Santa Rosa Junior College Faculty
California Forest Management Task Force	Hanna Boys Center	Santa Rosa Metro Chamber
California Human Development	Hispanic Chamber of Commerce	Sierra Club
Catholic Charities of Santa Rosa	Hope City	SoCo Rises
Chandi Hospitality Group	Housing Land Trust of Sonoma County	Sonoma County Alliance
City of Cloverdale	Kaiser Permanente	Sonoma County Conservation Action
City of Cotati	Keysight	Sonoma County Farm Bureau
City of Healdsburg	La Luz	Sonoma County Forest Working Group
City of Petaluma	Laguna de Santa Rosa Foundation	Sonoma Media
City of Santa Rosa	LandPaths	Sonoma Valley Unified
City of Sonoma	Los Cien	Town of Windsor
Community Action Partnership of Sonoma County	Matt Greene Forestry	UC Berkeley
Community Foundation	Medtronic	United Way of the Wine Country
County of Lake	NOAA Fisheries	University of California at Berkeley
County of Marin	North Bay Labor Council	University of California Cooperative Extension
County of Mendocino	North Bay Leadership Council	University of California, San Diego's Scripps Institution of Oceanography
County of Napa	North Bay Trades Council	University of Nevada, Reno's The Nevada Seismology Laboratory
Crop Performance	North Coast Builders Exchange	Urban Land Institute
District 1 Block Captains	North Coast Regional Water Quality Control Board	Voluntary Organizations Active in Disasters (VOAD)
District 3 Block Captains	Pacific Gas & Electric	Wildlands Conservancy
District 4 Block Captains	Pepperwood Preserve	
Emergency Council	Preserve Rural Sonoma County	
Enterprise Community Partners	Rebuild Northbay Foundation	
FEMA Office of Civil Rights & Liberties	Rebuilding Our Community Sonoma County	

APPENDIX D

Potential Actions

This list of potential recovery actions is a range of potential future actions that, if implemented, could advance the County toward resilience. They reflect the input received during the County Community Meetings, Board of Supervisors workshops, working group and task force collaboration discussions, and partner convenings. Implementation of any potential actions may require additional formal review processes.

APPENDIX E

Grants

Since the October 2017 wildfires, the County has pursued external funding opportunities for recovery-related projects. The Office of Recovery and Resiliency is tracking, investigating, and coordinating grant opportunities for recovery-related priorities. This list of recovery related grants that have been submitted or awarded include. Included are grant applications submitted and awarded for the following granting agencies: Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program, FEMA Public Assistance, Economic Development Administration Disaster Supplemental Funding, CAL FIRE Grants for Fire Prevention, California Employment Development Department Emergency Dislocated Worker Additional Assistance Grant, and the Crisis Counseling Assistance and Training Program Grant.

APPENDIX F**Acronym Glossary**

ABAG	Association of Bay Area Governments
ADU	Accessory Dwelling Units
BMP	Best Management Practices
BRIC	Building Resilient and Inclusive Communities Finance Tool
CalOES	California Governor’s Office of Emergency Services
CAL FIRE	California Department of Forestry and Fire Protection
California HOPE	California Helping, Opportunities, Possibilities, Empowerment
CDBG-DR	Community Development Block Grant – Disaster Recovery
HUD	U.S. Department of Housing and Community Development
CDC	Community Development Commission
CEQA	California Environmental Quality Act
CERT	Community Emergency Response Team
COOP	Continuity of Operations Plan
COPE	Citizens Organized to Prepare for Emergencies
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
GARE	Government Alliance on Race and Equity
HCD	California Department of Housing and Community Development
HUD	U.S. Department of Housing and Urban Development
LAC	Local Assistance Center
MTC	Metropolitan Transportation Commission
NDRF	National Disaster Recovery Framework
NPH	Non-Profit Housing Association of Northern California
RED	Renewal Enterprise District
ROC	ROC Sonoma County - Rebuilding our Community
SBA	Small Business Administration
SCTA	Sonoma County Transportation Authority
SGC	Strategic Growth Council
UCCE	University of California Cooperative Extension
USFS	U.S. Forest Service
VARs	Values at Risk
VOAD	Voluntary Organizations Active in Disaster
WERT	Watershed Emergency Response Team
WUI	Wildland/Urban Interface

COMMUNITY PREPAREDNESS & INFRASTRUCTURE

Response on importance of goals in this area

(1 = Not Important; 5 = Very Important):

Establish a comprehensive warning program: **4.6**

Redesign emergency management program: **4.2**

Build/sustain community preparedness programs: **4.9**

Provide continued County services in a disaster: **4.8**

Theme comments (in order of number of responses):

Warning Systems

- Publicize how community gets warnings
- Sirens, vibrations, multiple languages
- Warnings not using tech equipment (sirens, phone trees, door-to-door, bullhorns)
- Use social media and expand Nixle
- Streamline notifications
- Take responsibility away from County
- Alarm telemetry

Communication During a Disaster

- One-stop resource
- Ensure there are sources for people without technical resources
- Ensure communication in multiple languages, to people with disabilities, and underserved populations
- Work with radio stations
- Publicize where public should go for information
- Use HAM radios

Evacuation Routes

- Multiple routes pre-identified for each address
- Public education and trainings
- Keep established routes clear of vegetation and vehicles
- More traffic controllers in an emergency
- Require developers to provide multiple routes

Vegetation Management

- Enhance County ordinance
- Work across jurisdictions
- Increase enforcement and inspections
- Provide hardened landscape options and funding for property owners to comply
- Require landscape plans for regulatory review

Educate the Public

- Conduct public workshops on what emergency papers will be necessary in a disaster
- Better protected and back-up power supplies
- Shelter locations
- Home inventories
- Differentiate response for different disasters
- How to live in fire hazard area
- How to be self-reliant

Community Emergency Preparedness

- Prepare/coordinate plans/trainings for schools, government, hospitals, and business staff
- Work across jurisdictions and languages
- Work with senior centers, youth groups, schools, churches
- Provide emergency kits to low income residents
- Sponsor neighborhood events and preparedness packages
- Provide training to neighborhood response teams/CERT/ICS
- Provide information and training on COPE/Neighborhood Watch/Know Your Neighbor/Get Ready preparedness programs
- Conduct drills of neighborhoods

Shelters

- Need medical services
- Crisis communication coordinator (one position for all shelters)
- Establish locations pre-disaster
- Need additional facilities
- Pre-disaster locations, staffing, MOUs
- Plans for elderly and people who are ill
- Multiple languages, animal sheltering

Miscellaneous

- Modernize/fully fund EOC, clearly defined roles
- More cell towers
- Archive information on lessons learned from 10/18
- Annually review Recovery Plan
- Link Recovery Plan to County's Hazardous Mitigation Plan
- Designate staff to agencies involved in response/recovery
- More information to outer areas of the County (Sonoma Valley, north of Healdsburg)

HOUSING

Goal 1, attracting new and expanded funding, the importance ranking was **4.29**. Goal 2, reducing permitting processing times for housing construction, the importance ranking was **4.27**. Goal 3, utilizing County-owned public property to support appropriate infill development, the importance ranking was **4.8**.

Affordability/Availability

- Provide more housing/housing availability
- Create affordable housing
- Provide workforce, low-income, and senior housing
- More farmworker housing
- Build student housing
- Find housing projects that are not moving forward and find solutions to what is keeping them from being built
- Concerns that the marketplace won't achieve affordable housing
- Regional communication and collaboration countywide
- Concerns about price gouging
- Concerns about people being dislocated as a secondary effect of the fires
- Provide temporary housing while the fire damaged homes are rebuilt
- Integrate housing strategies across all jurisdictions countywide
- Provide affordable rental housing, both multi-family and single family
- Concerns about achieving 30,000 units in five years being impractical

Right location/Right product

- Build housing based on the already approved General Plans countywide
- Use the General Plan update process to help meet resiliency goals
- Allow smaller housing types
- Provide a range of multi-family housing types
- Convert existing buildings to provide more housing
- Locate housing in urban areas and near transit
- Automobile independence by design

- Locate housing away from fire impacted areas and using that to create job opportunities in other areas of the County
- Consider building smaller homes
- Build housing within city centers
- A balanced approach to housing that is thoughtful
- Build green housing that is climate smart
- Build more ADUs that can be rented
- Allow large lot areas to have in-fill housing in all jurisdictions
- Concerns that there would not be adequate infrastructure such as water and roads for 30,000 units

Lower Cost/Ease to Rebuild

- Having policies that lower housing costs
- Having faster, simpler permitting
- Being more permissive with key housing issues
- Control cost of construction in all jurisdictions
- CEQA reform needed
- Reduce the code standards and "red tape" for disaster recovery rebuilds
- Lowering fees for housing
- Allow tiny homes on wheels
- Concerns about conflicting "safe landscaping" requirements

Maintaining Standards/Higher Standards

- Address key housing issues through stricter regulations
- Increase fees to pay for affordable housing was a strategy
- Maintain CEQA where appropriate
- Regulate vacant housing to create greater occupancies countywide
- Use rent control as a way to achieve affordable housing
- Require insurance to pay 100% of the rebuild cost
- Keep greenbelt separators between communities

HOUSING (cont'd.)

Safety

- Fire and other disaster safety concerns with additional housing.
- Rebuilding in WUI concerns for future fires
- Prioritize “fire safe” housing projects
- Gated communities and garage doors where the gates won't open if the power is out is a safety concern

Assistance for those in need

- Provide rebuilding incentives for low-income people
- Provide more resources to support the rebuilding efforts for those who lost their homes, both owner occupied and rental occupied
- Specifically from the Spanish language sessions, providing rental assistance and renter rights information regarding rising rental costs for Spanish speakers
- Providing rebuilding incentives for homeowners
- Allowing RV parking for affordable housing
- Insurance gap concerns

Capital/Incentives

- Provide new building incentives for a variety of housing types
- Use local financial institutions to raise capital for housing
- Increase homeownership through low interest loans
- Use State funds to provide more housing
- Have the County become an equity partner in housing developments in order to achieve affordable housing
- Use incentives to build fire resilient housing
- Give more incentives to home builders
- Use tourism taxes as a way to achieve affordable housing
- Require the wine growers to provide affordable housing
- Reconsider holding a County housing bond
- Build “land trust model housing”

- Help with low interest loans for rebuilding for the “missing middle”

Using Public Land

- Identify County-owned land for housing development
- Use County-owned land for different types of housing
- Use the County administration center as a priority before building housing near the airport

Builders/Workforce

- Use small, local builders and local workforce to rebuild
- Work with the highest quality builders who have the best track records
- Create a workforce “RV camp” for rebuild workers on County-owned land

Community Engagement

- Obtain meaningful community input and interaction
- Concerns about NIMBY-ism as a barrier to providing housing
- Educate neighborhoods about the need for housing
- Communicate directly with fire survivors about the rebuilding process
- Work with vulnerable communities and individuals
- The “missing middle” needs advocacy and a voice: they are a population in need
- The community needs to know how to participate in the CDGB-DR process regarding the action plan and State allocation of funds
- On-going advocacy for insurance reform

ECONOMY

Support Workforce Housing Solutions

- Housing and the Economy are intricately linked. Need more housing for the workforce and for students.
- Work jointly with housing efforts.
- Incentivize people to stay living here by providing tax breaks.

Support the Workforce and build sustainable career pathways

- Partner with educational institutions and increase education/training opportunities for trades/construction/vocational training, including in middle and high school.
- Create apprenticeship opportunities.
- Provide loans, grants, free educational opportunities.
- Ensure safety in workplace – training, proper equipment, etc.

Support Local Businesses

- Diversify the economy (not just tourism/wine).
- Foster the manufacturing industry.
- Strengthen wages – it is expensive to live in Sonoma County.
- Improve transportation options and make them affordable and accessible to non-English speakers.
- Expand and support the cannabis industry, increases job growth.
- Expand the local job market.
- Encourage manufacturers to move into Sonoma County.
- Childcare workers displaced – rebuild childcare facilities quickly to provide jobs and meet needs of children.
- Provide more affordable childcare to support workforce.

- Create a task force solely to recruit light industry or tech companies that can bring high paying jobs to this area.
- Build broadband infrastructure.

Promote Sonoma County and Shop Local

- Use tourism campaign to let people know “Sonoma County is open.”
- Build hotels that were burned down to create jobs again.
- Encourage residents and visitors to shop local, including using local contractors for rebuilding.
- Better communicate the economic impacts of the fires to the community.

SAFETY NET

Ensure the Post-Fire Mental Health and Resiliency needs of the community are met

- Community members continue to struggle with emotional trauma from fires. Expand free mental health services, including trauma informed care.
- Use animals for therapy.
- Create spaces for healing.

Build partnerships and coordination across sectors

- Strengthen partnerships and coordination with community groups, churches, local/state/federal government, etc. Work together towards recovery – it's not just the County's job.
- Improve donation management, volunteers, and communication
- Host more community workshops and events to bring people together.
- Create a one-stop shop available to all fire survivors. The LAC is recognized as a great success and could serve as a model for the one-stop shop.
- Address animal rescue in recovery plan, including how people manage pets in recovery (for example some people who are renting cannot have their pet with them). Keep people with their pets at shelters.

Support needs of vulnerable communities

- Underserved communities need more attention and services, including at the evacuation shelters (seniors, language barriers, homeless, undocumented residents, etc.).
- Resources and information need to be available in Spanish and culturally sensitive.
- Support students who were displaced.
- Make sure masks are widely available, including children's size.
- Increase Transient Occupancy Tax (TOT) and use funding for housing and homeless services.

NATURAL RESOURCES

Overall / Vision

- Simplify language of vision and imperatives statements for laypersons
- Put forest fuel reduction 'separate' and under the preparedness, not in Natural Resources
- Add recreation to the natural resources vision
- Make framework clearly address interconnectedness and relationships between strategy area issues, e.g. support and express links between land use planning policies, housing, natural resources or fire/climate change, drought, economy
- No specific requests for other major goals or objectives
- "Protect the watershed against the community / Protect the community against the watershed"

Forest Management (rated very important)

- Many contrasting opinions about 'forest fuel load management': concerns about potential for ill-informed, widespread clearing of trees and/or loss of habitat, folks that want wild land to stay wild, desire for science-informed decisions and priorities; but, also concerns about how to lower various regulations and barriers to vegetation management and recognition that historic suppression has created large load and much effort is needed.
- Lots of comments for better education and outreach about importance and value of vegetation management using all means (from forest product extraction (including lumber and biomass and net carbon storage), mechanical thinning, grazing/browsing by livestock including goats, and prescribed fire) - but some concerns about 'logging' as adverse, etc.
- Requests for demonstrations/pilot projects with prescribed fire to improve public confidence/trust
- Request for focused/strategic outreach programs for Wildlife Urban Interfaces

- Increased implementation of prescribed burns, raising the funding of forest rangers, adding duties for veg clearing to sheriff/rangers, using jail crews for labor
- More funding to enforce defensible space, and also noting opportunity to grow local workforce/jobs in related trades
- Emphasis for public-private combination efforts; need for collectives/neighborhood groups, also better fed-state-local government partnerships and interaction with science information
- Concerns that parks/open space are not managing their own vegetation fuel loads and that vacant lots are not being managed
- Concerns about need to clear remaining burned trees in 2017 zones (unsure if about ROW or other areas); worried that replanting will use other species that burn (like the 1960s use of knobcone pine plantings). Also, concerns that replanting of forests is needed.
- Assess landscape regrowth and 'decide' what plant communities we want to encourage and maintain
- Use grant funded support for landowner fuel load management, but also tax structure and even deed restrictions to improve vegetation removal (defensible space) compliance; make sure people know they are responsible for defensible space/tree removals
- Use tribal communities' knowledge on working with fire for healthy ecosystem
- Clarify requirements for landscaping around homes: defensible space (moist and herbaceous?) vs water conservation (drought tolerant shrubs) and vs energy conservation (shade trees) suggestions
- Concerns about protecting air quality while doing fuel load reductions; need information on wind, etc.

NATURAL RESOURCES (cont'd.)

Stream System Enhancement (rated very important)

- Wording may be confusing in this imperative, some wondered about the connection of water supply/demands and water for firefighting. The connection of stream systems to the other fire related issues isn't clear to some
- Preference on natural controls on erosion, etc. versus hardscape/constructed
- Concerns about burned areas and water quality protection during the next winter season
- Likely need to increase riparian setbacks and natural easements; also to restore and manage parks
- Concerns that science guidance would be overwhelmed by political or economic decisions – that stream habitat would be jeopardized; requests for many NGOs to be engaged in policy updates.
- Desire to hold growth/community boundaries, limit sprawl and focus densely developed areas
- Range in ideas about greenbelts, open space...requests to maintain and increase protected spaces and decrease conversion of farms to development, but also some uncertainty about quality of vegetation management on open spaces that are 'owned' by public agencies.
- Potential for working lands (vineyards, grazing pastures as fuel breaks)
- Concern that agricultural diversity is needed for resiliency
- Financial and regulatory assistance needed for stream side conservation/restoration esp., for small property owners
- Ideas to use volunteers and community groups and adopt-a-stream type efforts for implementation – Youth Corps, Conservation Corps, have school programs for credit too

- Liked the connection to Vital Lands Initiative
- Links to economy noted (as for forest management) for connections to education, job training, and workforce growth in natural/ecological resource management.
- Protect and monitor watersheds!

Leveraging Investments (rated very important, but fewer ratings)

- Want potential policies, regulations, funds to better anticipate and reduce the pressure to rebuild (again) housing in path of repeat fire zones, using development transfers or other means set up in advance (realizing we should not further impact recent fire survivors).
- "Limit building within forested areas"
- Similarly, want science-based corridors/breaks across landscape, but could be phased in over time to reduce burden on current owners?
- We need to publicly state the economic benefits of healthy land and water!
- Work with NGOs and community on cooperative natural resource management, with schools too
- Use policy/incentives to protect open space and decrease exposure to fire risks
- Need to identify fire protective corridors in land use plans
- Use all hazard information to inform land use zoning for 'do and don't housing – build up and not out
- Critical to pull science into decisions and priorities for fuels management in forests & streams
- Ideas that link watershed education in schools about resources, hazards, and preparedness
- Get and use data from other disasters to learn from experience and adopt best practices

NATURAL RESOURCES (cont'd.)

- Requests for more education and communication about 'disasters'
- Desire to use 'Ag + Open Space' funds for fire prevention
- Desire to use MORE/ALL of TOT for infrastructure improvements
- Improve data collection for open space
- Follow through on 2020 General Plan and ordinance/regulation implementation – concerns that there are few consequences for delays and follow-through, but also requests to strengthen land use guidance relative to hazards in the 2030 Gen Plan
- Be sure to use the ideas in the 'Living in a fire-adapted landscape' report

ADDITIONAL

- Concerns about soils impacts from fire
- Concerns about water conservation – requests for metering for ALL (including farms) – wanting to ensure adequate flows in streams and sediment transport
- Ideas to improve water conservation and reuse – to use grey water and recycled water – to return reclaimed water to forest (not streams, "...the ocean doesn't need water")
- Concerns about water allocations and realities in the face of drought and growth.
- Concerns that vineyards, wineries and cannabis use too much water and our sources of pollutants
- Get Chinese Fire-Fighting Robots
- Adopt ordinance to underground power lines in all fire-prone areas of the County

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
1	Need alerts	Housing all based on general plan	Goals: support local employees, foster quality workforce	Survivors struggling with inventory - brain & emotionally impaired and can't collect insurance without ----legislation to simply award without itemization ----Inconsistent payouts from insurance ----Difficult to get fire coverage in Mark West near Lake County due to prior fires ----Some attending fire support group, learning prep tips from each other ----workshops to both prepare better and connect ----advocate for insurance companies to help prepare with photo inventories and go bags ----# of insurance adjustor 4, 9, hired public adjustor, state has commissioners list of insurance companies and complaints - help consumers be more savvy ----What impact do local leaders have on state legislation like supporting McGuire's measures	Deed restrictions for vegetation removal	Responsiveness county
2	Build housing to foster community	General plans all have housing inventory: build there	Goals: local bus access to resources, partnerships	Skill building	Broadcast where fires are occurring and how to address	City and county coordination
3	Cell reception	Teacher housing	Goals: entrepreneurial support	Go to organizations that are already providing services and educate on additional services	Small scale controlled burns	city participation in event

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
4	New tower, key sight for Hidden Valley	Use County owned properties	Activities: central location for contractor resources	Go to populations to deliver services.	Use tribal communities about healthy ecosystems and working with fire	Fountain Grove - lost home (husband & wife participants) block captain participation ---- not her role, but glad to connect with block cpt. ---- many mtgs required for captains Block captain - lost home in Kenwood, on fire as she escaped, could not save cat, chickens or heirlooms from holocaust, reminders haunting, 40 years of art lost, dealing with: water contamination, emotional hardship, water access concerns Mark West Lodge - husband & 5 girls didn not lose home ----trapped, drove through fire ----focused on preparedness and infrastructure Larkfield ----born in Sebastopol,
5	EE- More languages: French, Mandarin, etc	Fire prone area incentives for fire reduction	Activities: housing, mobile home	go to FEMA village	Ag and open space area money for fire prevention	comcast
6	EE - Text in all different languages	Identify what community wants	Activities: county land for temp housing, stale land? Fairgrounds? Funding for infrasture	find connections at meetings to follow up with best times to provide services	Strategic outreach (WUI areas)	local F.H., Red Flag Day
7	Include different ways to evacuate	Small unites converting to ADUs	Activities: Centralizing servies workers	Sonoma county strong	Sheriffs/park rangers with duties that include clearing	Sustainable funding
8	Preparing community for disasters with neighborhood preparedness	great ideas not connecting with fire survivors	Pathways: Ag, mechanics, contractors, welding	make long term permanent strategies - underlying trauma - under served communities experience disaster differently	Lower fuel load around homes (without cutting down all the trees)	Coordination with local contractors center for emergency

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9	Rebuilding in fire prone areas	block captain meetings	Pathways: Survey contractors about skills they are looking for	improve coping skills prior to disaster	Enforce weed abatement on properties	Policy of fire resistant planting
10	Sirens - use them and test them	post contact info so that people who missed meetings can get info	Pathways: How many does county need? Behavioral facilitator	pursue development of strong community by integrating community service, across socio/economic lines	Use goats for weeding and mowing	help with insurance issues
11	Low jet flyover	No communication with fire survivors and no checking in on the process	Pathways: easier to get work in County - our location	encourage extra support to groups supporting isolated community members	Have enough fire cameras that are durable	New plan for future Tub fire
12	TV & radio alerts	more than just one day event for ideas	Skill generation and development	Great job	Connect work force development in mechanical fuel load reduction. Such as conservation corps	Policy for battery operated garage
13	Resurrect COPE, program "bones" already in place.	cooperative land ownership model	Make community livable for all income levels	Need more money	Grant program to assist property homeowners to reduce fuel load	Fire breaks
14	Recovery isn't complete until we are prepared for the next disaster.	not cutting corners to avoid fire protection	Workforce housing	Increase TOT funds and redirect the increase to this, homeless etc.	Review of policy decisions that all as development in dangerous area	Remove language about "regulatory certainty" as it is unclear and implies that the county intends to take short cuts with the public and environmental review process.
15	Use WEA, test it, and notify us of the testing.	different requirements for different communities, no wallboard until landscaping	Better communication with PRMD regarding code requirements	Be proactive, not reactive	Increase policy to ensure adherence to safety measures	Replace "regulatory certainty" with an explicit commitment to uphold CEQA and public engagement and where appropriate use existing exemptions for climate-smart growth
16	Community education on how to evacuate, including traffic laws	Cost of reconstruction and code upgrades	Keep County population as is.	Impact to graduation rates due to stress	Adjust taxing structure to encourage building and fuel load	
17	Hospital staff training on how to accept lots of patients/evacuees	reduce constraint and cost	Help people who live here.	What can we learn from other communities? (ex., Katrina)	Flexibility in application of code to diversity neighborhoods	
18	Key Areas: Santa Rosa COPE Program Prep, neighborhood preparedness	require developers to upgrade streets and turn cul-de-sacs into through roads	Permitting "help line" to get facts regarding costs of private plans and studies or website	Community connections	How do vineyards in Mark West fire corridor impact water supply?	
19	Develop neighborhood community groups emergency response team	County should offer low interest rate loans to help rebuild homes	dream of retirement getting farther away	churches	Did earthquakes in 89 effect under ground river? - Mark West	
20	Call trees	eliminate special studies to rebuild homes as is	Cost of living	county can't do it all	Do residents and vineyard owners acknowledge or understand impacted landscapes in fire	

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21	Improved emergency response training for county ER staff - include all County agencies	follow Alameda & Berkeley Hills example of exempting people in Alquist Piolo	build outside of city limits	Before the next event define roles & responsibilities with partner agencies, decrease duplicated effort, increase services	Mark West properties have many trees in place that are now charred briquettes ...fuel! Last fire, pines planted...match sticks ----need plan for native restoration: oak? Manzanita? Plants that don't burn	
22	Create better information archive of emergency response lessons	Key Areas: ADUs, Increase inventory, code changes, funding solutions	Key areas: housing, and work force housing, incentivising trades	Provide space to heal.	What support exists to help home owners manage fuel build up? What about parks with	
23	Community member preparedness training, build individual community resourcefulness - "block parties for preparedness"	Apartments, multi family, taller building	Career training - construction training for not only recent high school grads but also for working adults	Pay close attention to vulnerable communities, including seniors.	Where will Mark West Springs Park be located?	
24	Programs to educate community on advance fire prevention including prescribed fires	Greater availability of housing	encourage development of private emergency response companies	Provide information and services in multiple languages.	Wholistic, Fitch Mtn - decrease fire fuel ordinance BOCD vacant lots - budgeted	
25	Incident command training for community - all volunteer groups "ICS"	Insurance money paying increase rent most will return home (rebuild)	assist local business to develop emergency business plans during disaster	Advance agreements regarding regulated services - churches providing childcare and questioned - lift restrictions to service in crisis events	River, regain connection access - river brings us closer, tourism	
26	Goal: warning management preparedness program	High density: - city center - along transit lines - increase effective transit networks	encourage local businesses to network for ER response and business opportunity	Secure funding and maintain services, use TOT funding.	No building in increase fire danger	
27	Goal: resilient facilities, tech, infrastructure	Modular construction	Strategic structuring	Strengthen 2-1-1 resource and serving during crisis	Community based protections - fire districts - fund our own	
28	Goal: no where to stage crews, north of Healdsburg, need fairgrounds like infrastructure	Partner with property managers to maintain housing std, protect vulnerable	Priority= prepland for rebuild: chipping, filling, etc.	Understand emotional impact for the fire survivors across all services	Fire resistant structures especially roofs new & upgrades	
29	Activities/feelings: felt lost	Keep county rural	who oversees private water companies and contamination?	Acknowledge where there are inadequacies or faults and areas of improvement in permitting process.	Soil - impact to Ag - remediate & health impact - education campaign - attention to small farms/fragile	
30	Activities/feelings: no technology	Go four stories	fire corridor is only protected by resident volunteers...make volunteer department paid with access to helicopter.	Be aware and support kids at Valley of the Moon	Improve data collection for land open space	
31	Activities/feelings: local sirens	Incentivize granny units	Yard debris still on properties	Use partnerships	Meters for ALL plus farmers	

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32	Activities/feelings: level warnings, 1 hour warnings, min	No (VRBO/AirBNB) vacation rentals	over excavated properties problematic, waiting for refill...big burden on this survivor groups	Goals: most pressing issues self-sufficient - self - sufficiency - recovery - well-being - student mental health homelessness	Engage youth (youth corp.)	
33	Activities/feelings: vegetation management in burned neighborhoods	Qualify for low income housing reievew - average person priced out	Some areas sometimes tax or assess themselves, rural can not easily afford ----Kenwood has private water companies...could they help sponsor?	animals misplaced	Student incentive programs	
34	Trees/not just weeds/dead, Countywide mandatory veg ordinance	Prioritize new funding	Straw that breaks camel back daily occurrence for survivors...need some ease ...very busy people...life did not stop during disaster!	Grateful for van in Petaluma, fairgrounds taking care of animals	Getting people involved	
35	Photo inventory, have in the "Cloud" or safety deposit box	This is the key	Concerns about security during disaster especially during rebuild with supplies	Community groups	2030 General Plan	
36	Neighborhood sirens are effective and simple (crane?)	Formula: make it representative of our community, percentage low income	Economy = housing	Pro mental health	Follow through with ordinances	
37	Need more chipping programs to prevent burning fuel - is there only one chipper? Residents need to know about this program.	Goals: expanded funding to rebuild housing	full spectrum of the workforce	neighborhood chats -just talking - story telling - staying connected to neighbors - COPE Group	Implementation of regulations	
38	PG&E needs to trim dangerous trees, careful not to "dump" trimmings along roads and in creeks Residents see trees leaning on wires or calls to PG&E not helpful	CC Permit process	high density	Mental health services for kids and students	Decrease litigation	
39	Rural properties prepared with hose water	BB - Use county land to support infill	lost workforce	Housing first (Calgary/Utah)	Open space district	
40	All families need "go bag" plan with important docs and emergency supplies	Activities: more transparent about rent/costs	trade certificates	Domestic violence	Identify land to preserve/keep it up	
41	Wearing night clothes, bad shoes, no water, phone = likely case...how to prepare tips needed for all residnets in case of fire, earthquake or other disaster ----72 hour kits: food, water, med supplies	time verses insurance for permit	access to education/loans	Where do people go (shelters)	Follow through on 2020 general plan	
42	For some, neighbors were key to "alert" -- some not sure if they could/should tell neighbors	effort on city citizens part, must be in-person	manufacturing industry invisible but so important	Proactive with information and communication	Implement aspirations of plan	
43	Pre fire development of emergency plan, systems on surrounding hills	less housing on hills	Need action now	Agencies holding this information	PRMD - consequences for delays and not following through	
44	Consult with community for testing, trouble shooting	housing safety	Learn from other successes in permit process	Integrate hazard mitigation plan link to general plan	Legislate + Regulate + Litigate = General Plan	

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45	Alerts using Next Door, add to county page	All electric wu net energy	Forecast long term needs	Connect youth to land	Watershed education (situation awareness pre/post fire) translate into day-to-day behavior	
46	Can only do so much in a disaster situation	raise standards for fire safe housing	Partner with trade schools - advertise marketing	Advance Coordination between Agencies and Jurisdictions/Cohesion	Natural resource education at schools (improve use of sustainable	
47	Annual review of plans	NOT rubber stamping permits in fire prone areas	Maintain living wage	Barriers to access/financial even without tangible loss - resources needed	Engagement with nonprofits. Cooperative natural resource management (economic development/schools/public space)	
48	Training	Not rebuilding in fire prone areas	Broadest possible base	Donations management and communication	Sonoma County library together at the table	
49	Home inventory	Adhere to higher standards (roofing, eaves - embers) planting	Strengthen/create middle class living wage	Manage rent prices through rent control	Outreach through entertainment and events (multi-media - video and speakers)	
50	Neighbor connection - awareness of community	Ingress and egress (reduce number of cul-de-sacs) have multiple access points	Support cannabis businesses (zoning restrictions and cash business analysis)	Cost of living for basic services (Water, PG&E)	Rebuild in sustainable _____ Preserve green space/native landscape	
51	County hazard mitigation plan linked to community building & preparedness	Buy property, make them public land = fire prone areas (burned more than 1x)	Employees lost work due to this fire	Manage prices/grant program	Train business owners to see sustainable practices/support with training and loans	
52	Differentiate flood/earthquake/fire	Fill development (up not out)	Employees have left. They don't replace them.	Provide childcare at community meetings	Incentive program for reduced use of basic services	
53	Homeowners educating themselves about disasters (i.e., flood zone) role of real estate agents	Transportation corridors	Property taxes, how not to revenue	Dignity and respect	Advocacy for evacuees (unfair charges and charges for services)	
54	Ensuring familiarity with resources (i.e., 2-1-1, SOCO Alert, Nixle)	Use County property	If we don't rebuild, what will this mean long-term for taxes?	Increase resources for multi-language communication/safety net information/services	Undocumented community in need of specific advocacy and increased communication in native language	
55	Neighborhood planning	Prioritize teachers/public employees	People in other communities think everything burned down. "Sonoma County is open"	Provide access to resources for undocumented persons	Improve communication to community of where/how to get help	
56	Better access to local services	Public-private partnerships	Work force training tied to _____.	Provide resource guide for undocumented persons in their native language	Stop shopping for services/provide in native language	
57	Information, welcome package with information	RV parking on County property	Innovative policies to incentivize existing in other areas (out of fire zone)	Emergency staff able to express warning in many languages	Need financial assistance to help implement conservation/restoration for small property owners (i.e., along creeks)	
58	Local preparation events	Support for people currently housed	Underground utilities for better safety, natural beauty	Training volunteers from communities (students/community leaders)	Need county help with permitting and funding help for erosion control for small property owners	
59	Fire siren	Increase Burbank housing	Keep college grads here by creating more housing options	Economic recovery plan/marketing plan	Maintain and increase protections to prevent conversion of farmland fo development	

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60	Place at police and fire stations - manual sirens	Federal grants/public housing	Create legal pathways for undocumented workers to work legally	Meeting with school districts and students to create emergency preparedness with parents	Maintain and increase greenbelt protection	
61	Other places - sirens - sound known to all	WPA work projects	Create training programs and apprenticeships for skills crafts-people	Faster implementation of people who can help	No confidence in SoCo water. Provides water over allocated water rights/resources by 16%. Contract must renew. Occidental in future may not get water when contracts	
62	Community plan for what to do when siren sounds.	Respect urban growth boundaries (80% voted in favor)	Accelerate JC workforce project - solar, project (current) is slow	People told where to go	Worried about studies showing possible 30-year drought. Will water be available? Development needs water. Built on "paper" water. Check on developers have	
63	Sirens silenced because noise annoyed people.	Greenbelt separators	Include apprenticeships (tap new employees with training)	Water safety testing	Exponential growth - healthy agriculture needs water. Dry farming - not ready yet. How do we grow without enough water?	
64	Adapt system to community-condensed population. Sirens are best. Still need back-up plan.	Provide alternative emergency route. Infrastructures or other escape routes (bridge burned down)	Work jointly with housing effort	More people to utilize emergency services (i.e., elderly)	How much water used to fight fires?	
65	No ability to preempt this last fires.	Gates? Methods to open gates when electricity is out	Can alternative spaces be used (warehouse, etc.) instead of waiting for facility?	Need for more homeless services	Management - Interact better so we are prepared	
66	Plant fire retardant plants -- Go bags.	Batteries for garage doors	Facilitate group discounts among businesses for solar panels, etc. Serve as fiscal agent.	Tied to housing	Restore CCO processes will risk	
67	Education by 1st responders -- support groups with mentor in that community.	Look at roads and infrastructure for new housing	Group could be businesses and people who lost homes. More connectivity between group captains/communities regarding purchasing, information, have to work hard to share information, network, need tool, platform, method to structure.	How do we support students?	Fuel load management	
68	Know your neighbor program needed.	Exclusion zones for vacation homes (want to have permanent local residents)	Connect dots regarding training, employees, communication needs	School damaged - How do they get to school back to house?	Opportunity - How do we react to climate change?	
69	Plan for: pre-disaster, during, after, evacuation routes part of alert infor., garage doors, drop ladders from 2nd floor.	Uphold California Environmental Quality Act (CEQA) and to work out prescribed burning conflicts	City templates- discussions, creative part	Support for families coping with children, challenges, trauma.	Fire - Include corridors in planning	

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70	Is there emergency satellite system? (Option if cell towers burn).	Area suffered most (Glen Ellen, etc.) Should be evaluated in context so not to replicate fire history	NPO - Rahus Institute (participant)	Challenges for children after fire who experienced trauma. Need for more counselors. More resources. What does that look like at this point?	Think about where we build or rebuild related to natural resources and climate change	
71	SF - every year practice with fire department, grumble about it, but everyone knows what to do. Could work well in small communities.	Fire sprinkler at exterior of building	Build affordable, diverse housing	Solutions - Better plan and understanding of where to go. If you live here, you need to go here.	Think about how we mitigate financial implications related to housing for landowners if not	
72	Sure that lessons learned in fires	Secondary water source	Broaden training programms beyond building trades	Solutions - Not just the County's job. Access community groups. Regional plan.	Utilize Ag & Open Space resources to help with prevention. Install water catchment systems.	
73	NY volunteer firefighters - had sirens in own cars - badge of honor	Community organize, preparing for disaster, County resources, neighborhood. Provide lists of names and maps/disaster commission	retraining programs, too!	Identify families that need housing assistance	Water contamination	
74	Create better system _____	Bureaucracy response time with Red Cross	Clearing house/registry for casual labor	Better communication about services for fire survivors	Include recreation in Natural Resources vision	
75	Alerts - Notified by local fire departments (Pre_____). This is happening and now I have time to react.	Need housing for young workers	Expand stakeholder list beyond employers	Connecting people in community with people who have need for services	Value open space	
76	Own generator.	Increase affordability of rentals and sale properties	Casual workers should have safety and training	Start fund for housing \$\$	Controlled burns and other non-traditional methods of land management	
77	Need to focus on prevention.	Put incentives on 2nd units	Enforcement of safety protections	Create more after-school activities for children and young adults	Education and collaboration and communication about disasters (Forums. etc.)	
78	Alert people when phones/alarms won't get to people (sleeping, out of range)	Tax vacation/Rentals	Provide safety equipment to residents	Ongoing services for people suffering from trauma	Right of Nature "Sold Natural Bill of Rights"	
79	Take own steps within our homes or community to become prepared. Not just up to government	Climate has to be part of every conversation	Expanded training programs for trades and support trades people by providing affordable housing	More robust outreach to reach people in need of services	Using more natural building methods with natural and fire-salvaged materials	
80	Need to educate landowners about value of defensible space	40,000 new homes are needed and business adds to greenhouse gases	Business/government/higher ed institution partnerships - assessment fo ER preparedness	Centralized location for safety net services that is culturally competent	Grey-water and recycled water	
81	How do we address issues with getting insurance in the future in fire zones. Fountaingrove won't be insured	_____ knowledge to regulations about building, permits, etc. Can we educate permits, developers, etc. on how to build to lower burden on climate	Support healthy community provides support for small business	Regular services interrupted during fire, better prepare to maintain during emergency	Expand this to include: - Prescribed burns - Protect high fire risk from devlopment	

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82	Fire break solution needs to include multiple counties. Fire doesn't stop at county line.	Education and codes are already there. Educate homeowners/building industry on climate-friendly practices. All become electric-ready homes	Expand business opportunities to include clean manufacturing	Database for status of evacuees	Emergency water supply plans	
83	Build communities that are connected. Alerts include all communities, homeless, etc.	Two people came To Sonoma Clean Power to build. Need better messaging and education	Support J.C. partner with tech industry to develop - trades - apprenticeship	Ways to help - how to find out what is needed	Encourage self-sufficiency for emergencies	
84	Alerts that warn but do not create fear	Perception that permits are difficult or costly	Expand training for entry level jobs in a fast track method	One stop shop to inform about available resources	Incentivize water efficiency (rain catchment, etc)	
85	Take into account public health risk of cell communications	Put incentives on rebuilding a green house (speedier process for permit, don't have to pay green fees)	Conceptualize rebuild so as to support economic health expands business centers develop thoughtfully	Include NGOs and Govt	Increase riparian setbacks, natural easements	
86	Support neighborhood safety groups	County needs to lead to promote green building	Better communication to community and large re: business community needs	Volunteer clearing house	Growth boundaries/open space	
87	Make sure there is adequate cell coverage in as many areas as possible (partner with cell carriers)	Lack of Insurance - Can't build to current codes. Homes that get permits in 2020 under new codes. More \$\$,. Not back away from codes - not just burden homeowners	OPPORTUNITY!	Disaster webpage	High priority to save	
88	Audio alarms (sirens)	Crisis counseling/homeless clients - competition between clients to get services/resources. Prepare for waves of homelessness - increase	Where are the high paying jobs?	Planning information for future disaster	Bring density to city and community separator	
89	Increase capacity of full-service shelters (i.e., showers, kitchens (certified) commercial	Palms a success. More funding for projects around County near business, etc.	Nobody wants heavy industry in our backyard	Facilitate/welcome Spanish speaking volunteers (visit in non-disaster)	County/Cities give options to residents on watering	
90	Guidelines for Nixle alerts - clarity about danger level and neighborhood threat	Venting house input to how fire burns a house - State Fire Marshall is pro developers. He can't get certain ridge venting but won't okay	We need balance. Don't be "too" reactive	More mental health services (Spanish speaking)	Tree removal on the residents and make them get a permit	
91	Telemetry - machine to machine connections with solar panel. City RFP to alert County- Silicon Valley solution, tech firms can build solution	Wildlife - urban interface needed	We don't want to repair the whole County. 80% of winegrowers live in the County	Growth boundaries/open space	Defensible space vs. water conservation. County/City needs to provide help	
92	Underground lines in fire prone areas. Opportunity now in burn areas and when roads are done in all neighborhoods. City ordinance - require PG&E for safety now just aesthetics	Developers have too much power. People need to get government/Hopkins to listen and act.	Dairies are about to go under	High priority to save	Fuels management is the key. We need it 10X more	
93	Underground lines in fire prone areas. Opportunity now in burn areas and when roads are done in all neighborhoods. City ordinance - require PG&E for safety now just aesthetics	Katrina - mistakes = fast/cheap building. No resiliency. Expensive to run. 10 years later - See mistakes in rush to house people. Create a County plan. How much population can we have without enough water?	JC should take more leadership of developing/training the workforce	Bring density to city and community separator	Be mindful during burning. Understanding the wildlife, etc.	

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94		Crisis to catastrophe	Sustainable energy technicians	County/Cities give options to residents on watering	Use jail crews to do this type of maintenance	
95	Make nixle more compelling	Incentives for people who can't rebuild or to not rebuild given climate change impacts	Push next gen. industries - Solar companies	Tree removal on the residents and make them get a permit	North Bay Conservation Corps.	
96	Promoters must provide free service	Fire hazard mapping	Less retail	Defensible space vs. water conservation. County/City needs to provide help	Be mindful of the environment; just for any development	
97	Publicized wireless emergency alert system	Difficult to find affordable housing	Trade skills and training	Fuels management is the key. We need it 10X more	PG&E can do underground power lines	
98	Multiple languages for WEA	People want more walkable - dense housing - near to downtown. Incentives for this type of development	Free community college? Provides the opportunity!	Be mindful during burning. Understanding the wildlife, etc.	The underground stuff slow down the rebuild process	
99	Publicized radio stations that broadcast emergency news	Government and resources focus on workforce housing	Some jobs don't pay enough that we still need to support childcare/teachers/nurses	Use jail crews to do this type of maintenance	Reduce and assess fuel load by partnering with other communities who already developed plans	
100	Publicize disaster kit needs	More housing	How do we keep those?	North Bay Conservation Corps.	Better education for public and private lands regarding fuel load	
101	Publicize evacuation routes	Make recovery easier/loosen rules	Presidio is a great example. Non-profits	Be mindful of the environment; just for any development	Develop fuel load reduction plans that consider air quality control	
102	Provide ERT training to all interested residents	Small houses/tiny homes	Support childcare/teachers/nurses	PG&E can do underground power lines	Educate private property owners regarding communicating environmentally friendly land management	
103	Encourage neighborhood preparedness - help each other! - phone tree - supplies	ADU's	Give housing at their worksite!!!	The underground stuff slow down the rebuild process	Improve greenbelts	
104	Evacuation routes required for new developments and existing	Affordable housing	Most people are middle class, so we need to keep that	Reduce and assess fuel load by partnering with other communities who already developed plans	Limit expansion/urban sprawl	
105	Better training for school staff	Permits going well	There is a balance between allowing tourism and keeping housing stock	Better education for public and private lands regarding fuel load reduction	Protect watersheds. Provide education campaign	
106	Creative ways to provide outreach (plays)	Balance between expediency and planning causes concern - Would like plans of what it will all look like; could end up more fire prone?	Workforce housing to support minimum wage earners	Develop fuel load reduction plans that consider air quality control	Provide clear communication and ideas regarding appropriate land use	
107	One emergency website on a bumper sticker	Conflicting information regarding safe plantings (drought tolerant versus not)	Not enough housing stock	Educate private property owners regarding communicating environmentally friendly land management	Strategic plan to sustain watersheds	
108	Emergency broadcast revival	Safety depends on what your neighbors do too	We still have rent control/price gouging	Improve greenbelts	Water board - permits work together to develop best practices suggestions/guide/plan	

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109	More emergency personnel/police	Best practices/recommendations would be helpful	Inclusionary housing - a builder has to have a certain amount of affordable housing and we should be more strict about that.	Limit expansion/urban sprawl	Notice sections of County specific to local need to environmental protection	
110	Drones - Police	Hard to get energy together for groups/volunteers to pull this off (getting information) and get direction/losing steam	Build up/avoid sprawl (encourage denser downtowns)	Protect watersheds. Provide education campaign	Better education for public and private lands regarding fuel load reduction	
111	Pre-education on evacuation routes	Building resilient housing - external sprinklers?	Housing for workers/displaced	Provide clear communication and ideas regarding appropriate land use	Defensible space education/communication. Improved communication to community regarding defensible	
112	Planning for emergencies in neighborhoods	Fixing weak links in water system	More rooftop gardens	Strategic plan to sustain watersheds	Create plan regarding what landscaping would best serve individual locations across the	
113	Buses	When power goes out, well won't work	Rebuild differently (avoid past mistakes)	Water board - permits work together to develop best practices suggestions/guide/plan	Protect air quality as we more forward with fuel load solutions	
114	Traffic control - Communicate through Apps.	Climate smart - using less energy - important now	Embed cultural competence practices across all sectors of the County	Notice sections of County specific to local need to environmental protection	We should do controlled burns	
115	Educate the public about Nixle	Are housing codes addressing this? Requirements?	For people who lost business or boss lost business, employee lost work, need financial assistances	Better education for public and private lands regarding fuel load reduction	Tool for fuel management	
116	Sirens/speakers - as 1ST (initial) warning	Would like clear local "how to" information with resources regarding building, fire-safe, in wildlife interface area. Nice to have plan checking process to maximize safety	Assistances home business (lost as well as home)	Defensible space education/communication. Improved communication to community regarding defensible space plan	Use wind patterns	
117	CERT/NERT	Verify and possibly increase housing goals	Community office spaces	Create plan regarding what landscaping would best serve individual locations across the County	Controlled burns should be hold on the County line or on	
118	Social media - use different methods to communicate	higher - density and city centered multi - story housing	Internet services	Protect air quality as we more forward with fuel load solutions	Open space management - more of it!	
119	Language	Close to transit centers	Matching employee, workers with job offerings	LAC - It was amazing	Look at fire breaks around the cities	
120	Teach that we live in a fire hazard area	consider burn zones and evacuation routes for new housing (Chanate Village is an example)	Business lost, employee lost health care	More consistency with staff	Youth Ecology Corps.	
121	CERT programs - not the way to do it	Environmental review of 30,000 units	Help writing resumes	Need more Spanish speakers	School credits or internships	

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122	Get Ready - great program	include climate - smart construction requirements	Share tools	Created a mini-center at Roseland	China has fire fighting robots	
123	Put the responsibility on the homeowner. Everyone has a different scenario.	re-examine development incentives to encourage high density	Better price legislation for housing (price gouging)	The staff with County for LAC was very overwhelmed	Exterior sprinkler systems	
124	Get read for asking those tough questions - Do I need to turn the gas off?	encourage housing types - and build a more nimble safety net	Need living wage. People can't afford to live here	Make sure all services are standardized/more inclusive	Fire scanners/need can download to cell phones	
125	People need to be ready to lose service	encourage small living spaces	Better public transportation to save money	Better outreach to address immigration concerns/fears	Controlled burns	
126	Streamlined response that people expect to be used. Nixle & SoCo Alert	affordability	Need workers trained in how to remove debris safely. Required of all contractors. Taught in Spanish.	Create/foster sense of safety (be culturally competent)	Livestock [grazing]	
127	We should have a streamlined idea of what to expect as far as notification	Delete specific development locations	Fire prevention districts	County needs to work with local activists/groups	Chemical (herbicides)	
128	They don't think it should be a subscription	rent stabilization and enforce price gouging laws	Bonds for water improvements in districts	County needs to be culturally competent	Mechanical [thinning]	
129	Shelters	No affordable housing. State help??	Tax on lawns for non-indigenous plants	Coordinating/not duplicating	Improve stewardship of landscape (incentive)	
130	Red Cross was great	Rent control	Tools/jobs lost. Use unemployment development department money to help them buy tools so they can work	Need better/more translation resources right away	Stewardship requirements (property lien for failed stewardship)	
131	County is owning the situation, and the County is not very efficient. Independent organizations do this all the time	Increase in housing costs. People are getting displaced due to rental costs going up and bumping out renters or landlords moving in.	Attract talent - education level - builders	Shelters need multi-lingual network	Protect the watershed against community/Protect the community against the watershed	
132	Figure out the medical services with the County	Oakmont - isolated from the city. Build closer to city centers.	Need affordable housing	Remediate/cut back to Health Services	Community education regarding living in fire zone	
133	More energy and resources	"One eviction notice away from having to leave this County."	Vocational center (high school and college). All aspects of building not necessarily tied to schools	Increase support services to ensure housing security	Simplify language	
134	Efficiently revise the system (EOC) system	Workforce housing VR's and other lack of regulations not providing	Diverse economy - manufacturing, technology, production, not just wine	Improve safety net services to provide access to all community members	Funding source for protection of watershed and support low income landowners	
135	Leadership was fragmented at the shelters	Increase \$\$ to build	Metrics to evaluate EDB Activity Program effectiveness	Remove from criteria for services applications (language, immigration, employment)	Change in narrative regarding ownership of natural resources	
136	Clearly defined roles when it comes to the EOC operation	Amendments to building codes to make them smaller and closer together. Increased density or affordable costs to build	Retain workforce	Provide multiple access points for services	Use science to inform/educate	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
137	\$ donations are the best. We don't want trash donations.	"Community trust" for 1st time home buyers. Way to build capital. Down payment assistance.	Missing middle housing	Permanent support of services (lifelong/permanent housing solutions)	Return reclaimed water into forest (not streams). Ocean doesn't need water	
138	Use neighborhood watch!	Cost of raw land	Transportation improvements!	Increase access to services by creatively combined satellite service access points	Lower fuel on forest floor (healthy forest)	
139	Work with apartment complexes	We are utilizing the crisis to allow bad planning. Weather changes and disasters will still	SMART needs bilingual assistance (all transportation)	Expand eligibility criteria	More vertical living to use less land	
140	Crisis Communications Coordinator - One location for consistent updates	Housing costs keep rising	Free shuttles (every 1-2 hours)	Problems getting prescriptions after fires (pharmacies, insurers, PBMs - reset refill schedule after disaster)	Consider development versus environmental protection to lower protectionism	
141	Expand information provided by Nixle; streamline and clarify	Not a unique issue	Jump on jump off in Sonoma	Serious problem that Spanish translation not available during and after fires. KBBF only way to get information	Tracts of land good for development. Incentivize/educate community (transparency)	
142	Use landline for communication	We tend to spread out and build up	Options to not need to have a car	Hospitals - need forms, etc. translated. Need all bilingual medical personnel - I.D. someone to be this in emergency	See Housing Toolbox (CDC)	
143	Locate alarm telemetry devices across the County	We want to be able to live centrally near transit and near amenities	Good big vision	More crisis counseling - train nonprofit employees to help in a crisis with mental health counseling creating training people in behavioral health	County support those with burned trees, trying to plant wisely	
144	Recruit RFP from business tech. community	Mixed use	Hiring practices	SPR - Skills for Psych Recovery	Proactively advise/support	
145	Promote use of Ham radios	The absence of inventory of housing is causing an increase in price	Educational opportunities	CMBM - Center for mind, body medicine health care found of N. So. Co.	Integrate grazing animals for brush clearing	
146	Was not alerted adequately	Building costs contributing factor is the supply and demand of the contractors. Building costs are high!	Rent Control	People don't understand their needs	Agriculture diversity for resiliency	
147	There were not enough arteries for escaping from Fountaingrove. Infrastructure development needs to be very mindful with access and adequate roads	How could we create incentives to trade workers to make the rebuilding costs cheaper? Builders are being brought in from all over because the local workers are charging way too much	Empty house tax	Red Cross took over evac. Center/better communication	Climate change	
148	When rebuilding, the County or City needs to address the egress in communities where there have been fires to ensure the flow is made better and less traffic during evacuation	Contractors are buying up lots	Education on the homeless population	Emergency response must reflect true demographic of the County	Protect watershed	
149	Evacuation routes should be planned to take into account wind patterns	Can fire survivors put together resources to be provided to each other in an effective way?	Impact on wine workers	Coordinate medications	Support Vital Lands Initiative	
150	Evacuation drills	Housing needs to be the priority - we need money	Hire more local builders	Addicts in withdrawal	Erosion control	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
151	More education (reach the children)	We need CEQA reform (people want housing, not just in their backyard)	Market to our "locals" vs. outside tourist so that we can help our local businesses get regular customers.	Invest in mental health issues (especially 1st Responders)	Building more green	
152	Need a sense of urgency. Repeat there message.	In cases of natural disasters, we need to advocate for exemptions to building codes	Continue supporting marketing campaigns for local businesses	Proactive attention to seniors and Latinos	Reduce sprawl, increase up urban	
153	Manage fuel load in open space	Renters have been hit hard/Rents continue to rise, causing stress and forcing people to leave	1. Workforce and Business Services	Housing and Homeless Services = Resilient Community	Clear dead trees	
154	County should provide disaster kits for those who can't afford them	Affordable housing should be prioritized on public lands	· Grape harvest paralyzed	Animal shelter/resources during disaster build infrastructure include in disaster plan, animals not allowed in temp housing	Grant	
155	Neighborhood training/cooperation	Insurance at the state level needs to be reformed (policy holders bill of rights [simplify the policy so that it is easy to understand])	· Food and perishables lost from lack of electricity, gas	Improve behavioral health services	Hazard tree removal	
156	Find ways to build on grassroot efforts to be more prepared as a community	Integrate emergency preparedness into the General Plan	· Loss of employment, services, income (some did not regain until as late as February)	ID homeless services needs - housing 1st	Proposed activities and goals need to be easier to understand	
157	Invest in neighborhood level community preparedness	Improve public engagement around information dissemination	· Few resources for undocumented folks	Include trauma informed care in disaster training	More education for Natural Resources science	
158	Adequate water pressure (shutoff valves)	More housing in right spots/downtowns (including affordable and low income)	i. Redwood Credit Union had resources, although sometimes confounding information around accessibility/use	Communicate what is needed and how to donate	What can humans do to ensure that the fire doesn't turn into catastrophe	
159	Clearing dead debris	Supply/affordable housing - government subsidy	· Many resources came from neighbors, family, friends	Local, state, and federal coordination	Work with Sonoma Ecology Center	
160	Need mapping to see where the fire is. It shows which houses are burning. Better information system before/during/after event	Can you afford housing? Tricky because can you afford it on your own or with subsidy?	· Kids were scared to be left alone	Misunderstanding around immigration	Bring all players to table - state parks - regional parks	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
161	Need fire cameras	Restrictions on density and size need to be in place	o Support new businesses o Employ people who live in the county o Communication/education - Family plan: where to meet in case of emergency, having copies of documentation	Inform volunteers	Identify and publish subject matter experts	
162	Teach community how to be prepared and what to do when trapped	Displaced during fires/still no home (pre-fab homes)		Culturally sensitive framework	Give people incentives to clear their land	
163	Need different ways to escape	Funding to help people clear properties		Language: trained agencies	Educating the community about controlled burns to increase comfort levels - Improve landscape - Make fires move slower	
164	Places for animals to stay	Need utility poles for temporary housing		Nixle translations	Put out articles in the newspaper and do more Nixle alerts. Utilizing Next Door and social media	
165	Ways to notify people who are disabled, especially deaf, blind, etc.	Not enough insurance covered for rebuild		Getting around town to provide services	Do demonstrations to educate the public on how the controlled fires are actually done to increase comfort levels in the community	
166	Neighborhood drill, need practice for entire neighborhoods	Plan escape routes		Nixle in multiple languages	Team up with organizations that can help with forest fuel management (North Bay	
167	Localize evacuation stations	Need neighborhoods instead of housing development		Use tools such as social media to inform others	It would be great to utilize more youth programs or volunteer firefighter programs or training programs to utilize for fire	
168	CERT: Community Emergency Response Team	Need more knowledge of alternative type of house construction other than using wood		Create sub committees to communicate information look at Napa County office plan	How do we take care of properties that are not taking care of brush or doing proper land management?	
169	LISTOS - Spanish	Smaller houses		One stop shop for information and services better coordinating	More money towards land management and enforcement	
170	COPE: Community Organized Preparedness for Emergency	Need future buildings to withstand similar disasters and earthquakes		Television and radio were effective	As far as natural resources, we spoke a lot about controlled burns and educating the public to feel more comfortable with controlled	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
171	Create list of what to do if you only have 15 minutes to get out, etc.	Rent control		More funding for fire inspection program	One of the Post-Fire Workshop's key strategies is "Restoring and preserving the natural resources." The county's crucial natural resource is water. However, the Sonoma County Water Agency's (SCWA) representative didn't address water but presented SCWA as expanding its water resource management into including the counties forest resources. I present facts below that show that SCWA is failing to adequately manage the county's water resources. SCWA must correct this problem if it is	
172	Infrastructure, emergency fire prevention efforts first. Mutual aid before becomes _____	Creative partnering to create housing for working people		Hire more bilingual community engagement staff	I reported to the small group I attended a very serious failing by SCWA as it manages Sonoma County's water resources. What I reported is addressed in items 4 and 8.2 below and is supported with the other supplementary information offered below.	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
173	Technology - not everyone has cell phones or landline	Build in centralized area/urbanize up not out. Create walking community		Displaced renters	Information regarding SCWA's water resource management failings: SUMMARY: SCWA has over allocated its water rights by 27%. It is providing this over allocated water for which it doesn't have future water rights to the Occidental Community Service District and other water districts, which are using this water as a basis to build new buildings. Climate Scientists report (See 8 below) that there is a very high likelihood that this over allocated water will not be available in the future as SCWA reports in its Urban Water Management Plan that it will not have water rights to provide these buildings water by 2035. These buildings will last far beyond 2035. SCWA is facilitating a future county water resource problem that will	
174	Other plans - door to door. Why not put on sirens instead. Not up to neighbors to make notification. Low tech/low cost	Incentive "sensitive" building to limit/discourage building in hazardous areas		County controlled property may contribute to this interim plan for temp housing		
175	Pipe water to put out fires into vulnerable areas	Reward cities who facilitate housing development		Behaving services	Protect and enhance greenbelts and community separators	
176	People on blocked freeways during evacuation. Need preplanned alternative routes	Create approach to incentivizing building "inclusionary housing" land trust model		Petaluma animal services	Set and enforce affordability thresholds for new housing development of at least 20 percent or higher, particularly for funded development or publicly owned lands and in the Renewal Enterprise District Area	
177	Neighborhood phone bank - County develop model. Help it develop	Affordable in perpetuity "community land trust"		Homelessness	Add provisions to address displacement, homelessness and minimize gentrification as a result of the fires	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
178	Not enough state resources for evacuation - rather than saving lives	Ensuring a high level of affordable housing (increase %)		Trained personal to work with people traumatized situation	Assess which land use policies increased or reduced fire risk in Sonoma County, similar to th assessment conducted on emergency response	
179	How to notify homeless. Sirens?	Hire local workforce/training		<p>During the Recovery:</p> <p>Price-Gouging: People in the Latino community experienced price gouging in many arenas – prices went up not only on hotel rooms, but also on bottled water and smoke protection masks. Extreme increases in rent are widespread now, as are increases in utility expenses and other essential services. Spanish-speaking people have been particularly victimized by price-gouging because of language difficulties.</p> <p>Unequal Access to Fire Relief: Community members have received little information in Spanish about services and aid available for them, so they have been unable to access much relief and are still suffering from the devastation of the fires. Insurance companies have provided only confusing information, with no Spanish-language counseling or assistance. Some hospitals only provided forms in English, and their receptionists spoke only English, which was a public health and safety risk for our whole community. More forms of aid are required, including financial support for replacing lost identification.</p>	Develop new fire-smart land use policies that prevent new development in the highest risk fire areas	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
180	Pre-designed evacuation centers - throughout	Improve/adhere to affordable housing rules/laws that exist		<p>Undocumented families received very little financial support, despite great need – they were seriously affected financially because the fires coincided with the end of the grape harvest and the end of work for the season. Large numbers of undocumented community members lost work during the fires; many lost their jobs permanently. Too many Spanish-speaking community members were not aware of the shelters available and stayed in hotels, depleting their savings. Many others traveled to farther counties to stay with families or friends, taking on additional expenses for food, gas, and other necessities. People also stayed in their cars with extreme cold or camped out at campsites with limited financial resources.</p> <p>Post-Fire Information meetings: Translation into Spanish has been only intermittently and randomly available. County meetings provided translation for all via headphones, but other fire information meetings provided no translation.</p>	Raise standards for fire-safe housing construction and risk prevention based on new mapping since the fires and recommendations from experts such as FireSafe Sonoma	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
181	County - all congregate when evacuated. Such as churches	Prioritize/incentivize owner-occupied housing		<p>Post-Fire Information meetings: Translation into Spanish has been only intermittently and randomly available. County meetings provided translation for all via headphones, but other fire information meetings provided no translation.</p> <p>Post-Fire Trainings: Employment-related trainings have been primarily available in English, thus excluding many people unemployed directly because of the fires.</p> <p>Debris Cleanup Safety: Workers in debris cleanup areas have not been properly outfitted with safety equipment that covers their eyes, nose, and mouth completely. Many companies are providing inadequate equipment that will cover eyes-only or nose/mouth only.</p> <p>Recommendations: Price-Gouging: 1) The County should actively solicit and investigate price-gouging complaints from renters and for all consumer services. Existing laws against price-gouging will be aggressively enforced, and tougher legislation will be adopted where legislative or regulative weaknesses exist.</p>	Ensure that rebuild and new development enhances does not undermine progress toward community-wide reductions in Greenhouse Gas emissions.	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
182	Create County and nonprofit networks with Spanish language information and after fire to find resources	Increase tax on 2nd or rental homes		<p>Unequal Access to Fire Relief: 1) Information about services available to Spanish-speaking and undocumented people will be widely available, in all languages spoken in the county. County staff will be proactive in developing effective and broad distribution methods for information about where people can get fire relief and direct aid. Ongoing educational efforts will assure that the community is informed about emergency shelter locations.</p> <p>2) Eligibility for aid will be determined by county and state residency, without regard to U.S. citizenship. This eligibility standard will be clearly and widely publicized in Spanish and English so Latino people know they can receive assistance, including FEMA assistance available to them through their citizen children.</p> <p>3) Sonoma County will advocate legislatively for changes to U.S. law to allow disaster aid eligibility to be determined by the citizenship of anyone in the family, including minor children.</p> <p>4) Guidelines for aid eligibility will be simplified and clarified, and translated into Spanish and languages spoken in the county. Fire relief and assistance counselors will be available at the Local</p>	Ensure that new development includes walkable, bike able features, shuttles to SMART and transit, car share and other innovative alternatives to solo driving.	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
183	Every employer in LA has survival training. Train people "What if?"	Covenant against vacation homes in burned areas		<p>Post-Fire Information Meetings: 1) County disaster planning and regulations will require Spanish-language translation for all meetings conducted by companies and professional services organizing fire relief.</p> <p>Post-Fire Trainings: 1) Any company contracting to provide post-fire debris cleanup or construction services, or receiving permits from the County, must provide skills and safety trainings in Spanish.</p> <p>Debris Cleanup Safety: 1) All companies contracting to provide post-fire debris cleanup or construction services, or receiving permits from the County, must provide full-face eyes, nose, and mouth protection for all workers. Worksites will be inspected for compliance by county workplace safety enforcement, or state OSHA inspectors. 4</p> <p>2) Safety training should be available to all workers in Spanish.</p>	Do not adjust land use regulations to achieve short-term expedited development as that will undermine decades of effective land use policies supported by voters.	
184	Community fire drills - fires happening every year. Nuclear drills.	SR change model to improve rebuilding/redevelopment		<p>Planning for the Future:</p> <p>The Spanish-speaking and immigrant community have not been consulted or involved in any meaningful way in planning for future responses to natural disasters. Their needs and concerns will not be addressed by any planning process that does not include them.</p> <p>Recommendations:</p> <p>1) Representatives of the immigrant and Spanish-speaking community will be included in planning future disaster response in the County.</p> <p>2) Community organizations serving Spanish-speaking people will review any draft disaster plans, in order to add suggestions and improve the plan.</p>	Conduct an assessment of land use conditions that set the stage for the fires and the response. Where previously land use policy choices may have made fire-related loss of life or damage more likely, identify how these land use policies can be revised to reduce fire risk.	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
185	Sirens are OK!	Integrate rebuilding strategies across County regardless of City jurisdiction		<ol style="list-style-type: none"> 1. We talk about collaboration all the time, but it still hasn't happened, do it. 2. A person said she's had to sign in to multiple meetings, multiple times, and the county must be able to find a way to automate this as it exists in private enterprise. Why should attendees have to sign in, providing email, etc, at every meeting? 3. The federal regulations around safety net benefits make people ineligible. Even though some may have some resources, they have lost everything and there should be a change to regulations or a way to get around this for disaster situations. 4. Have we considered using the parish nurse, or health ministries already in existence at churches to provide more safety net services? Also, could use people enrolled in the college nursing programs. Don't have to be a nurse to provide some of these services. 5. Need to provide help to people who need to repair their credit in order to recover, find housing, etc. 6. Some need help with debt, again to improve credit scores. 7. All this work developing the five recovery areas should also be used for preparation for the next disaster. 	Reference and include existing General Plan Housing Element policies and programs for green building, housing numbers and location, urban service areas, rural areas, opportunity sites - which have had public and environmental review.	

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
186	Cell phones off at night	Rents risen 36%. Vacancy rate low		<p>11. Need capital funding to fund the insurance gap between cost of rebuild and what insurance will pay, no matter what neighborhood you lived in. Shouldn't be restricted to the lower income level is what I understood here.</p> <p>12. Local financial institutions, banks and lenders, should get together and be proactive to provide funding for this gap.</p> <p>13. So many rules and regulations for building-take a long look at them and revise, simplify. Redundancy is costing so much money. Example given was 3 different inspectors coming to a lot to verify the person's house actually was gone. One fed, one county or city, one insurance. Should be a way to share this info to cut down on the need for 3 or 4 different people taking time to do this.</p> <p>14. In terms of building partnerships-ROC can facilitate this.</p> <p>15. Faith based assistance is not so tied to eligibility rules, i.e. won't ask someone what their income is, so need to get more information out to resources about all the churches who can help, with food, funding, etc. Big discussion at this point about centralizing the resources. A person said FEMA said at an early meeting to ignore the bleeding hearts who want to help</p>	Consider developing the Transfer of Development Rights program in the General Plan to reduce fire risk by allowing homeowners in burned or high fire risk areas to move into downtown areas through new innovative mechanisms.	
187	Senior population	Rent stabilization needed			Remove specific references to any specific proposed development areas or projects, as this tends to show that they have already been decided as priority projects, when they have not gone through the public or environmental review process an may be controversial.	

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
188	Call center	Loan program for people with gaps in insurance to rebuild			Specifically, remove the Airport Area Specific Plan as a priority area for new housing as it is a commercial/industrial area not zoned for housing	
189	Hazard mitigation/Follow the Plan (i.e., CDC elevating homes in flood areas, brush reduction)	Insurance should cover cost of rebuild - needs to be 100-%			Delete reference to the Chanate Property and the developer Chanate Community Development Partners at least until the lawsuits related to this project and to fire related lawsuits against the	
190	Coordinate Counties (Lake, Shasta, Sonoma) and cities b/w jurisdictions	Need affordable housing, but oppose because no fire/disaster evacuation. Blocked. Need more ways to get out.			Delete reference to the specific developers as partners as this suggests preferential treatment for certain developers as opposed to others unnamed	
191	Situational awareness	Gated roads blocked people in/during evacuation				
192	Latino/Hispanic Community and all others especially visually impaired, etc. Vibration alerts.	Add vertical living - build up - mid and high rises				
193	Concern with siren not sounding when it was tested regularly	Match housing location to where public transportation				
194	Shared resources - food, water	Tiny homes - City, County owns				
195	Role for community members -- know where to connect in advance	Abandoned properties to housing				
196	Nixle updates / alerts / sirens differentiate levels of alert / education - cell service issues	Sanctioned homeless encampment				
197	Information accuracy through multiple channels radio/alerts what station?	SRJC needs to build student housing and safe parking overnight for homeless				
198	Multiple languages available	Mixed housing, ages, abilities, to create community				
199	Garage operations education and battery operation for garage doors.	Housing in municipal areas				
200	Education on outreach practice	Accept tiny homes on wheels, build to NFPA code (RV code), as accessory dwelling units and emergency housing, so homeowners can use loss of use allowance to create housing and have money to rebuild by later renting tiny home to someone else when they move back to their rebuilt home				
201	Training for more levels than just registration	More affordable housing				
202	Serious need manuals	Not just renters				
203	Hospital staff going to evacuation centers	Loan banks - help				

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
204	Keep local agencies informed	Build differently (work with regulatory agencies)				
205	Evacuation assistance	Read CDC Tool Box				
206	More info in Sonoma Valley	Streamline Permits				
207	One County person designated to agencies	We need to build those already permitted				
208	County page for specific community	Why are entitled units not being built - What's needed?				
209	Community services to local agencies	Push CEQA Reform or Create Czar /By Pass to make change				
210	Use sirens	Municipal finance reform				
211	Multiple languages not just Spanish & English	Reconsider Housing Bond				
212	Communication between entities	Look to state for funding				
213	Early notices even not in direct area	Meaningful steps to get people housed				
214	Gravity of situation awareness	Maker CEQA loopholes visible to fast track project				
215	Emergency preparedness programs for businesses	Coordinate jurisdictions (ex. Chanate challenge)				
216	Education of emergency preparedness for community groups	Businesses support: those who lost homes, are homeless, priced out, displacement				
217	All size masks	Partnerships to utilize unused resources				
218	Repopulation assistance	Elevate transparency to public (i.e., projects)				
219	Resource one-stop-shop. There was a lot of miscommunication going around, so we need one resource that is dependable for resource information. We should team up more with non-profit organizations to contribute towards fire management and fuel reduction	Updates on rebuild - mapping of permits/ADU's/ID's - Address Hold Ups, cost up, resources down - Temporary housing - wait period, qualifications - Urban areas moving quicker than rural				
220	Registered nurse -- not enough masks. Not enough stockpile of proper masks. No child size.	Affordable housing an issue pre fire much worse for the local community (Single home - multiFamilies) Rent control needs to be discussed				
221	Not enough air filters or air purifiers	Address population not fire victims forced out of housing due to fires - evictions				
222	List where all the clinics are	Nimby - priority for Sonoma County residents affordable housing				
223	1 source for easy access to information	ID sites (Gov't sites) interim plan for affordable housing rehab housing				
224	Resource one-stop-shop via online	Creativity with federal funds				
225	More smoke inhalation information	Price gouging information				
226	What do you do with propane tanks?	Vulnerable communities identified and given additional information				

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
227	The notification was last minute and not effective	Communication and collaboration between agencies				
228	Lots of miscommunication going around	Short term housing should have relaxed regulations				
229	No clear and consistent information	Look at all housing options low income workforce, etc. farmworker housing				
230	Override "silent" for phone notifications	Homeowner assistance programs				
231	Neighborhood groups could have their own siren on battery	Young professionals aren't able to afford living here				
232	Door to door visitors to notify is the best	Effort with wine industry to donate percentage to housing				
233	Rather be over warned than under warned	Housing - utilizing the tourism industry to fund affordable housing projects. We spoke specifically about TOT as a mechanism to fund these projects				
234	Reaching out to the organizations that were serving as trusted sources during the fires	Constant push-out of people living here and traveling far for work				
235	Resource one-stop-shop. There was a lot of miscommunication going around, so we need one resource that is dependable for resource information.	Free market solutions don't work				
236	A clear working system, authority people can trust, shared resources (when disaster struck) water,	Using 2% of TOT to fund affordable housing projects				
237	Sonoma/Napa, Pet rescue group, other people who can help	Transportation				
238	System needs to be improved, testing systems	Utilizing the tourism industry to help fund affordable housing projects				
239	Too many app. different maybe subscribe to	Not enough workers and builders to rebuild and not enough supplies				
240	Cell service? Twists not relevant	Rent control needed				
241	Who do you go to get a second opinion for what is happening? What if cell tower is down? Radio station? Multiple languages	More initiatives to promote housing				
242	1. Lack of information in Spanish	Limit vacation rentals so that more people can rent these homes. Hire more staff to update database				
243	· No alarms, news, or warning calls in the moment	Provide individuals with affordable loans for those who lost their home.				
244	· Most information came from friends, family, neighbors	Less empty homes. Regulate them more often				
245	· A 6am text from the JC cancelling classes came too late	Build more affordable housing				
246	2. Some translation on Facebook by individuals: Omar Medina	More resources to help build homes that will prevent hazards				
247	· Radio, KBBF, Éxitos, el Patrón also provided information	Give more incentives to builders				
248	3. Many went to Southwest Park (Hearn Ave), la playa (Bodega Bay), San Rafael	Higher TOT to support housing				
249	· Fear of full evacuation	Stat with City water, lack of labor to do work				

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
250	4. Resources: KBBF started to disseminate information in Spanish after a while	Expense, 30% completed, renters?, 41% are renters				
251	· KBBF passed out smoke masks	Housing was an issue, be able to pay rent?				
252	· Church (Northpoint and Sebastopol Rd) handed out medicine	Addressing manufacturing home, temp housing, no solution currently				
253	· Red Cross was disrespectful to some	FEMA trailers 142				
254	· Few resources for working parents while schools were closed	Location of ADU's # of ADU's 10,700 lost homes				
255	· Salvation Army, Elsie Allen High gave out food, water, medical attention, clothes, soap	1. Priority: affordable housing				
256	· Multi-language alert text	· Not enough information in Spanish				
257	i. Like "Amber Alert" and directed at all within a given geographic area	· Where do you find help when rents go up?				
258	· More information: maps, news, when/where to evacuate	· County help needed to limit how much and when landlords raise rents				
259	i. Priority to affected areas, then elsewhere	· Prioritize undocumented folks				
260	· Setting up neighborhood systems	· Affordable housing situation worse following fires				
261	i. Events to get to know neighbors, emergency facilities/facilitators	· What will the county do when the State of Emergency expires on Dec. 4?				
262	Communication methods outside the network in case they fail (Sirens?)	Recommend voter protections for urban Service Area Boundaries to prevent rural sprawl				
263	- No information sources other than radio	Add new section about climate-smart building that spells out standards for fire-safe, zero-net-energy, all electric, green building and use natural materials as core element of the plan; and ways to achieve and enforce in advance of new building and fire codes.				
264	o Better: television, radio, phone, more apps, loudspeakers, sirens	Mandate early adoption of zero net energy new homes that are already cost effective and will be required statewide as of January 1, 2020.				
265	o La Pulga (marketing company)	Mandate "all-electric ready" new homes, so owners will always have lower-cost option to switch to heat pumps from inherently dangerous, polluting, and inefficient natural gas				
266	o Received news from neighbors	Reduce parking requirements for new development near transit.				

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
267	o Want police to make announcements earlier	Set and enforce higher thresholds for on-site affordability for all new housing initiatives including housing bonds, REDs or other funding mechanisms to ensure that public funding for new development directly addresses housing need and RHNA shortfalls.				
268	o Be conscious that recovery is more than about the economy; it's also about community security and psychological help	Require all new multi-unit housing and mixed use projects to include the same proportion of affordable units				
269	Information translation	Add provisions and programs to address rehousing low income fire victims and homeless residents				
270	o Health Centers					
271	o Press Democrat					
272	o Community Organizations (Sheppard School)					
273	o Red Cross					
274	Resources o Undocufund - It should always be available! o FEMA did not help - Intimidating o Consulate o People didn't know where to go -We need education for everyone - Prioritize affected residents					
275	I have observed there are many rural lanes, and roads in Sonoma County where there are homes along and at the end where there is just one road in and out. In many cases the properties along these rural roads abut or are adjacent to other properties to the back or side which are also in a similar condition, with a different single road. Often between these public roads there are only one or two properties, where if there were a "public access path" along the edge of the property connecting the end of one lane to the end, side or some connection to the next nearest public road, it would create a means of egress/access, to pedestrians only, where residents could safely evacuate if it happened that their otherwise only road in/out is blocked by fire, downed power lines or other obstacle. Increasing the number of ways in or out of a community or neighborhood will greatly increase its safety.					

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
276	<p>Another important benefit of this design is to create paths of travel for pedestrians walking, getting exercise, recreation, etc. Most people (and studies have shown that people) prefer walking in circuitous routes, as opposed to linearly/ up and back, and having more choices of where one may travel increases both the likelihood that they will take a walk, and the quality that they enjoy while walking. Walking and exercise in general positively impacts happiness and quality of life. Sonoma County is doing a good job of procuring properties to develop into parks and open space, which is great! This idea enhances those efforts by meeting a similar need for recreation and exercise, without need for purchasing property, without the need for people to get in their cars to drive to some park miles away.</p>					
277	<p>Pros/cons and how to implement: Some may say having people walk in such areas increases likelihood of crime, vandalism, or burglary. First, the presence of people walking in an area may do just as much to reduce crime because there are more eyes observing and reporting possible crimes, or potential crimes are deterred by the possibility of someone coming by from multiple directions, rather than not many people coming by. In addition the type of person talking a walk, with their dog, their child or just to get exercise is much more likely to report a crime than commit one. Second, an extra benefit shows up by having nearby neighbors who otherwise may never get a chance to meet those on adjacent non-connected roads get to see and meet their other neighbors, and the more people who know one another in a neighborhood, the more safe it is from a crime perspective. Finally, the number of properties impacted by this idea is very low relative to the number of people who potentially benefit from it. How to implement? Those whose properties host the pedestrian paths bear the cost (installation, maintenance, etc.), yet everyone gets to benefit - is that fair? To help offset costs of implementing, maintenance and to generally incentivize private property owners with allowing these public access "easements", the County could offer an equitable amount of property tax relief or tax reduction for those hosting these paths. The County could evaluate opportunities where these paths can be encouraged, provide standards for what they need to be, and offer an inspection before tax reduction is approved to make sure the criteria and goals are being met.</p>					

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
278	<p>My strongest and first recommendation in moving forward is to create a dedicated and absolutely private room for mental health. In a traumatic state it can be tempting to disassociate and say everything is a-okay but to the contrary this is not the case. When I approached families I could see duress. I recall one man within a family digging through the trash to find a fidget toy for his son that he threw in there. With his bare hands he reached into the garbage repeatedly while he told me his home was destroyed and he had to use his elderly mother-in-law and third trimester partner out of their home. It was a remarkable image. Here I am trying to process what happened while he is digging in the garbage and his wife is moaning on a bed that apparently had to be procured with great effort. We were constantly interrupted by whoever walked by and loud music. I am completely aware that this is an imperfect situation and you have to roll with these situations however a dedicated space with immediately bring down collective anxieties.</p>					
279	<p>Second concern is related to drug and alcohol abuse. Nothing was in place to address this. I took it upon myself by making a call to my wife to find a Spanish speaking AA member of the community to hold a meeting. We were unable to secure a space and the meeting was held outside in the smoke. Believe it or not it was successful. I was later told that two men came forward who never addressed their need for sobriety while some I know from what I saw were deterred and contained from slipping into tempting alcohol or drug related stupor.</p>					
280	<p>Fire Alert System: Like other Sonoma County residents, Spanish-speaking people did not receive alerts to evacuate before the fire. Police who alerted people about fire danger did not speak Spanish, leaving Spanish-speaking people confused, afraid, and uninformed. The County's emergency information line was operating only in English.</p>					

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
281	<p>Recommendations:</p> <p>1)All cellphones will be included in any future alert system, in addition to landlines.</p> <p>2)All alerts will be multi-lingual, including information in both English and Spanish as well as other languages spoken in the county, including indigenous languages like Mixteco, Triqui, Chatino. Fire alerts and information should be separate from routine police information on Nixle.</p> <p>3)Spanish-speaking police officers will be assigned when in-person alerts are necessary, to ensure that Spanish-speaking people have clear information.</p> <p>4)Some kind of universal alert system will be implemented, possibly a siren or other auditory alert. An educational campaign at all schools and worksites will accompany implementation, along with information about the location of all emergency shelters, clearly stating that anyone is welcome at the shelters, regardless of immigration status.</p> <p>5)The County's emergency information line will be accessible in all languages spoken in the County.</p>					
282	<p>At the Local Assistance Centers: Spanish-speaking people were treated rudely and disrespectfully in many of the County's local assistance centers. Many people expressed that the assistance centers focused on white people and ignored the needs of people of color. Institutional racism was rampant; for example, Spanish-speaking volunteers were actually turned away and discouraged from volunteering their help. Officials selectively searched boxes of donations offered by Latino people, but did not search boxes brought by white people. The police and military presence made people feel unwelcome and afraid; assurances of safety and non-collaboration with ICE were made only in English. Very few translators were available, and most of the interpreters were volunteers. The County did not provide formal translators who may have been better able to meet people's needs for specific technical information. The food that was served at many of the centers was not nutritious, comforting, or culturally appropriate for Spanish-speaking people. Medical personnel were not assigned to assure that medical services were available at each shelter; those assigned did not generally speak Spanish, making medical care unavailable to the Latino community.</p>					

	Community Preparedness	Housing	Economy	Safety Net Services	Natural Resources	General
283	<p>Recommendations:</p> <ol style="list-style-type: none"> 1)Official, trained translators will be present at all local assistance centers, paid by the County.They will wear vests or T-shirts and name tags that clearly designate which languages theyspeak, so they can be easily identified by people needing help. 2)As people wait for assistance, someone will specifically welcome them and clearly informthem of their rights: that the County is not collaborating with ICE, that information providedwhile registering for assistance will not be shared with ICE, that police officers and militarypersonnel are only present to provide assistance. 3)No one will ask about immigration status; signs will be posted stating that no one will askabout country of birth. 4)Center volunteer coordinators will encourage Spanish-speaking volunteers, ensuring thatparticular skills, training, and licensing are recognized and valued. 5)Food native to Spanish-speaking communities will be included in meals provided at thecenters, possibly by utilizing volunteer cooks. 6)Assignment of medical personnel and medical translators to assistance centers will beintegral to any future disaster plan, preferably including medical personnel who speak Spanish. 7)Red Cross personnel were particularly abusive and disrespectful, mistreating Spanish-speaking people. The Red Cross will receive a formal complaint from Sonoma County, with arecommendation for its staff members to receive additional community-based training. 					
284	<p>Media:</p> <p>Spanish-speaking people had tremendous difficulty in accessing information about the fire. For the first 5 days of the fire, Sheriff Giordano's press conferences were only in English, with some 2 interpretation for deaf people. Spanish-language radio coverage was better, with Évito and KRRE providing regular fire updates.</p>					
285	<p>Recommendations:</p> <ol style="list-style-type: none"> 1)All official communications from Sonoma County and other local jurisdictions will be made inboth Spanish and English, with translation into other languages available. This includes all pressconferences as well as any emergency communications or alerts. 2)County personnel will make a pro-active effort to involve all media outlets in disseminatinginformation about the disaster, creating and updating an ongoing list of media outlets andcontact information in case of disaster. 					

Community Preparedness		Housing	Economy	Safety Net Services	Natural Resources	General
286	Revise and update fire mitigation plans or burned areas and high-risk fire areas before new development is allowed					
287	Create new place specific fire prevention and evacuation plans for burned areas such as Larkfield-Wikiup and Fountaingrove and places in high fire zones where new development is already taking place					

Community Preparedness

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							5						
							5		Cope ect. Very good for responsible behavior				
	5		Include Red Flags - Long Term Funding for 'Red Flag' Programming such as ramping up staffing, placing equipment in high fire risk zones, ect. Initial \$900k is a temp band aid that should be made permanent and increased.										
	5		Include Air Horns										
	5		Include community emergency leaders										
	5		Mandate on fire breaks from the rural wildlife area into Valley Floor, i.e. Mayacamma to Larkfield										
	5		Absolutely – Thank you deputy for driving through my neighborhood and knocking on doors										
	None		Community neighborhood networks										
	None		Relativity Alerts										
	None		Community/Neighborhood built programs - Santa Rosa COPE Programs										
	Potential activities		Redundant programs										
	Potential activities		Neighborhood communications										
	Potential activities		Santa Rosa COPE										

Community Preparedness

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	Potential activities		Incentives for neighborhoods to keep up program.										
				5 Potential activities		No Comments Stage Critical Equipment ... Yes, look at where 1rst responders are housed or work out of. Thank you first responders							
													Local berms in neighborhood
													Know your neighbors – Extend neighborhood watch – Executives
													Infrastructure improvements for evacuation routes Traffic pairings with focus on emergencies
													No warning received - would have liked warning earlier
													Left to get out of the way - let the professionals come into fight, but no one came
													What could we have done to slow the fire i.e. water roof, kick down fences
													Cell phone not by bed - Would not have been heard Better if alert from fire fighter
													Could have phone tree operated by neighborhood

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													DES Help communities organize. Need more professional assistance to prepare individual and community
													How do individuals/neighborhoods create 'fuel and fire breaks'? Is there people or individuals in this?
													More fire fighters needed?
													Better communication between stations?
													Divide into stages 1) Better education and resources to preparation 2) What to do if fire is coming i.e. turn on hoses? 3) After fire – How to recover
													Warning at different levels and how to prepare at each level 1) Be aware 2) Prep for evacuation 3) Leave now.
													Public safety professional assigned to neighborhood to resond.
							5						
							5						
							Potential activities		Welcome letter to community				
							Potential activities		Talking about evacuations				

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							Potential activities		Center sirens and community preparedness events				
	4												
	5												
	None		Layering and redundancy										
	None		Cell phone and land line										
	Potential activities		Fire siren is a good idea										
	Potential activities		Community plan, local plan										
	Potential activities		People who have vacation rentals being forward										
	Potential activities		CERT Community Emergency Response Training										
				5						5			
				Potential activities		Get to know your neighbors							
				5									
				Potential activities		Knowing local services							
				Potential activities		Knowing your neighbors							
				Potential activities		Better specific information for evacuation routes							
Working with DMV to get local disaster information to residence and existing.													
Do you want an alert? Did you get one? How would you want one in the future?													
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Streamlined alert system-multiple alerts. Get-ready program - have a plan for when disaster happening.

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Need alarms, air horns, sound systems. Need to have systems in place for non-English speakers. Should "geo-code" most vulnerable people and communitites and make sure they are warned.	5	Tanks full!! Water!! In major disasters, keep information online LAC opens longer (people out of town)	n/a	5	n/a	Create "buffers" for regional preparedness for regional disasters. Educate community to be self-reliant. Have resources availabe for 3+ days of disaster response. Put systems in place to prevent price-gouging in future disasters.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	2	n/a	n/a	4	n/a	n/a	4	n/a	n/a	5	n/a	Reduce housing rebuilt in Fountaingrove. - Fire paths are in danger. - Provide urban in-fill and higher densities	n/a
n/a	5	n/a	Not everyone has cell phones, not all phones worked during fire. -How to alert people with phones turned off/silent mode.	3	n/a	n/a	5	Have more locations for long-term shelter	n/a	4	n/a	n/a	n/a
Pre-disaster mitigation and hazard reduction needs to be an explicit part of this.	5	The key is an effective warning system. Focus on the outcome.	Most critical is that emergency managers and responders have accurate and comprehensive situational awareness - that did not happen last October and contributed greatly to chaos and	n/a	Goal is meaningless as written. What is the goal of the "redesign"?	"Revise EOC organization" to what end? Need community-wide earthquake drills - maybe for wildfire too.	5	n/a	We already have a CERT program; what needs to change? - VEGETATION management and fuel reduction need to be it's own seperate goal.	5	Workforce needs to be resilient too.	County has a COOP plan - review it, exercise it and update if necessary.	Hazard reduction is a critical part of this, maybe should be it's own goal. Look for best practices elsewhere in the U.S. and internationally. What did NE states learn from Superstorm Sandy, etc.

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Get some inspiration from old-school Civil Defence Awareness programs? I dunno, y'all are the experts!	4	Personally it's hard for me to empathize here, as I always have my cellphone on and buzzing. Listen to those who don't!	n/a	3	n/a	I think to some degree, training of public would be helpful. Most folks seem totally unaware of what systems are in place, and are under prepared (water, food, plan) when it comes to potential disasters.	5	Oh, num, you totally ensured my previous concern.	Get some SOS Style propaganda posters? (Seriously I empathize with the struggle here of getting a horse to water and making it dring. I don't have a good answer. Good luck.	4	n/a	n/a	Thank you for working your hardest to keep us safe.
Evacuation plans, repositions for materials to protect from smoke impacts.	5	Air sirens - not in fire impact	county basin, need \$\$ for more inspectors, home defensible space.	n/a	Not sure redesign needed - option to strengthen current structure	n/a	5	n/a	n/a	5	n/a	n/a	Overall, really sad about low turnout!! About 30+ people - only half of whom are mere "civilians"
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Beef up inspection and enforcement of high hazard houses. Self-fund with fines. Make it public, use peer pressure.	n/a	n/a	n/a	n/a
n/a	5	This was lacking during the fires.	Alerts must be multi-lingual.	5	Experts must be used to orgnize to know what the needs are.	Ensure the above is concentrated on for the future.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	5	n/a	Prepare local medical teams to stay in community to help during a disaster.	5	Make sure its new and up to date and staff is trained.	Have a So.Co. social media to meed constituent needs. ie we need Diapers, size 4 a the Veterans Building	5++	For different kinds of emergencies, fire, earthquake, mass shootings	n/a	5	La Luz, Halter, Vintage House, Pets Lifeline	n/a	n/a

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n/a	5	Sirens all over the county in cities and rural. Educate the public in schools, press, mailers, TV and radio	Public service announcements about fire prevention on TV, radio, press, internet. Add to school curriculum. Ban all private fireworks in county. Hoist red flads at all fire, police, city and county buildings when red flag warnings are in effect.	5	Put all resources under one management team to ensure they ALL cooperate and communicate.	Do not let the fire team go to out-of-town conferences during the 9-10 months of fire season!	5	Start in the schools! Keep it simple, make it smart!	Enforce vegetation violations in the city and county. Send in goat and sheep herds to reduce grasses in regional parks and open space	5	Ban future cul-de-sacs, add more through streets in all neighborhoods.	Widen important egress in most neighborhoods.	n/a
n/a	5	Utilize the neighborhood watch program and people to set up a network of preparedness to warn of disaster. Share evacuation routes, plans.	Look at efficienct of SF preparedness programs fro earthquakes and refine for Sonoma County warning prorams. Who alerted the neighborhoods of Sonoma County were neighbors, newspaper carriers, etc. in our last fire disaster - utilizing this information and refine it for the future!	5	Better communication, better departments and media.	-Community neighborhood trainings/programs included. -A collaboration, not heirarchy of workers and community established through neighbor drill preparedness fair after the demo preparedness by select neighborhood and workers. Be sure to cover all Sonoma County if this idea is utilized.	5	1st neighborhood fairs at the need to build and then set the infrastucture of neighborhood volunteers.	-Have some booths at the fair - demo 3 proposed activities. -Incorporate senior centers, schools and churches, etc. with info fair night or establish corporations between gardeners clubs, 4Hers and other youth groups. -Establish yearly recognition of these copérations or specific groups.	5	Utilization of people/neighbors /radios as well that was our saving element in the fires of 2017!	-Continue cooperation of radio stations of informing of essence of these places, etc. - Utilization of neighborhood preparedness awareness volunteer programs based and area of neighbors needs, like does the neighbor have access to a car for leaving in time, any medical needs to be aware of in shelters, children, pets?	n/a
n/a	5	n/a	n/a	n/a	n/a	Trainings and drills of disaster service workers	5	n/a	n/a	5	n/a	n/a	n/a
n/a	5	n/a	Large sirens	3	n/a	Make what we have work!	5	Do not build house and fences that burn	Enhance vegetation management program	5	Make them fireproof.	Harden ctical County infrastructure	n/a
n/a	4	Use the Amber Alert System. It is used for flooding, it should be used for other emergencies.	n/a	n/a	n/a	More safety procedures for people who are deaf, in wheelchairs.	n/a	n/a	n/a	n/a	n/a	Make sure that undocumented people are welcomed.	n/a

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	None		Develop a 'know your neighbor campaign' to build in emergency evacuation plans for those who can't help themselves										
										None		Develop more exit routes while planning for expansion	
							Potential activities		Mark west creek is in a 'bad' shape and needs concerted effort				
Overwhelmed with resources, centralized place for information, bumper sticker	5	n/a	Warnings have to be improved, Alerts - put out to public EDUCATION. All system build technologu connecting with other agencies, traffic control coordination, use Nixle for traffic control, crossroads limited, Pre-education on routes, land use planning - building communities, Visual oversights- Drones/cameras, Atomic bomb notifications, sirens	5	n/a	Social media, take back the night, pre-education, neighborhood network connections, shelters Red Cross/non Red Cross, language barriers, culturally appropriate, capitalize on volunteers, alliances and training, resources for donations.	5	CERT NERT	n/a	n/a	Language barriers, special needs at shelters	n/a	n/a
													I think a priority for the Wikiup area would be underground wired for PG&F

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Should integrate the word "Network". The "block captain" concept (emerging from recovery efforts) should be expanded through-out county for a robust preparedness network	5	"warning" is re-active (ex-post) Need to better integrate proactive preparedness into warning system	Integrate emergency response system with existing GIS. (don't allow proprietary silos) neighborhood captain's need training and support Granularity or nixle (etc) should be improved to ensure alerts are relevant (avoid message failure).	5	Better staff competence Housing planning	Co-ordinate with Sonoma Clean Power to set up distributed solar-powered microgrids (also hopsitals, communications, water, and food providers) Implement "fire horns" or other alternative warning tools.	5	See above	Fire prep parcel benchmarking Carrot program: model buisness/landowner recognition Stick Program: fines/enforced remediation by county -Target to high-prone WUI areas firest -Self-funding: paid by fees on non-complaint (tax liens	5	Mandate best practice fire code county-wide. WTF are we waiting for?	Seimulate install of rain water harvesting tanks Bulk procurement or local water tank fabrication factory Training installers	
											1. Provide information and services in people's languages. 2. Put Latinos in front in emergency situations, and create community trust in the institutions available to people. 3. Have bilingual and Latino people inside the County to help people access information and services, to share information with the community where they are, so they can stay engaged and informed. 4. Rely on community organizations with		My table was made up of four women from the Community Club of Roseland, and were notified of the meeting by Vince Harper from Community Action Partners, none of whom lost their homes, and another woman who now lives in Healdsburg, as she lost her rented home in Mark West on the first night of the fires. They each shared the psychological impacts of going through the fires, especially the woman who lost her home, who said that she cried for weeks, and then, after seeking and receiving therapy

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													Each woman mentioned how important it was to have bilingual people at shelters and other places for resources and information. They mentioned not feeling comfortable where people didn't speak Spanish, and they noted that they each sought help in places where other Latinos were and where there were Spanish speakers. They mentioned how important the Mexican consulate was for people, and noted how many people came to meet with them, and not at the Local Assistance Center, because it wasn't comfortable for people. They also
													They mostly got information from Facebook, friends, family, and KBBF. No one had Nixle before the fires, and now most do have it, but cannot fix the setting to receive the alerts in Spanish. Shortly after the fires dissipated, they found useful assistance from their schools, California Human Development, the Undocufund, and

Community Preparedness

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<p>What didn't work?</p> <ul style="list-style-type: none"> • People called the police and there was no one that spoke Spanish. • There is not an alert system; this is most important. • Nixle – they registered with this system after the wildfires; they didn't know about Nixle before. • Communication needs to be clear. • They did not receive any calls. • They found out about the wildfires through friends on Facebook. • The community panicked because there was no information, which resulted in traffic and chaos. • The City, nor the County, has apologized for not responding correctly for this error. • People who feel let down have left the community. 													

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Sonoma County residents, communities, businesses, governmental and non-governmental agencies (Community) will be better prepared and more resilient when disaster strikes through active participation in a sustaining Emergency Warning Program (EWP): accurate and timely situational awareness, prepared responses, reliable infrastructure, disaster and recovery financing systems in place.	Timely emergency warning notifications and response information will be sent to all of the affected Community within Sonoma County to minimize confusion, prevent loss of life, and minimize damage to property when disasters strike. Notification requirements (examples): o Fire Evacuation Potential: 2-hr in advance of potential evacuation notices	Preparations/Infrastructure 1. Consider a 2-phased approach that implements a sub-optimal system on an aggressive timeline (6-months) that represents an improvement over the current state (e.g. low-tech sirens, procedures, WEA improvements, etc.), then an optimized system to be phased in incrementally on a moderately aggressive timeline (1-2 years). 2. Create a County-level Early Warning System (CEWS) specification that defines the system requirements. 3. Perform Trade Studies to determine the best approach and infrastructure needed to meet the CEWS requirements. This would require objective assessments of viable options for satisfaction of requirements, including performance, life-cycle cost, schedule, and reliability. 4. Obtain/allocate funding to stand up the new warning system (taxes, donations, business incentives, grants, etc.) 5. Perform a supplier selection process to get all contracts in place. (Requests for Proposals,											

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		<p>10. Sustain funding levels to maintain and continuously improve the program. Emergency Operations</p> <p>11. Critical information from multiple sources monitored continuously and consolidated by the Emergency Operations Center (EOC) into one picture (from fire cameras, weather stations, seismic monitoring, residents' data, etc.)</p> <p>12. State of Risk and Risk Trending (increasing/decreasing) determined and regularly updated by core EOC staff on a 24/7/365 basis to minimize response time to most likely emergency events. Post results on web site that is available to the Community.</p> <p>13. EOC Staffing Level increased/decreased according to the State of Risk and Risk Trends.</p> <p>14. When an emergency event occurs, the EOC alerts first-affected & first-responders immediately and then converts all incoming information into concise and timely Alert packets for appropriate distribution to the Community. [Alerts tailored according to the unique needs, responsibilities,</p>											

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		<p>Considerations</p> <p>19. Identify tasks and functions that could be supported/conducted by the non-governmental Community (residents, businesses, agencies), for example, EOC surge staffing, training, participation in emergency rehearsals, etc. (i.e. qualified resident volunteers, AKA volunteer fire departments). This would save money while encouraging Community buy-in & support through participation for the common good.</p> <p>20. Adopt an approach that leverages Sonoma County resources and capabilities. For example, incentivize local businesses to donate/provide the resources for the initial investment and work required to stand up the new systems and infrastructure, by committing that the manufacture, installation, and maintenance will be solely acquired by Sonoma County from local firms, not out-sourced to firms outside the county.</p> <p>21. The Sonoma County CEWS should be complementary to the national-level emergency alerts</p>											

Housing

What do you consider to be the most pressing issue?	1. Can you afford housing?	2. Do you rent or own?	3. Have you ever been homeless?	4. Do you have stable housing now?	5. In the past year, have you lived outside, in a car, in a tent, in shelter, or in someone else's home?	6. Were you displaced as a result of the October wildfires?	Goal: Attract new and expanded funding to rebuild 5,300... Rank 1 - 5	How might this goal be improved?	What activities would be helpful to achieve this goal?	Goal: reduce permitting processing times for housing construction... Rank 1 - 5	How might this be improved?	What activities would be helpful to achieve this goal?	Goal: Utilize County-owned public property to support appropriate infill development Rank 1 - 5	How might this goal be improved?	Although most housing development occurs on private owned land, do you support utilizing County-owned property to build infill housing?	Thoughts
	Yes															
	No - Lost equity in housing and insurance doesn't cover rebuild															
	Yes															
	n/a															
		Own														
		Owned and now rent														
		Own														
		Own														
			No													
			No													
			No													
			No													
				Yes												
				Yes												
				Yes												
				Yes												
					No											
					Unanswered											
					No											
					n/a											
					No											
					Yes but found temp housing											
					No											
					No											
							Potential activities		Leverage SoCo and SR general plan updates to drive county wide resiliency goals							

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							5		Get all local banks together to provide 'low interest' loans to those who lost homes							
							Potential activities		Yes to all of those selected							
							5		No Comments							
							None		25,000 hard number to get specifics.							
							None		Where to put housing? And evacuations when more housing is build?							
							None		New housing is important.							
							Potential activities		Code change in 2020 zero net energy							
							Potential activities		Rising costs material							
							Potential activities		Policies to lower rising costs							
							Potential activities		Interest through local funding organizational RWCU							
																Low cost - Community designed mix of income levels
																Need more housing, affordable community focus, increase inventory, housing is business ADU's are important

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																Locate homes within urban growth boundaries
									5			Identify the specific barriers to making it quick and easy to rebuild and literally 'blow them up'.				
									Potential activities			Continue to attack bureaucratic regulators that hinder efforts. Keep working at this.				
									5			Simplify more staff				
									5			No Comments				
									None			Reduce time but maintain strong review phases – Add resiliency requirements				
									Potential activities			Identify programs to harden private residential infrastructure... *				

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													5		Have each supervisor drive through their district and identify county property that's vacant and seek a planner and contractor to develop.	
													Potential activities		Yes to all of those selected	
													5		Is the new infill owned by County?	
													5		County campus higher and better use	
													5		Keep infrastructure in mind not putting it all on denartment	
													5			
													Potential activities		All	
																Tiny home concepts – Seasonal and emergency interns
																Emergency Services 'Stipend' to bridge job loss
																Simplify process, fast-track, construction
																Incentivize Shared Living – College apartment model
																Okay to build more tall apartment complexes like B-Towers.

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																Some sort of subsidized loan for low-income people who lost home to be able to afford to rebuild.
																Close to transit is really important and diverse studios/'dorm-like'/1 bedroom/ ect.
																Explore using empty buildings like by transit mall.
																Convert unused commercial space to living space.
																Lax rules on where trailers for a period – even if time limited.
																Do more projects like 'The palms'
																We should focus resources on development in areas impacted by fires – i.e. Cloverdale, Guerneville where there could be easier build/renovated structures. It can't just be in0fill. We can increase transit and jobs in other areas.
																Found over to local ADUs have parking issues. Simple process for ADU permits

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	no barely															
		Rent Own														
			Only by choice No													
				Yes I am, but need huge repairs												
				No												
				No												
				No, I put up people												
							5		Make permitting process easier/more streamlined							
							5		Insensitive to provide rentals/tax increase							
							5		Air B&B							
							5									

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							Potential activities		Plan for funds to allow repairs for people that own to do major home repairs							
							None		Building apartments rather than subdivisions, build outside of city, apartments, high a park outside of affordability huge issue rent cosign							
							Potential activities		Large multifamily developments second units incentive HD incentivize rentals							
																Low income housing
																Not enough/not affordable
																Affordability purchase and rentals
													5			
													Potential activities		Yes	
													43163		Using county land for homeless	

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																Help people that currently own homes stay in home and offer opportunities to allow people to finance home repairs and ADCS
																Increase taxes on vacation rentals
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Before we build more, figure out how to control costs. All jurisdictions need to do their part. You can't flood the housing market to drive the costs down. The only way is to build up. Not enough land.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Can't flood the housing market to bring cost of housing down. Don't build isolated communities with one way out.

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1. Stronger connection of housing and transportation. 2. Our "resilient" climate-smart build into regional/local building codes. 3. We need housing but need to ask what are we sacrificing? Need to consider car dependency. Are we really thinking about large scale climate impact? 4. Concerns about price gouging post-disaster. Should be vigorously pursuing. People need to be aware of	n/a	Hope we can pull it off. -Issue of political coverage. We can't bubble-wrap Petaluma it's not Alice-in-Wonderland.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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Do not grow too fast. No isolated communities, one way out. City-centered, high density, affordable housing crisis, lobbyist state, caps on housing, tax on vacant properties, older population	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Lack of affordable housing	yes	own	no	yes	no	yes	5	Building in Fountain Grove a problem. Reduce housing density in high fire danger zone. Bury utility lines.	n/a	5	n/a	5	This is most important.	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	4	More affordable. More, smaller houses (tiny homes). Find housing for people still out of home from fires.	n/a	5	None or little dispersions.	n/a	n/a	n/a	n/a	n/a

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Prices too high and supply too low.	yes	Own burnt lot; renting now	no	yes	no	yes	2	Get real! Sonoma County will not build 30,000 housing units in the new future. Focus on "ambitious but achievable" and focus on building AFFORDABLE housing. Thousands of housing units are already entitled but not yet built in in Sonoma County's cities. let's find out why and get thme moving!	County and other local governments need to strongly advocate at state level for CEQA reform and local gov't finance reform so that housing developers become more attractive than sales tax-generating development.	2	The key to reducing processing times is CEQA reform-that happens at the state level. PUSH for it!	PUSH for CEQA and local finance reforms. We need fnsing for infrastructure and community SVCS to support increased population and housing.	4	n/a	YES!	We have seen ALL of this before - these proposals are not new and won't "solve" the problem. Action is required at the state level, both regulatory reform (CEQA) and fiscal reform.
Ensuring adequate and affordable supply to provide for local residents and workers.	yes, but getting harder.	rent	no, thank goodness	Yes	Someone else's home	n/a	4	Include that 95% of this housing should be built inside city centers, and some in urban service areas. 30-40% affordable to low and middle income.	Help to attract financing for denser, taller developments (and mixed income) in city centers. -Get \$ from Disaster and AB32 to move housing out of hazard zones, more fires are coming.	4.5	Housing to be developed must be done in a climate-resilient way, expecting future disasters.	-Improve clean energy programs. - Promote all-electric appliance use. - Don't rebuild in disaster/hazard zones. - Promote economic incentives to discourage.	5	Utilize County-owned property CLOSE to transit to support infill housing at high densities.	-Don't put housing near the airport -Use County Administration Center for a mixed use community. -Get the Coddington/North Santa Rosa SMART station open.	n/a

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Not having anywhere near enough of it.	See 5.	See 5	No	Yes	I'm a recent grad, live with parents, pay "rent". Can't afford otherwise.	No	5	Increasing the number of new housing units by quite a bit. You all are doing what you can and it's great, this topic just frustrates the hell out of me!	n/a	5	This is a great goal.	n/a	5	This is an excellent goal.	Yes, absolutely!	Given the experience with Chanate Village (a project I strongly supported) take the time and dot the i's and cross the t's. I'm obviously less experienced in this than you are, but it was tragic seeing the project blocked. I would hate to see legal missteps cause
Barriers to building truly affordable housing: NIMBYs and financing	yes	own	no	n/a	n/a	temporarily	n/a	n/a	n/a	n/a	n/a	Do not go around CEQA	n/a	Yes, also Sonoma Developmental Center	The rebuild can help meet our climate, transportation, and water goals by only building houses that provide their own energy, on sites that collect their own water, that are served by transit.	n/a
Housing supply	yes	rent	no	yes	yes, 3 weeks, friends home	yes	5	Has to be done right, avoid expanding into fire zone areas.	n/a	3	Permit Sonoma is doing a great job	Done	4	Very interesting option	n/a	n/a
Workforce and low income housing (senior low income)	no	own	no	yes	no	yes	5	Permanently lessen restrictions to build granny units on parcels. More rental units and homeowners.	Create include countywide initiative, create home ownership, 3% down, low income loan to help increase home ownership.	5	n/a	Look at what other communities are doing and see what we can do.	5	n/a	n/a	Work with local vitners and growers to see at taxing grapes for workforce development.

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Housing needs to be better built for workers, and affordable public transit	yes	rent	no	yes	no	no	5	-Use small builders to infill established neighborhoods. - Make sure developers are chosen to avoid "ticky tacky". Some use stick construction, prone to fire and energy leakage. These should be excluded from bidding.	-Identify and eliminate successful examples. -Look at large scale green communities built after disasters; ie tornado country.	3 - only if builders meet high priority criteria	If projects designed and built for fire and flood resistance, give first-in-line priority.	-Look at builders' track record of successful projects, where quality comes first. -Look at new prototype prefab, customizeable, truly affordable housing built to last.	5	Make sure this is the highest and best use of land. Look first at infill in established neighborhoods.	Look at zoning changes in "large lot minimum" communities to allow infill or multi-unit low income housing mix.	Streets in projects in "worker" neighborhoods are congested with cars and trucks. Not easily accessible for emergency vehicles. - Incorporate rules for on street parking in new developments.
n/a	yes	own	no	yes	no	no	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
All of the above	n/a	n/a	n/a	n/a	n/a	n/a	5	Bond issue paid for by rent from what you build	We can not always rely on outside funding.	5	Get a written list of what you can build on your property.	I have a permit to build the existing process worked for me.	5	City and county buy property to build mini homes to get people on their feet and started to a normal	The rent from above will pay for the build.	We all don't need 1200 sq. feet of living space. People can live in 200-300 sq. feet easy, less to maintain, clean and pay for homes is what we need. Great for farm workers too.

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Not enough housing and too many people priced out of the rental and ownership	yes, only because we bought awhile ago.	own	no	yes	no	no	5	n/a	ADUs make it easier to build and rent out	5	n/a	Provide clear info on building "greener" and more fire safe where there are choices (as opposed to codes) and all incentives to help with the above.	5	n/a	n/a	Have the county govt. become an Equity Share Partner owning 50% of the home in exchange for down payment (20-25%). Homeowner makes all mortgage payments and taxes and maintenance. Homeowner can refinance when ready and buy out the county at fair market value. Then county invests in new homeowners. This promotes homeownership, less bonds to pay off and not all affordable housing are

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Affordable Housing	yes	own	no	yes	no, but i know many people who do	no	2	This is not a high priority. Build baby build is not the answer. It needs a balanced approach where the county looks ahead and does not make reckless decisions that will affect future generations. Operating from a "syndrome of fear" will not produce the results the county wants to achieve.	Work with progressive green developers, not just the same old companies - work closely with Sonoma Green Power and their incentive programs. -Work more closely with the State on housing funds. - Work with banks to provide low cost loans for downtown urban development projects.	3	This is not a high priority. Although the permit process can certainly be improved the county must also protect it's codes, especially where toxins are concerned.	You have to keep CEQA for development of properties as appropriate. - Utilize UGBs for downtown infill. -Include affordable housing.	5	Work with "green" developers and Sonoma Clean Power. -Make banks aware of what you are doing and get them to participate in loans. - Increase affordable housing levels on public property used for development s. -Keep CEQA.		
We need more affordable housing. People need to stop buing houses for the sole purpose of renting them out at high prices.	Barely	rent	yes	yest	no	no	5	Increase fees substantially to developers to provide affordable housing.	When developing neighborhoods make sure there are adequate exits in case of emergency.	5	n/a	n/a	n/a	Educate neighbors on how necessary this is. Change property could be used, but neighbors are against	n/a	Jennifer
	Yes															
		Own														
			No													
				Yes												
					No											
					Yes											

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							None		Yes – Just incentivize cheaper construction to build more at a faster rate. Team with a developer							
Make affordable housing actually affordable. You must grow outside of urban boundaries to achieve the volume needed.	yes	own	no	yes	Voluntarily during fires to escape smoke. Camped in car.	See above	3	I do not think we need to add 25,000 homes. This county cannot sustain that many people. Add 10,000 mor. Do not have the water or infrastructure to sustain that number.	You will never get the money for all of this. - Lower expectations and population goals. -Keep the county rural.	5	Cut the red tape for disaster re-built homes and don't require interior sprinklers. WASTE OF MONEY!	n/a	5	Yes, use the vacant land and create camps or homes for the chronic homeless.	n/a	n/a
Inventory + density + regulation	yes	rent	no	yes	no	no	5	Build density rather than consume green space.	Include financial counseling in loan access	4	Create direct channels to ROC and disaster case manages to facilitate permits.	Provide and include infrastructure supportive census and case management to help residents retain housing.	3	Keep it sustainable	Yes, without eating up green space.	

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Bad Planning. Developers too many opportunities to avoid meeting RHNA needs. Commercial development without proportional housing development. WUI development.	yes	own	yes	yes	yes	yes, 1 week (voluntary evacuation)	5	Add specificity: new units should be built only near transit/jobs, inside priority dev. Areas, Specify 30K goal by local area and RHNA sub-categories Don't assume all 5,300 homes will or should be rebuilt. May burn again soon!	Institute an "Empty Homes Tax" (C.F. Vancouver) to fund affordable Housing (temp) on public property Consider "vacancy tax" to fight blight and spur redevelopment Rent control	5	Simplified permitting in exchange for reach-code compliant structures in PDA's only. No bypass options for business-as-used.	RFP for local manufactured housing factory (e.g. ADUs)	5	Resolve channate litigation Protest SDC from similar fate Allow interim cases of existing buildings (e.g. temp. affordable housing)	Suport - maybe, depends on where, EIR findings, etc.	

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																<p>Regarding housing, everyone said that prices have to come down, and there should be controls on rent prices. No one at the table knew about price-gouging prohibitions, and agreed that there should be more information shared in the Latino community, and a way to make complaints anonymously. People knew some basic information about Section 8 and other rental assistance programs, but wanted more information about who is eligible to apply and how receiving assistance may impact someone's ability to adjust their immigration status at a later date.</p>

Economy

Vision: anything else?	Goal: Educate and support the development of local employees to foster a high quality and equitable local workforce Rank 1 - 5	How might this goal be improved?	What activities would be helpful to achieve this goal?	Goal: Support local businesses to thrive by ensuring access to resources, developing partnerships... Rank 1-5	How might this goal be improved?	What activities would be helpful to achieve this goal?	Thoughts
	5		Local skill training for young people to get jobs in our community i.e. trade				
	5		No Comments				
	5		No Comments				
	5		No Comments				
	Potential activities		All				
				None		Help mom & Pops to get started again - rebuild (actual) and grants or loans	
				Potential activities		Collaborate non-profits	
				Potential activities		Profile all levels of government	
				Potential activities		Follow the money from feds coming into Sonoma County. Where is the money ending up?	
				4		No Comments	
						Parking regulations – Permit for Parking on public streets	
						Jobs for elderly and youth	
						Organize transient Labor	
						SRJC should have program to train people in construction like nursing program.	
						Scholarship and job placement	
Housing is tied to inclusive economy. Better workforce housing put people back in trades. county	Potential activities		Housing Availability				
	5		Hire up Sonoma County Employees				
	Potential activities		Housing and available for work force housing training and education to create a higher quality work force				
				None		When will trade jobs open?	
Learning more about non profits that provide training and sources							
It's all about workers and wages, healthy businesses need employees.	n/a	YouthBuild - Year-long, federal funded, at-risk youth. When impart labor, no place for them to live, so need home grown	Multi-prong approach. Workforce housing is critical, but so is raising the minimum wage. Use a variety of tax sources -work with school and school systems, it's no all about college prep.	n/a	Need employees! Can't pay wages that allow them to work here. Need to support employees, no one can afford to work here	n/a	-Expand beyond just construction. - Take a role in training/workforce development. -Not enough high paying jobs, housing crisis. -More housing/services at work sites.
n/a	5	n/a	n/a	2	n/a	n/a	n/a
Support the hiring of local labor and training of workforce during the rebuild.	5	With living/prevaling wages.	-Include 30% local hire in all rebuild activities. -Promote housing at levels affordable to working class. -Include provisions for worker training and safety in developments.	4	-Support small business development through seeking grants and support for programs that connect with entrepreneurs	-Promote businesses beyond tourism and wine. -Attract higher wage job industries - tech, healthcare, manufacturing.	-Provide better transportation and more divers options for people to get out of their cars. -Provide shuttles through working with employers.
DIVERSIFY FROM WINE!	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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n/a	5	n/a	Parterships are critical here. With educational instruction. With employers (what do they need and how can they help?) Cost of housing is a major obstacle.	1	Meaningless happy-talk	We already do this. Let's see if we can measure the efectiveness of current EDB programs.	A diverse economy is more likely to thrive. Tourism and wine industry are doing well, which is great. What about other economic sectors?
Sounds good. So long as inclusive means lower cost of living to avoid pricing out the working class and young educated workforce!	5	n/a	-Build tons of housing -Build local transit - Co-op education, of course -Collab with private sector to create more international pathways (apprenticeships, internships, etc) to work.	5	n/a	-Build tons of housing (seriously cost of living=killer) -Spotlight local industries, wineries, outdoor rec, arts, manufacturing, etc. to attract talent and/or tourists.	-Was really happy to hear othes bring up vocational education! Land apprenticeships ("used to have them when unions were stronger")
n/a	5	n/a	n/a	5	n/a	n/a	n/a
n/a	5	CTE, Automotive School (local)	Transportation in the county is bad for rural areas.	4	EDB-in all languages, scholarships for chamber memberships. PR Support for new businesses.	Work closer with Sonoma Valley visitors bureau and Chamber for Comprehensive and Collaborative approach.	n/a
n/a	n/a	n/a	Career pathways - Pathway for timber industry jobs, foresters, tree removal training. Pathway for training people to help landowners manage the forst lands. Path for training grant writers	n/a	n/a	n/a	n/a
Are certain employers given a "nod" to using workers on contract basis vs. full-time secure employment with benefits? How many employ transient workforce without providing a safety net?	5	Encourage this diversity in schools as well as in the workforce.	Look, increase times o ALL bus routes. Some are every 1 hour others are every 30 minutes. Look at increasing stops near more major employers like Memorial Hospital and YMCA, etc. -Have career days in schools all with mentoring programs.	5	Countywide. Carefully access all business services to see where gaps exist. Unite like groups with common goals.	-Have a city delegated month declared to address this goal - working groups, fair days (specific) awards granted to businesses who have trhived in the present for a period of time. - Use the Press Democrat Business Journal to have a "Best of" year.	n/a
n/a	5	n/a	n/a	3	n/a	n/a	n/a
n/a	5	Industrial Arts Schools	All important activities	5	Cut in taxes to bring businesses here.	Advertise to bring clean businesses here	Find a way to build mini homes cheaply that will meet all requirements of city and state. So that people can have affordable places to live. 200-300 sq. feet built in sotve, sink, bed, table, etc. China and Japan have them.

Economy

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n/a	n/a	n/a	Set up apprenticeships and help find housing	n/a	Apprenticeships with pay	n/a	Accelerate the JC workforce training program and consider start training before the center is finished. Include apprenticeships (employers with those learning) and include help with housing. Develop a program to tap into those going into ecological/environmental fields and connect them to all the agencies and non-profits that are caring for our local natural resources and open spaces and watersheds. There could be more paid internships and help with housing and the economics of living in this area. We could benefit from attracting and keeping all the young people interested in these fields but also need to be paid for training and securig jobs that pay enough.
It's not just partnering with local employers, the county needs to bring in related businesses that will create a long term, mutually beneficial economy to augment and enhance the agricultural backbone of this county.	All goals important	Educate/support development of local workforce: add more vocational training at high schools. Develop inclusive vocational training centers for multi-learning possibilities, ie electric, plumbing, basic building, flooring, finish work, etc. where a trainee can change areas of interests and/or profession.	Support local business access: Broaden the current marketing outreach strategy to increase population. Social media, newspapers, radio, basic handouts, etc.	n/a	Support statewide bank fund for marijuana growers and producers		Don't restrict the economic goals to construction. Include cannabis industry, medical marijuana production, wine bottling and realted wine production businesses. Steer away from single even centers and work to create centralized event centers tht congregate around travelled routes. Find technology companies that can relocate to Sonoma County. Look for companies that can operate well in the industrial area.
n/a	5	Make a living minimum wage. Make more affordable housing.	n/a	4	Lower taxes	n/a	n/a
				None		Build jobs around developing infrastructure.	
				None		Cleaning debris, construction.	
				None		Also, campaign to employ all Sonoma county residence young and old	
				Potential activities		Allow people who just want to help to do so	

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n/a	5	See below. Keep young people here with affordable housing.	Don't require college prep courses of all students in high schools. Add more tech and construction classes beginning in middle schools.	3	Drop some taxes and restrictions on the cannabis industry. Let the small cannabis farmer continue what they have done for decades.	Tourism is only beneficial when tourist money stays in the community. Pay employees in tourist industries a liveable wage.	n/a
All about the workers - support them working and living in Sonoma County.							
(Vision header: ...local employers "and employees, e.g. organized labor" ...to become resilient, inclusive, and economically diverse community.) Vision should be more holistic, not a top/trickle-down view of "employers first". Labor productivity is the lifeblood of any economy.	5	County should try to reduce adversisty between employers and labor - both biz and labor interest groups could benefit from Gov. faciliated "arbitration"	1.Hammer out shared goals for addressing common challenges Both emloyers and workers face: -access to jobs/training/skilled employees -access to subsistence resources (affordable): --housing --healthcare --nutritious food --transit --Safety net to keep least productive (most disadvantaged) from slipping into homelessness, addiction, informal econ activities	5	1.Long-term strategic planning to ensure we don't become voer-dependent on tourism and wine economy, and prepare for likely downturn in "tourism area lifecycle" 2.Grow localism (food, energy, water, health, independence).	Targetted job training in : -heat pump, HP water heater, and EV charger installation -microgrid design, install -EV sales (for dealers) Support public (state or regional) Bank to lower borrowing costs. And diversity risk of investing penson and other county funds in increasingly unstable global finacial system -Anticipate 3 revolutions in transportation and plan to repurpose vast amount of local land currently lost to car storage (parking reform)	

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							<p>Economic impact -</p> <ul style="list-style-type: none"> • Schools have low attendance and it affects their economic status (schools resources affected.) • Idea – There should be loans so people can buy or rent their homes. • The affordable housing policies need to be enforced. • Idea – The minimum wage should increase. • Jobs don't have good benefits. • The apartments/rentals are in bad condition. • Idea – There should be rent control. <p>Another similar comment – We need rent control laws.</p> <ul style="list-style-type: none"> • There was many rent increases after the wildfires. • There was no information in Spanish; support Spanish media. • Where have the resources gone – what are the resources? • There needs to be resources to pay radios to provide public information. • People did not feel safe at the shelters; there was National Guard present, etc. Why? This caused fear with people seeking help. • There's no concern for people who lost their jobs or their homes because they

Safety Net Services

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Not sure what to do in these areas.	n/a	These are good ideas too.	n/a	That sounds good. (meaning the bullet points in this box)	n/a
Housing availability, rent control, neighborhood safety, better public bus stops and connection between city/county transporation	Develop a true, reasonable vision for ideal community - with input fro all parties, residents and official.	regular communication forum - online. In-person meetings with talking points. Regular visits to observe work of different departments. Cross-training. No punishment for whistle blowers enforced. Idea box-checked regularly and reviewd by all in forums.	A "blue print" for action distributed to all interested parties listing benchmarks and timeline for evac.	Name parties involved, get them on board (ie government and non governemnt agencies, charities, and non-profits, residents). Directory - one number to call for all services like 911. List services in multiple languages and distribute with utility bills. Establish hotline.	-Implied bias to be addressed with regular trainings of "providers". - Feedback loop from "cared for" or "clients" to providers, with comments reviewed in regualr forums. Sort of like a hospital adminisrative review of patient treatment by doctors and nurses. What worked and why? What didn't work? Benchmarks to measure suces; ie few deaths, fewer emergencies. -Called back for same issues. -Stops at major health resources like Memorial Hospital and SCYMCA for independence. -Paratransit costs more as well as decrease once sense of independence. If economical or unable to access cell phones, how would one access for change of necessary plans?
1. Coordinated is key; one-stop shopping (or two-stop shopping) 2. Don't make people "less than" or make people feel empowered. 3. Recognize that people are scared (if undocumented) and address this fear. 4. Partner with trusted organizations to counter fear of people who are undocumented. 5. Develop a shelter protocol for immediate after disasters.	n/a	n/a	n/a	n/a	n/a
n/a	Families live safe places to live and sleep.	Spanish speakers should have greater representation at shelters. -Local ambassadors to ask the community to become culturally conjugent.	n/a	n/a	n/a

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Services provided to local residents to educate them about availabe services, stabilize their lives again, and support mental health.	Enhance county mental health service funding and outreach to the community. - So many are suffering from trauma.	n/a	Improve access to bilingual services. - All services in English and Spanish (and other languages)	n/a	n/a
-Prescription -pharmacy and education - insurers -media -preset refills -PBM pharmacy benefit managers	n/a	n/a	n/a	n/a	n/a
n/a	Central database to coordinate service providers	n/a	n/a	n/a	n/a
Make people self sufficient so that they can be proud. Mini houses they own and pay for can help. They can get a low paying job and live on their own.	n/a	n/a	n/a	n/a	You probably already know that a lot of people are priced out of affordable housing. Build mini-homes that people can afford on what they have now.
Make more permanent assistance. Don't pull away services once a person starts to be successful. Combine housing and services to be in same area. Make services available and welcoming to undocumented people. Raise wages to living wage for peer support mental health workers. Make mental health services readily available to all-less stigma.	n/a	n/a	n/a	n/a	n/a

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Effective public/private	Prepare citizens with toxic exposure prevention - especially smoke, air purifiers, NGS masks	Resources if impacted smoke inhalation - clinics and home remedies	improve coordination with nonprofits	n/a	n/a
n/a	Needs medical care, mental health care, coordinate donations immediately	Groups must coordinate to provide a way to work together on a solution.	More organizations to coordinate	Communications systems must improve	n/a
Be more inclusive of other languages and send messages in spanish for sure. Be better prepared to receive donations. Children's masks were necessary.	Prepare to better assist seniors	La Luz to serve latino population. Come up with necessary information that is readily available for disasters.	n/a	n/a	n/a
					Absolutely Lions Clubs Rotary Clubs Churches Non-Profits Faith based non profits
					Encourage and support, Adam Peacocke's work and organization
					Big challenge to develop a 'mega' website that is use friendly Help departments fun lessons learned to support clients better
					Press Refunds - Disaster for crisis center
					PET Network
					Promote '211' style service platform s
					Money assistance for people who Isot home indirectly i.e. landlord evicted after fire.

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					Could people get 'sweat equity' by helping with natural resource recovery i.e. fire breaks
					Rebuilding – SBA a 'joke'. Get service org to 'go where the people are' not wait for people to come to them.
					Each session should have been on each topic.
					Free up county space to provide housing to create jobs
More LAC - perhaps mobile, better prepared to provide regular services during emergency.	-Triage - medical conditions, mental health/medications, ER-spanish speaking organization, - No private rooms to address MH.	Dr.s overbooked. - Support/advocacy for mental health. -Spanish speaking/barrier on top of medical needs. -Latino PTSD w/out even knowing. -Goal: most vulnerable -Medical needs -Language barriers -Those at shelters were most vulnerable - Translation and understandable -Imagery options. -Resources 10 language, fight or flight.	Addiction - how to manage and help addicts don't want to leave families.	At Pet center, nobody was prepared better educate for next time. -Red Cross - transition, no communication with traumatized folds, personal space, seperated families, families fled traumatized, ICE fears, announcement too late.	
Asset development from a financial capability model perspective Disaster group.	D A percentage goal of increased prepartion and community both individuals and continuous of operations plan (COOP) for agencies.	Fund agency participating in VOAD. Backbone funding for adminnistration of VOAD ideas relationship and communication pathways between county and VOAD.	Fund agencies to do individual preparation work. Integrate financial stability.	Inventory of home Information access - household members - hard drivers - pictures - memorabilia Credit counting Savings Insurance review & optimization	Finalize forms and create toolkid to implement future use ROI for shared data form the 1st day especially at LAC. Integrate disaster response roles and related training into county contractors for CBO agencies.
Emotional /psychiatric support for fire survivors needed. Please					

Safety Net Services

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All cities in county should have transitional homeless intake centers, and a county-wide strategy for longer term safety net services Police/sheriff need better crisis intervention training	Need 500 + emergency sanctioned temp. housing (tents if necessary) units to prevent New homeless from becoming chronic homeless	Sonoma Valley needs a "Housing First" shelter for those clients needing this type of support. If the haven (SOS) can't/won't provide, other provider must be found to meet this growing/urgent need.	Augment police with on-call social workers and crisis intervention experts.	Keep track of homeless services cost-effectiveness and outcomes for individuals If programs fail to perform, fire staff and redirect funds to direct cash payments to homeless (performance based)	

Safety Net Services

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					<ul style="list-style-type: none"> • They preferred that resources be separated with different agencies (3) instead of just one agency; it will not work with just one agency. • Immigration status should not matter when applying for FEMA. The County should receive/take the funds to help the community without discrimination (immigration status.) • People were able to apply for FEMA in their children’s names. • Donations – The Red Cross took the donations from the shelter after a few days. Why did they take them away from Santa Rosa? There should be an explanation about this. • A reserve of donations should be kept for when it’s needed. • Many people lost workdays and no one helped them. • They should distribute resources evenly. • There should be better organization at the disaster center (LAC.) • At the center (LAC) there was no staff, or medical staff, who spoke Spanish. • There was many financial donations for the disaster; how were funds spent? There should be an accounting or report of how the money was distributed. • They should have distributed information in the communities – not that people had to go to center to receive services. They should have them in centers known to the community. • There should be better coordination with the Mexican Consulate – they didn’t help like they should have. • We should promote tourism and have campaigns to buy from local businesses. • There were fraud calls with promises of help to personal phones (cell phones.) • Many resource agencies wanted your information such as taxes,

Natural Resources

Vision: Anything else?	Goal: Reduce forest fuel loads to lower wildfire hazards to communities and sensitive habitats,...	How might this goal be improved?	What activities would be helpful to achieve this goal?	Goal: Enhance stream systems to lessen wildfire danger to communities, support water supply and drought tolerance...	How might this goal be improved?	What activities would be helpful to achieve this goal?	Goal: Leverage prior and continuing investments in natural resources acquisitions, monitoring, technical studies... Rank 1 -5	How might this goal be improved?	What activities would be helpful to achieve this goal?	Thoughts
	Rank 1-5			Rank 1 -5						
				5		Use open spaces as buffer zones - integrate recycled water				
				5		No Comments				
				Potential activities		All				
							5		Find Funding	
							Potential activities		Reflect data in policies, plans and regulation: Now: Fund science, monitoring and acquisitions. Find out what is being done now and fund what is not	
							Potential activities		Reflect data in policies, plans and regulation: Second: Reflect what you learned	
	5		Clear the Tubbs fire zone from dead trees, expand fire buffer zones							
	Potential activities		Encourage and support landscaping using plants that are both drought and fire resistant							

Natural Resources

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	Rank 1-5			Rank 1 -5			Rank 1 -5			
	Potential activities		Use green belts as fire breaks, grow vegetables, other crops, turn on water if active fire							
	Potential activities		Create a County level 'CCC' type work force comprised of unemployed, homeless etc. It works!							
	5		Fine funds, programs to incentivize private forest owners to ID and implement best forest practices for their forest							
	Potential activities		All							
										40% coverage Sonoma, Mendocino & Napa County Cameras and Sensors
										Pool – Concerns priming, cleaning, clearing
										More guidance from government regarding 200 homes

Natural Resources

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	Rank 1-5			Rank 1 -5			Rank 1 -5			
										Assign On Site Fire Fighting Stations
										All the redwood bark used in landscaping is super flammable
				3						
	5		Make sure county implements the environmental protections welfare in central plan							
	Potential activities		Map and address sudden oak death							
	Potential activities		Live oak, sudden oak death. Managing our forests.							
	Potential activities		Specific details to manage operated							
n/a	n/a	n/a	We need ALOT more abatement. We need to change laws to make it easier to do abatement. There is a balance. For ag properties they need that grass to feed their cattle.	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Natural Resources

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	Rank 1-5			Rank 1 -5			Rank 1 -5			
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Fuel management is key, weed abatement, control burns. Be midful of time and place of burn - wildlife, air quality
Component that supports interconnectivity of all these things. Marketing to people to understand/Educational. People connection to land. "One Health" (national lands, people,etc)	n/a	Concerned about connections to species, plants. Educate people about the kind of land we live on (fire-prone, dry, meditt)	Look at building codes and rethink building in fire paths (historic)	n/a	Not clear what this means! Is there a relationship between water demands influencing water available to fight fires.	Concerns about water supply and all the demands (marijuana and grapes)	n/a	n/a	n/a	n/a
n/a	5	n/a	Burying utility lines. - Have city/county remove and reduce dead trees.	n/a	Hard to understand.	Find ways to mitigate the blowtorch affect that the fires have had.	n/a	n/a	n/a	n/a

Natural Resources

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n/a	3	We need more frequent controlled burning.	-Educate land owners on fuel clearance around their homes. - Create collective neighborhood fuel load management and collective forest management on forested private parcels.	4	Focus more on maintaining biodiversity less on things that will hurt riparian corridors.	-Manage groundwater usage by agricultural interests (grapes, pot) to ensure adequate flows in creeks and clean water. - Management of sediments load.	5	n/a	n/a	-Use hazard zone mapping to inform zoning for where we DO and DON'T develop housing and businesses. -Work with universities and exchange data with other disaster areas to learn from experience and adopt best practices.
n/a	5	Bury utility lines!	n/a	5	Clear brush and dead trees throughout fire zone.	n/a	5	n/a	n/a	n/a

Natural Resources

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	Rank 1-5			Rank 1 -5			Rank 1 -5			
n/a	5	I would rather see fund reduction as part of community preparedness. Focus on "Natural Resources" category should be an ecosystem health - fuel reduction only are part of that	n/a	5	What does "enhance" mean and how related to reducing wildfire hazard?	n/a	5	n/a	Adopt the VLI!	n/a
n/a	5	Pursue prescribed burns, engage tribe, train workers for manual/mechanical labor	n/a	5	n/a	n/a	5	n/a	n/a	n/a
Climate-prepared	3	Need science-driven selection of locations and frequencies, not burn anywhere. Use science from relevant places, not the Sierras.	n/a	not sure, see below	very nervous this will turn into reduction of habitat value if blindly applied as vegetation removal	Revisit possibility of science - based stream corridors in general plan, phased in over time so as to not penalize current landowners.	5	It's great	Publicly justify the straight-up economic benefits of healthy land and water.	Goal: Increasingly locate development and intensification in already-urban areas, using both policy and incentives, to protect open space and also reduce exposure of people to risk of fire.

Natural Resources

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	Rank 1-5			Rank 1 -5			Rank 1 -5			
n/a	5	Organize ideas ahead, partnerships between private and state parks.	How do we pursue these resources?	5	Support methods to approve.	Monitor watershed to ensure health of streams.	5	Tech studies can prepare for emergency	Plan evacuation plans for city and valley	n/a
Perhaps make some suggestions so that person not well versed can make some choices.	5	Lessen restrictions for controlled burns.	Remove dead trees on Bennett Valley off of Arnold Drive.	5	I don't know - maybe prepare options by working with several ecological groups.	n/a	5	n/a	n/a	n/a
When developing housing, explore impacts on natural environment. Design for no more energy use than best practices, reduce carbon footprint.	1	Allow controlled burn, look at houses in developed (to be redeveloped) neighborhoods to prevent designs that increase fire hazard. ie overhangs, decks in wooded areas.	If by forest fuels you mean lumber grown for profit, increase diversity to increase health of forests. Prohibit construction of roads that increase erosion, protect trees from over logging, keep mature trees.	5	Look at nature's way of controlling erosion vs. concrete barriers.	Enlist volunteer organizations, youth groups, churches, corporations, outreach to community groups. Have an "adopt a stream or watershed" movement with recognition, signage.	5	When using county lands for development into new housing projects consider long term viability of new communities.	Research proposed developers and methods of construction to ensure resistance to fire in materials chosen and design for emergency access.	Consider allowing developers to use new methods for building with ??? units already inspected, permitted and approved as in Blockables for example. See article by Karrie Jacobs in Architect Magazine, July 2018.
n/a	4	n/a	n/a	5	Hard to understand how stream systems can address the other issues	n/a	5	n/a	n/a	n/a

Natural Resources

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n/a	Rank 1-5 5	Control burns or use goats	-Manage forest fuels, Strategically prioritize fuel load reduction. Protect critical public water supply	Rank 1 -5 5	n/a	All above good	n/a	n/a	n/a	n/a
n/a	n/a	In many cases the forest management practices need to be updated so use current research from Pepperwood and other research.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Work with economic strategy area to connect environmental/ecology students with paid internships and good jobs with local agencies and non-profits that work in this Natural Resources area.

Natural Resources

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Don't forget trees and water give us life. Without them we cannot exist and it is up to us now to protect these precious resources against Climate Change and stop abusing them.	5	Reduce forest fuel loads: Understand the interconnectedness of natural resources and people. Work with agencies who have proven track record.	Weed abatement, community volunteer clean-up events, engage community more actively with their environment, replanting programs, help residents restore daaged trees, provide landscape guidelines.	5	Work with agencies that have proven track record. Leverage prior and continuing investments. Actually USE the date provided when updating policies.	Helpful Organizations: Russian River Keepers, Sierra Club, Sonoma County Water Coalition, Sonoma County Forest Conservation, NAtional Forest Foundation, Sonoma County Land Trust, Vital Lands District, One Tree Planted, Arbor Day Foundation, Greenbelt Alliance, Daily Acts, Save the Redwoods League	n/a	n/a	n/a	n/a
n/a	n/a	Controlled burns, chemical, mechanical, livestock	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	5		Clean fuel areas by removing barriers to allow the interested public with abilities help clear							

Natural Resources

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n/a	5	Hire more salaried forest rangers, enforce vegetation and defensible space violations.	n/a	5	n/a	n/a	n/a	n/a	n/a	n/a
Inter-connectedness and Simplify language	n/a	n/a	Development rights into urban growth boundaries. -Working with groups to maintain forest and not just cut down. - Protect buffer urban and rural. -travelled down wind tunnedl Safari West untouched due to animal maintenance.	n/a	n/a	Build in downtown - Modify community separator. -Priority on ecosystem services. - Suggest Working with partners such as vital lands.	n/a	n/a	Options under drought conditions. - Cities and counties responsibility to replace what is there. -Incnetives on yard maintenance. - Balance water conservation with wants.	n/a

Natural Resources

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	Rank 1-5			Rank 1 -5				Budget - future implementation	#1 Activity for Office of ORR: Be the suppository of info on available funding sources for various forest health projects - for public agencies, non-profits and individual forest owners. #2 Tool Need: geographic information about the implementation track	

5

Fund the science needed to make best solutions

Natural Resources

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Model human systems after ecological systems (biomimicry, diversity, eco-niche optimization, etc.) Notice forest systems are inherently resilient to wildfire, sub-divisions are not.	2	Allow wildland fires to burn and use frequent control burns in WUI to reduce risk. -Sequeiter biomass, don't burn as fuel	Stop approving construction and use permits in WUI! Concentrate housing and commercial development in urban core (increased height/density) Respect existing UGB/separators	5	GOAL: Enhance "watershed-wide" systems... GSA's should plan/model at watershed scale, even if jurisdiction is currently more limited.	Consider withholding public fire service for fire-prone indefensible parcels (or mandatory private fire services).	5	CA	2020/RCPA should move to current GHG inventory best practices (GPC), not old ICLEI USA protocol (lost in court)	

Thoughts/Concerns/Additional Input
<p>-Have a screening tool to help people who may not know they are in crisis state. i.e do you have these symptoms?</p>
<p>-Community Preparedness - Include in plan ways for businesses to participate in the emergency and recovery plans.</p>
<p>-Planning for Recovery 1. City and county planning has not taken into consideration the strides that others have taken with New Urbanism. We are still building builder designed developments. 2. What we should be doing is building neighborhoods which need road grids for traffic flow and to help when residents need to evacuate these neighborhoods. 3. We need bike paths, pocket parks and a corner store to facilitate walking, eliminating unnecessary driving. 4.It the city looking at what is being built? One new development on 12, just east of Mission has a two story house almost on top of 12? Kids are going to live there, and imagine the traffic noise! 5. I have not only studied New Urbanism, but also visited many neighborhoods that were developed using that criteria, in Florida, Portland and even in California. You had a nationally known planner, Peter Calthorpe, do a plan for Sonoma County. Must have hit the round file! Unfortunately we had the same thing happen in Tampa, where i worked on a plan with Adres Duany. 6. And a I have little to say for the concrete square downtown. No match for Healdsburg. 7. I met planners from Windsor at a Congress for New Urbanism in Miami, shortly before moving here. They got it! Hope this is a wakeup call for Santa Rosa.</p>
<p>1. Evacuation planning 2. Water to Forest 3. Disaster Drills 4. Tiny home/wheels added to homes before rebuild/RVs that look like cottages 5. Rent stabilization/living wage</p>

Public Input for Recovery & Resiliency Framework

Overall, what are the most pressing wildfire recovery needs for you/your family/your neighborhood?

Answered

104

Skipped

4

Responses	
1	getting water, power, and the new sewer line in so we can rebuild.
2	The increasing cost of housing and local impacts of climate change- fires. Both of these are clearly getting worse
3	Remembering the neighbore & familiy members of the folks who lost homes & schools. Though an addresson a map would show a home was not lost- look deeper to see that a home is surrounded by fire scars, notice how a families' grandparents may have lost their home.
4	Audible warnings in emergencies for people without smart phones, and when the power is out - siren? Emergency transportation to a shelter available for people who do not drive and do not have access to a car. Cooling centers. N-95 masks available. Mortgage relief, tax relief for self-employed people who lost business during evacuations.
5	Reassurance that the infrastructure to prevent such a disaster is there. Forest , tree maintenance. WATER since the tanks in Fountaingrove were empty
6	My last property tax bill before the fire was sky high. Forty-nine% of taxes are going to pensions. The local government's preparation for the fire was abominable. Before I rebuild and hand over my hard-earned money to the local coffers, I want to see the city, count, and state governments do their part. 1. Emergency preparation, training, constant practice/role playing, oversight, review, and accountability. 2. Water oversight. Two water tanks in the highest fire zone in Santa Rosa (Fountaingrove) had tanks that were underfilled due to seismic concerns. The Press Democrat reported the tanks can never be full because the water is used both for fire and drinking, and drinking water can's sit a long time. Really think about that. Have two towers per area: One smaller one for drinking, and a larger one for fires. If a tank is down for whatever reason, a temporary solution must be in place. Retrofitting should have been done immediately, but instead the city collected money to rent out towers to cell phone companies. 3. We had no help at all from fire/police on Oct. 9. Two cop cars and a fire truck were parked. No bullhorns, no sirens. People died in Fountaingrove, and many nearly died. 3. Flora management. I was always nervous about an oak tree hanging over my house, but I couldn't do anything because oak trees are protected. Fire departments recommend clearance for 30 feet. Please prioritize fire prevention. Remove undergrowth. Suppress fuel. Honestly, I feel like I trusted my home and my life to a bunch of amateurs bent on beefing up their pensions and not doing their jobs. Will I rebuild? Would you, given these concerns??
7	Healing, counseling and a feeling of security in our county again.
8	Information. I wasn't notified when my neighborhood was in danger and we were supposed to evacuate. We spent a week looking to Facebook for information about whether our home was still standing.
9	Electricity, Hot Water
10	None, we were outside the fire
11	Housing
12	Preparedness for the next disaster. Infrastructurally, and organizationally.
13	Housing, and help with insurance
14	NA
15	Need home & neighborhood rebuilt
16	get insurance to pay
17	Will we be able to get homeowners' insurance for our home when we rebuild? Will our mutual water company system be rebuilt so we can use it when we rebuild or do we need to consider our own well? Are we going to feel comfortable actually living on our property where our home of so many years was destroyed by the fire?

Public Input for Recovery & Resiliency Framework

Overall, what are the most pressing wildfire recovery needs for you/your family/your neighborhood?

Answered

104

Skipped

4

Responses	
18	Trying to have our over excavated lot repaired but County hasn't returned my husband's 5 messages; dealing with our insurance company; PLEASE get the cut trees along Mark West Springs Rd removed (before the lodge) cleared before it fuels another fire.
19	affordable building materials and contractors
20	Access/information about workshops for stress reduction, trauma recovery, etc.
21	The need for me to maintain my long term perspective and not submit to rebuilding pressure. I feel this pressure from all sides, the City of Santa Rosa, Sonoma County, neighbors, Media, the Press Democrat, friends, strangers etc.. This is a very personal experience and I wish for respect for my privacy.
22	Counseling services to cope
23	I was several blocks away from the burn area.
24	housing
25	affordable housing
26	an affordable place to live until we can rebuild, resolution on debris removal issues, street repairs, tree replacement
27	Affordable housing
28	N/A
29	My neighborhood was uneffected for the most part.
30	inexpensive rental housing
31	Learning from mistakes made in this past event.
32	Affordable Housing for ALL - How about subsidized housing for County employees? I am a County employee and in the 80% Low Income Range. I pay almost 1/2 of my net pay for a studio apartment, which is well under the HUD payment standards for monthly rent. This is ridiculous.
33	Affordable housing while we rebuild, legal assistance and financial advice navigating insurance, expedited permitting/approvals during the rebuild process. For employees of Sonoma County the #1 thing that would make a big difference to me is more time off.
34	Rebuilding our home destroyed in the fire
35	None
36	Natural resource funding and mental health services
37	ensuring the environment (parks, rivers, etc.) is not polluted. My friends and family are in need or affordable housing and mental health services.
38	preparedness
39	My neighborhood includes my COUNTY government co-workers (many) who lose EVERYTHING. My co-workers lost everything (some county employees have moved up to 5 times since October 2017). Since we are helping the public with their needs since wildfires, it would be good to have county be supportive of their own employees.
40	Air quality
41	Preventative work to stop the spread of fires. Also, that those who are effected are financially compensated and provided shelter while they recover.
42	affordable housing post wildfire.
43	affordable housing
44	rebuilding
45	Affordable and available housing.
46	More housing to stabilize rent prices and enable fire survivors and low income residents to stay in the area.

Public Input for Recovery & Resiliency Framework

Overall, what are the most pressing wildfire recovery needs for you/your family/your neighborhood?

Answered

104

Skipped

4

Responses	
47	n/a
48	Lack of employees for our business
49	housing
50	Emotional, employment
51	Electricity
52	<p>County needs to identify land (parking lot etc.) and designate various "homeless temporary housing options", verses pushing the homeless all over town.</p> <p>County needs to provide facilities for homeless to use restrooms, hopefully an option for showers. It seems people complain about homeless in "their neighborhood", but there has been no solid plan to provide resources.</p> <p>(areas for people who may have minimum income, may have an RV, vehicle; then there is another population, who has even less resources. The homeless, who may or may not have a tent, need to have an area to set up, toilets, garbage dumpsters, bus passes to resources). Breaking up camps and destroying the few possessions a homeless person has is NOT a solution.</p>
53	<p>Better communications and broadband infrastructure</p> <p>Better management of forests (consider biomass implementation)</p> <p>Need more home development - let's make Santa Rosa look like Sacramento</p>
54	Due to the power outages, we lost all of the food in our two refrigerators, and the spoiled food molded and caused a pretty toxic odor & staining. The pool turned into a black lagoon with no power to run the pump & all of the ash & debris. Our insurance won't cover the monetary losses, and we do not have the money to repair and replace.
55	Housing
56	Fuel load thinning, evacuation plan, fire ecology education in schools
57	<p>LOW-COST HOUSING !!!</p> <p>The UK Mail ranked Santa Rosa as the #19th most expensive place to live in the WORLD!?! Old retired rich winos, tourists, egregiously overpaid board of dupes (more than the President of the USA?!), in debt students, and slaves- this is your population here. There is NO MIDDLE!</p>
58	emotional support/counseling
59	Affordable, MULTI-UNIT housing, and NIMBYS be damned.
60	Getting our debris removal invoice.
61	affordable housing
62	Housing that is affordable for middle and upper middle income families. Improvements in schools and other infrastructure.
63	rebuilding destroyed housing and insuring that when rebuilt homes are sold they are not converted to VRBO homes. Also protect creeks near burned areas from runoff and replant vegetation along creeks
64	More affordable housing
65	That they finish so I can get some much needed rest. I live in Coffey Park and the noise from PGE and construction is causing me much anxiety issues as I cannot seem to get some piece and quite I desperately need.
66	Housing and housing security
67	Housing
68	Housing. AFFORDABLE housing.
69	housing
70	rebuilding housing and additional housing
71	N/A
72	Payback from FEMA to the County of Sonoma

Public Input for Recovery & Resiliency Framework

Overall, what are the most pressing wildfire recovery needs for you/your family/your neighborhood?

Answered

104

Skipped

4

Responses	
73	I think that they would be to get more affordable housing. Since the fires we had a growth in homeless population and I wish that we can find a way to help them and to avoid homelessness in other families .
74	Fire prevention, increase in firefighter staffing
75	Homeless re-housing services for those displaced by the fires.
76	Testing for possible health effects of the toxic smoke during, potential groundwater contamination and toxic dust after the fires.
77	Tree trimming and other fire prevention measures. Trees are growing right through the power lines.
78	Timely notification and accurate information
79	lack of communications, especially for people with out computer phones -knowing who to talk to and where to go. Paying for long term counseling. non reimbursed costs.
80	future prevention of fires
81	housing
82	Rebuilding of the houses, replanting trees and shrubs
83	My immediate family and neighborhood thankfully emerged relatively unscathed. We're close enough by Fountain Grove, though.
84	Lack of available housing causing landlords to increase rents by their allowed 10%. If our apartments would have been burned (less than 1/2 mile away) we would have been forced to leave Sonoma County.
85	Infrastructure. The roads, communications, LE services and water to help firefighting.
86	Providing more funding to the Emergency Operations Center. We need a modernized system which involved up to date software as well as a robust GIS (Geographic Information System) to spatially show events as they are happening. This had to be generally funded. Not by grants.
87	Keeping up-dated on the status of the fires.
88	Housing. It was difficult to find affordable rentals prior to the fire and now it feels near impossible. Rent is very high, available units are low. I feel like I cannot live in the community I work for. I feel like I will never be able to afford to purchase a home here in Sonoma County.
89	Rebuilding our home.
90	Replacing or building new, affordable homes.
91	Housing
92	lack of subcontractors to do the work at affordable prices
93	Return of local businesses.
94	retaining residents, so tax base and commercial activity doesn't shrink more
95	housing costs
96	getting out safe by being notified timely
97	affordable housing
98	Affordable housing
98	Trauma counseling
99	stable economy and housing
100	Having enough money to rebuild our home
101	In Petaluma, the need is for preparation, specifically evacuation drills.
102	Housing
103	Rent Assistance , Therapy/Counseling, Safety, and Self-Care choices especially at my work place. As a first responder I need ways to release my stress between clients.
104	financial assistance would really be appreciated even though we have insurance we are really struggling .

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for COMMUNITY PREPAREDENESS?

Answered

87

Skipped

21

Responses	
1	Being able to get people out of an area fast if that is what needs to be done, or help in fast.
2	accountability for officials that did not warn citizens during the first hours of the the fire
3	quick references for emergencies. comcast was out & some of us didn't see any real coverage- not all of us are on facebook
4	We need to have effective warning systems that reach ALL residents. All residents need to have regular practice getting themselves and their families to safety when needed.
5	Ease of communication with all neighborhoods to announce oncoming disaster
6	See above. Apologize. Recognize publicly frequently and earnestly that you will prioritize safety. It is unconscionable that the person in charge of emergency responses was clueless that the Wireless Emergency Alert system could be targeted. Stop approving building in high fire zones for taxes and start approving high density housing near public transportation hubs so we can get the housing we need without opening this county up for more death and destruction. Forest management; water management; education, oversight, accountability for leadership. And give up those fat pensions. I'll be working until age 70 to pay for government workers to retire in their 50s. Yes, that builds resentment.
7	Trainings on how to prepare for something like this.
8	A better emergency notification system. I turn my cell phone sound off at night. I live in constant fear i'll Miss the Nixle alert
9	Cell service, better communication
10	Making sure everyone is getting the Sherriff's notifications over the phone, and up-to-date info on the internet tied to those notifications.
11	Establishment of plans of evacuation for neighborhoods, hospitals, and elderly care facilities
12	Keeping roads clear when fires or earthquakes fall trees, game plans for evacuation (including and prioritizing ALL animals), and protection of our water sources.
13	I think we need more stability and versatility in our powergrid. Battery backups in the homes and solar power so in the event of a power outage we can remain connected with what is going on.
14	Housing for displaced persons/pets. Access to clean water. Reliable alert system such as sirens to make aware of wmergency situation
15	Better warning system - cameras in certain areas; fire providers on alert when weather forecast is high winds and high temps; continue SoCo Alerts and Nixel info; better communication with folks answering 911 calls; communities - whether via HOAs or block system taking responsibility for establishing phone lines/emails/door-to-door. if needed
16	Communication: land lines, cells, email, texts, TV, phone tree (neighborhood watch captain); business emergency contact list, etc. And the roll out to the citizens in a emergency - Funding for fuels reduction and creating defensible space around homes.
17	
18	Defensible space.
19	Warning of disaster and updates to residents
20	Training for county employees who should be relied upon the help immediately following a disaster.
21	Timely & Accurate information about evacuation areas, where to evacuate too, and what route to take to evacuate. Alert citizens earlier for evacuations.
22	warning systems, education on how to make our homes/neighborhoods more fire resistant, underground utilities
23	Clear warnings/ announcement
24	Communication system
25	NA

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for COMMUNITY PREPAREDNESS?

Answered 87
 Skipped 21

26	Central communication systems to disseminate relevant and timely information
27	a warning system
28	Better communication system for notifying residents of current & emergency conditions
29	Look at what just happened in Greece. Tons of people were stranded and trapped by the wildfires. They had to jump into the ocean to survive. That probably would have been the case with us if our fires hadn't occurred in the middle of the night (except we didn't have a nearby ocean to jump into). We need better roads, better traffic flow. Our road system is built like we're a rural area, even though we are becoming more and more urbanized. When the explosion happened at Kaiser North, the surrounding roadways were clogged for hours as people tried to go around the freeway. It was an enormous mess. In the case of a natural disaster, if everyone went on the road, we would have tons more deaths. We need bigger arteries and expressways that relieve the freeway traffic. Better planning for growth. Better escape routes. A more organized process for evacuations.
30	Functional warning system, governmental and non-governmental organization immediate and medium-term response to disaster ready to be implemented
31	Clear evacuation routes and plans communicated to residents per neighborhood area, clear emergency information dissemination (ie a central info source activated immediately during disaster that residents can access. EOC seemed to lag behind KSRO and no one knew about it/confusing with city jurisdiction).
32	The most pressing need is for county and city governments to put aside political issues and to hold employees responsible for being prepared, to make certain that the goal is protecting the community and not employee's jobs, and to become educated in the best practices of preparedness and to implement these practices.
33	To have an ALERT system of various types. Besides phone and internet alerts, How about some good old time alerts: back east/mid-west for tornadoes etc. - there are MANUAL alarm systems that SOUND off. In fact, they have test alerts on certain day week at NOON (i.e. Fridays).
34	That those affected are made aware of any danger asap.
35	adequate alert systems, reaching out to all residents re: preparedness
36	Being alerted in a timely manner.
37	A warning, like Nixel, that is specific to disasters.
38	An organized, pre-trained, disaster preparedness plan for communities.
39	Housing that isn't in the urban wildland intersection.
40	Goal "1.3 Lead, support, and train community members to build and sustain individual and neighborhood preparedness, including underserved populations." Is great, we need to strengthen community connectedness and neighborhood networks. We also need to support coordination and collaboration between community services groups and agencies.
41	Early warning system implementation; more education on fire resistant building materials; more attention to and enforcement of vegetation clearing
42	notification
43	exit routes
44	Education on what to do in a mass evacuation
45	better alert system
46	waivers on rentals/permits/ etc to allow people to help one another
47	Better notification and escape routes....we were lucky that the fire was not bearing down on us. It took over an hour of inching along to escape from Calistoga Rd to Farmer's Lane.
48	Communications systems that require better infrastructure as well.
49	Program that helps clear overgrown fire routes for fire trap communities
50	Adequate notice to evacuate with enough time to escape safely and take most important items.
51	Fire education, fuel load thinning
52	DO NOT REBUILD in a fire zone. It will burn again. Insurers would be fools to re-issue insurance here. PG&E would be dumb to put the power poles back.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for COMMUNITY PREPAREDNESS?

Answered

87

Skipped

21

49	communication
50	Community warning and better protected power supplies
51	housing, better preparedness and escape routes
52	Getting houses built.
53	a more effective alert system, and/or ongoing communication system; and more functional organization at the shelters.
54	Targeted alerts so what is received is relevant.
55	We need better warning systems.
56	A warning system that works and alerts the necessary people. A better system that give up-to-date information and resources during the emergency.
57	Communication, both by land lines and cellular. Occasional write ups, posts on social media on ways to prepare for natural disasters.
58	rebuilding housing, additional housing
59	We need to have a plan and maybe we can all know what that is so we can help each other.
60	Better emergency awareness system for all
61	Education, awareness and training.
62	More timely emergency warnings
63	An evacuation plan. The route out of my neighborhood was not clear. Signs would have helped.
64	Housing
65	Debris removal information with timelines and phone numbers. Forwarding address information in order to receive tax information. Updated web site information with notifications
66	communicating and feedback/input from people without the technical resources (internet, smart phones) who are not being included, animal and wild life welfare, housing restrictions
67	Alert system when disaster strikes and plan for communication during the disaster. Our power, internet and cell signal went down on the nights of fires. No alerts, not information during the fires. When the power came back, Comcast could not restart our cable or internet so we had no access to news or internet. Some of my neighbours went into the fire area instead of away from the fire because they had no idea where to go!
68	Finding new ways to effectively communicate: how to prepare for future disasters, what to do during future disasters, and how to notify the community of a current disaster.
69	better alert systems
70	Plan to assist the elderly to get out of their houses. Traffic management for evacuation.
71	Maintenance of unincorporated areas, institute greater set backs for large parcels and tree and debris removal, or fines. Fix the communications with notifications and force the fire departments to consolidate and get organized.
72	being able to trust that our leaders will actually notify us thru our cell phones that there is a emergency this time!
73	People taking personal responsibility for their preparedness. Having a 'to go back' and ability to get what you need and get out quick are imperative. Having emergency plans with family and friends in place before disaster strikes.
74	Modernized and fully funded Emergency Operation Center.
75	Ensuring EVERYONE in the community is aware of how to sign up for and use emergency notification systems. Pressing the county and city to ensure funds are always budgeted to clear brush.
76	Making sure the entire community has access to emergency notifications, and then using the notifications to alert the entire community!
77	Agency preparedness leads to community preparedness, governmental, health, and other stakeholders need to work together (MOUs) in PREPARING and RECOVERY

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for COMMUNITY PREPAREDENESS?

Answered 87
 Skipped 21

78	Better notification system; public acceptance of and action regarding better brush clearing; emergency readiness
79	Disaster Worker training for all County employees
80	county permit/building issues takes too long
81	better communication
82	A state of the art alert system and FIRE FIGHTERS ON THE FIRES STAT. Apparently our Bennett Valley Fire Station personnel did not even know our homes were on fire.
83	Communication: one place where citizens can go for updated information, say four times a day.
84	1. How to prepare for the next disaster; 2. Education and Outreach re: Disaster Notification and Messaging; 3. Notification and updates re: evacuation sites
85	We need to promote workshops to help our community to have their insurance, medical, professional, and personal paperwork ready for any kind of emergency. Promote safety comities within the community in order to be organize and ready to work as a team in case of a mayor disaster.
86	food and financial help. support groups would also help
87	What would you add or delete from the following draft Vision for

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

78

Skipped

30

Responses	
1	people trained to keep cars moving into safe areas other than police and firemen
2	not sure
3	cardstock info of resources for what to do in scenarios- what radio to turn into/emergency preparedness lists - we can nahge them in a cupboard for safe keeping
4	Sirens or similar that reach and wake everyone. Regular emergency evacuation practice drills for all with special preparations for vulnerable populations.
5	Community patrols with available bullhorns. External signals like sirens placed every few blocks that can be activated a la WW2
6	Put those pension funds toward services, training, expanding efforts to suppress fuel with regular checks of foliage throughout the county. Do whatever necessary to make sure all fire hydrants work during a fire. Water management so we don't ever lack water in a fire. Have a siren in the event that landlines and cell towers are out. Evacuate early in an emergency. All garage doors should be required to have battery backup. Same with gates. Ban fireworks throughout Sonoma County and allow professional displays only. Never allow a water tank to be chronically underfilled without an alternative water source in a high fire zone. Ever.
7	Provide trainings, educate community.
8	Sirens across town.
9	Good question!
10	You can't make people load the app but I think advertising it more widely would help, I also think that encouraging people to wake and tell their neighbors-- I heard repeatedly from people who had up and left and had never bothered to notifiy them that the neighborhood was on fire.
11	The county should ensure that residents know evacuation routes and check that nursing homes have practiced and know evacuation procedures.
12	Implementation of laws requiring defensible space on roads and properties, and requiring evacuation/safety plans for anyone owning livestock, or other outdoor, freerange, or farm animals, since these lives are often considered a financial asset rather than an innocent life inherently worth protecting, and they are almost always enclosed in some way, and unable to escape disaster without assistance.
13	Incentivizing things like the Tesla powerwall - where independence from the grid or at the very least a backup when the grid needs to go down is not just for the rich but available in key areas, like the outskirts of town where fires can develop and be further fueled. If we have power, we have awareness, and awareness allows us to react instead of iust fleeing.
14	Sirens. Earlier warning. No housing solutions as that is ehat was destroyed
15	As indicated above, smaller groups (communities) need to take responsibility for communications; continue government-sponsored meetings and info sessions; work out authorization to shut off electricity when certain thresholds are met
16	Citizens should be responsible to provide emergency contact information and the government should add to or the development of database
17	-Grants, volunteer groups, CERT programs, affordable veg removal programs/forest management. Regulatory requirements for creating defensible space around homes.
18	More space between homes, not less. Ordinances to keep trees managed at owners expense.
19	Nixel and ?
20	Input directly from employees not just management.
21	Use a wider geographic range for evacuation orders. Inform citizens in many modes like call cell phones, text phone, online facebook/twitter, in-person send dispatchers
22	air horns, information
23	Phone alerts / community outreach
24	nA

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered 78
 Skipped 30

25	AM radio station (and associated web/internet site) dedicated to Sonoma County crisis events
26	robo calls
27	In charge officials come up with (and utilize) a plan for such situations.
28	I'm not a traffic engineer. But how can you make traffic flow better? I grew up in Santa Clara and their roadways are AMAZING.
29	Functional phone warning or combination of siren and radio Using the post fire experience to improve disaster planning, keeping in mind that an earthquake would be much more widespread .
30	Evacuation planning with experts; similar to plans presented at SSU fire symposium this year. Possible central EOC for city and county, perhaps at disaster staging area instead of offsite to enable shared morning briefings.
31	See #2
32	As mentioned above in response to question #2.
33	Additional funding. Better, quicker dissemination of emergency information
34	I believe the two issues were 1. Not wanting to create mass hysteria and chaos by having people flood the roads that weren't actually needing to be evacuated. 2. Not enough characters on Nixle to explain exactly what areas of Sonoma County the danger was in. My solution to those issues are an alert on Nixle and other media outlets stating there is an emergency and to call (xxx) xxx-xxxx for more information. The number could have a recorded message and also either give out another number to call if you need to speak to someone or the option to push "0" for an operator for more information that way 911 isn't tied up with non-emergency calls and people that need the information have access to it.
35	FEMA training required even for small communities and municipalities, so staff at emergency shelters, that pop up without Red Cross understand who is in charge and how to handle the deluge of volunteers.
36	This can be done by supporting community gathering spaces, community gardens, parks, and landscape design that invites community participation. The organizational coordination could be done by leveraging existing platforms such as Recovers.org.
37	Implement obligatory text/phone notifications for affected and adjacent areas. Require fire resistant building materials in high risk zones (taxes on those who choose to live in those zones for fire districts)
38	cell phone alerts alternate exit routes
39	Radio and Television ads with a short to the point message on what steps to take. along the lines of Stop Drop and Roll
40	identify appropriate space for people to park RVs (Cal Fire on W. College seems to have some extra space, if no space is available within city limits, identify land somewhere. Provide Porta potties, maybe a bus stop close by or shuttle. Allow people to get their non permitted rentals/rooms permitted (sanction free & fee waivers) to provide more housing. Address issue of home owners charging incredibly high rent, forcing people out of the area. Better training for county workers and possibly community agencies to work together
41	My understanding is that the County is already working on a better alert system. Better traffic direction at intersections along the escape route. With the signals out, people were stopping at the intersections that had lights (even if there was no cross traffic). This caused a huge backup from Farmer's Lane to well beyond Calistoga Rd.
42	Build broadband infrastructure
43	Fund a program directed towards helping communities clear out additional fire escapes Early warning system - sirens. Don't rely on high tech.

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

78

Skipped

30

44	resources for fuel load thinning, investment in fire ecology education
45	Build 5 story condos of 200 sq. ft apartments. Sell them for \$100k and you will have a sustainable workforce for the future.
46	?
47	An Amber-alert system where the alert goes throughout Sonoma County, and more aggressive vegetation trimming by power lines. I understand that some homeowners won't like that, but protecting the public takes priority over protecting property values. 'Brown-outs' when high winds are predicted would be a good idea.
48	small home villages, at cost preparedness bags, mapped routes of escape depending on where closures are. Citizens to help block streets to make a barrio so nobody has to stop they just go go go
49	Hard to say since it is a homeowner controlled decision. I believe permits are being streamlined, so it may just be a matter of cost and locating contractors.
50	clear lines of responsibility for all functions of running a shelter; clarity beforehand as to whether the Red Cross will be involved and whether they actually do report people to the gov't in any fashion - this fear kept many folks needing shelter away.
51	Improve NIXLE
52	County Admin needs to strategize and come up with a solid plan and steps to take. There needs to be more people at the top (management) that are trained to handle emergencies and disasters.
53	permit process too long and too expensive. Use the subject matter experts you already have on staff and add support staff to have best use of their experience. More pro-active legislative advocacy, increase funding sources.
54	Maybe having more shelters in place and a written plan on how things are suppose to work .
55	Evacuation plans and information: published list of evacuation centers that will be opened in the event of an emergency, escape route plans and standard information sources. Annual disaster training for city and County staff so they may help and advise their neighbors in the event of an emergency.
56	Nixle could have sent us a road closures alert.
57	Affordable housing construction, comprehensive rent control measures, and living wages.
58	Division Managers updating phone messages, County web sites posting a clear and concise message to residents and employees receiving the "same" message to deliver to residents.
59	door to door and mail info to people especially elderly complexes/neighborhoods; committees including citizens not just elected officials and managers, looking at where building and how building is taking place; changes in zoning permitting - for instance I would allow a small self contained tiny house but permitting says no
60	Use Amber type alert as soon as the disaster strikes. Send as much information as possible. There has to be some back up system for spreading communication - maybe radios. Work with cell phone providers to build back up system in case of disaster.
61	Create a nixle type alert for disasters only (not to include other events like road closures for a bike race, etc), annual community forums for emergency/disaster preparedness, ongoing requests for feedback after emergencies/ disasters like this survey, information provided by the county/ city to schools and businesses about how to prepare for a disaster at school/work/home...
62	possibly horns/sirens cell/text may not always work
63	Neighbors helping neighbors evacuate when time, or at least checking on them as evacuations occur. Heavier police assignments for traffic control at major intersections to keep traffic moving.
64	Stop any further new building (not the re-building) until the infrastructure is fixed. Stop giving away funds for temporary projects like tiny houses for 12 vets and fix the big stuff, like water, communications, fire department consolidation, LE overseeing OES, staffing it like a true agency, not folks who have never dealt with emergencies.

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

78

Skipped

30

65	having leaders that will actually make a decision without having several thousand meetings about the subject
66	A place in various communities where emergency preparation information and kits are sold/distributed in such a way people will come out and learn more and get what they need. This should be done NOW while people are thinking about disasters. If the next disaster is an earthquake or fire, we need to be prepared.
67	General Plan funding of EOC. Not grant only funding. We have to make emergency preparedness a top priority.
68	Better outreach in neighborhoods. Making city and county offices and information more inviting and openly available, by putting effort into this. Most of what we have heard since the fires has been word of mouth, not by notification of the city or county.
69	Landline and mobile phone registry that is only to be used for county-wide emergency notifications. Not an elective service that might omit some people.
70	Binding agreements between agencies, possibly consistently and quarterly involving volunteers from the community in stakeholder meetings and creating a common communication forum for ongoing information
71	better notification system; public outreach and education
72	streamline processes
73	better phone notifications
74	Intensive investigation and immediate correction of faults.
75	We need a Crisis Communications Coordinator.
76	1. County-wide system that disaggregates notifications as needed via geographic disaster sites; 2. Disaster Preparedness Challenge - Contest for community with best Plan, most prepared households, education campaign, 3. Grant non-profits to provide outreach, education and resources
77	Provide grants to the different non-profits and committed citizens to support them in the organization of these committees and workshops.
78	more fire events for supplies food and gift cards would help

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for HOUSING?

Answered

81

Skipped

27

Responses	
1	there was none
2	More affordable, safe housing.
3	Shortage of laborers, wild increases in cost to rebuild
4	<p>1. Lower fees. They are outrageously high. Fees equal the cost of completed house in other states. What are we getting for those fees other than fat pensions.</p> <p>2. Speed up the approval process. Those in charge must be accountable. There is no disincentive to delay, and there must be. Those waiting pay property taxes while they design review board waits for their next monthly meeting.</p> <p>3. Stop focusing just on low income housing. Housing is expensive in part because there is so little of it. Approve more housing until it meets the demand, lower fees, and housing prices will drop.</p> <p>4. Continue to improve public transportation. The Smart Train was a good move. We need better hours and a</p>
5	Affordable options
6	Affordable housing, letting ppl live in RVs
7	Low income housing, frankly. I know a few homeless people that were just scraping by before the fires, the fire was too much for them. We can't address the homeless situation without giving these folks some housing options.
8	We need more housing, and more dense housing, in already developed areas such as downtown.
9	We need more
10	More QUALITY housing at affordable rates. Limits on newcomers buying or renting, particularly from out of state.
11	Affordable housing, inclusive of pets, that will not cause worse traffic nightmare if need to evacuate.
12	Most pressing is housing for low and very low-income people, but I don't see the solution, i.e., actual units, happened as quickly as there is the need. As more housing is built, the market will gradually "right" itself, but I think this will take a long time because even before the 5000+ residences were destroyed, there was a crisis in housing.
13	The number of units needs to increase and affordable housing, but this is not completely due to the Wildfires.
14	Affordable housing.
15	Availability of housing for ownership and to rent. This will come about in time as more and more people choose to leave this region.
16	Affordable housing and more housing options
17	Housing and shelters that are located in ALL parts of the cities and counties, not just the lower income areas.
18	Affordablility
19	availability, reasonable rents, owners willing to be flexible on pets, number of occupants
20	Affordable housing.
21	Help for uninsured & undocumented
22	NA
23	Ensuring that landlords are not gouging newly displaced people; ensuring there is a back up plan (i.e. long term shelter for displaced families) in the event of another catastrophe
24	Affordable Housing for ALL - I am a County employee and in the 80% Low Income Range. I pay almost 1/2 of my net pay for a studio apartment, which is well under the HUD payment standards for monthly rent. How are low-income people supposed to live here?
25	re housing people displaced by the fire so they don't leave the community. Doing this in a way that does not make disparities worse, and then tackling the disparities that should've been adressed before the fire

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for HOUSING?

Answered

81

Skipped

27

26	<p>Housing Prices are INSANE! There was a housing shortage before, and now it is out of control. This is part of a larger issue--the gap between rich and poor and the shrinking of the middle class. The middle class will be edged out of the housing market, and even the rental market, if the housing price trends continue as they are going. People who work in Sonoma County won't be able to live here because the wages do not match the cost of living. And yet the voters rejected rent control--so frustrating. And the County cries broke, unable to give COLA, during one of the biggest economic booms--that's pretty discouraging for a County employee to hear.</p> <p>Short answer--Affordable housing and fair wages. Please.</p>
27	Clearly the housing shortage is the most pressing need. The unfortunate ripple effects of lost jobs and rising rent continues to render Sonoma County less and less affordable.
28	The cost of housing excludes many people in the populations discussed above from obtaining affordable housing.
29	I think that there should be RV stations created with water & sewer hook-ups (including parking). This would help a lot.
30	That places that we're burned down are not turned into more expensive housing that makes it difficult for families to survive on the same income in the same Location. Also that people are provided with adequate temporary shelter.
31	Affordable home ownership. Apartment dwellers were suffering unreasonable rent increases prior to the fires and have increased rent along with fewer housing choices since the fires. It is impossible to save money for homeownership and emergencies when rents are increasing far faster than wages.
32	Affordability, rebuilding homes and apartments that people can afford to rent. Asking for proof that families make 4-6 times the monthly rent is ridiculous. First and last months rent should be enough.
33	affordable housing, rent control, expedited permit services
34	The obvious ones - Affordability and Availability
35	affordable housing. Affordability.
36	More affordable housing, more homeownership opportunities, higher density and more environmentally friendly/resilient housing.
37	Low and moderate-income housing for service workers (from hospitality to fire/police/health to educators); change zoning to allow granny units and income units more widely throughout the county, from unincorporated to municipalities.
38	acceptance of affordable housing in your neighborhood.
39	Lower income being pushed into share rental situations or out all together. Next generation can not afford to purchase or even rent
40	previously addressed
41	The permit process & cost to rebuild/replace homes; the availability of affordable short term & long term housing.
42	We need more housing. We should be building up, not out. Supply of homes goes up, prices go down.
43	Affordable MULTI-UNIT housing. I'm sorry to say this, being low-income myself, but Section 8 isn't the best way to go, as Section 8 tenants can't be vetted. This can, and often does, result in the 'trashy projects' that people think of when they hear 'low income', creating great resistance to affordable multi-units. Tenants need to be screened. regardless of income.
44	Affordable housing near work and stores.
45	affordable housing and dealing with homelessness. Support services for the homeless
46	Cheap housing. Rents should be \$750 for a one-bedroom. Anything more expensive is theft.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for HOUSING?

Answered 81
 Skipped 27

47	affordability. When disaster hits all rents should go to a certain amount and affordable. If you are a landlord you are prepared to lower ALL rents for a year to what the county deems affordable to help more people out and landlords can't get rich quick
48	Getting houses built
49	emergency shelter for elders; a "no wrong door" approach to sheltering the homeless, according to NEED/VULNERABILITY.
50	Middle and upper middle income housing in areas with good schools.
51	Affordable and available housing.
52	Keep the housing out of the VRBO market and encourage the building of smaller homes in the 1,000 to 1,400 sf range. Build PUDs and/or condos in a multi story manner of 4 to 7 stories so we don't continue to sprawl.
53	AFFORDABILITY. Rental prices have skyrocketed after the fires. It was bad before, but now, it does not reflect the "Sonoma County Strong" spirit. Quite the contrary! The ripple effect of the fires and loss of homes has affected many renters, forcing people to look elsewhere in order to afford a place to live.
54	We need more low income housing and possibly also some more funding for schools to do some therapy based workshops around the fires and safety to help the kids understand.
55	Availability and affordability of housing (existing as well as future development)
56	lack of housing
57	Getting permits authorized so the building can begin. Low cost housing should be a priority in areas where developers have bought up large tracts.
58	Affordable rentals and homes for purchase, especially for those who work in the community.
59	renters being evicted so rent can be raised, costs for renting and selling way over the actual worth, not accepting section 8 and low income people or pets, too many pets losing their families and homes too, people not being allowed to park and sleep safely in RVS campers or on someones property
60	Affordable BUT SAFE housing that allows for emergency evacuation if necessary.
61	Lower cost housing, lower rents
62	Lack of affordable quality housing.
63	Housing is NOT affordable for area workers. Younger families are facing the need to move to other States to be able to afford to live and enjoy life.
64	Smart re-building with additional regulation on set backs, debris removal, owner responsibility for lines on their property. Add staffing to general services to do county maintenance in areas where there is high risk for natural disasters, including flood, fire, high wind and earthquakes. Stop NEW BUILDING until infrastructure is fixed.
65	more units available
66	low income housing
67	more affordable housing and availability for low income families.
68	Building/Rebuilding homes. Ensuring that contractors/suppliers are not taking advantage of people by upping their prices where it makes it almost impossible for people to rebuild.
69	Building more, and more affordable housing: apartments and other high-density.
70	inventory/cost ~ labor not being able to afford to live in Sonoma County slowing down rebuilding ~ families moving out of the County due to housing prices
71	we need more affordable county within all communities of Sonoma county. Even more expensive communities need a affordable housing component.
71	Rent control.
72	Alternative housing such as RV parks with hookups
73	Affordable long term housing
74	Affordable housing

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for HOUSING?

Answered 81
 Skipped 27

75	high rents and lack of rentals
76	permit process
77	Fairly priced housing for people who lost their homes.
78	Quantity of housing, and we also need to stop pricing out employees, such as teachers.
79	1. Note: vision should address Affirmatively Furthering Fair Housing... (AFFH, HUD requirement...); 2. Affordable rentals 3. Streamlining rebuilding
80	Insane living cost. The rent rates are so elevated for most of the vulnerable people who need housing. The requirements that landlords are currently asking from this clients are far away from the reality of many of the people who have being affected by the fires. The lack of housing was really bad before the fires but after the fires become unbearable. We need more affordable housing units. Especially for vulnerable populations such as Domestic Violence survivors, Human and Labor Trafficking survivors, and mentally challenged people. We need to educate the landlords in regards of the needs of these populations because even when these people have voucher 8 or any other type of assistance they don't want to rent the properties to them.
81	affordable housing for people displaced by losing their home or being put out by land lords so that they can get more money from other renters

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

73

Skipped

35

Responses	
1	not sure
2	Build more homes and apartments with special attention to fire safety, evacuation routes, public transit, accessibility, environmentally wise (solar panels etc.). We know climate change will worsen the drought and raise sea levels. Build accordingly!
3	Train laborers, Take every kid who doesnt go to college and funnel them into apprenticeships with carpenters, electricians, plumbers
4	As above: Lower fees, approve more housing more quickly. Make the reviewers along the way accountable for approving within three weeks. There must be incentives for completion and disincentives for not moving approvals through quickly. The city is famously onerous, anti-business, obstreperous, arrogant, and difficult to work with. This must change. They must be service oriented, do everything possible to move things through cheaply Lower those fees!
5	more homes
6	Let ppl live in campers RVs on their property
7	Fast-tracking low income housing construction. Many of the neighborhoods that were burnt are going to have to be rebuilt with different types of housing than were there before. We have to look toward the future, not the past.
8	Develop vacant properties in town and renovate/redesign extant structures for additional housing.
9	Build more
10	Laws addressing the needs mentioned, with large financial penalties for those who do not abide.
11	???
12	Obviously, "fast tracking" approvals for housing. BUT, be careful to lose sight, in the short-term, of environmental impacts in the long-term...don't forget CEQA. More rent control might help, but, if a landlord is doing a good job and not taking advantage for his/her own gain, you can't fault them for wanting to reap gains from investment. If there are others who would do what the owners of the Palm Motel has done, making units available to homeless people that would be very supportive
13	Use condemned commercial property into multiple affordable units. Give builder insensitive to develop. The property close Roberts Ave and railroad tracks is a great example.
14	Leaving the region myself.
15	Habitat for humanity, making the income range wider in order to qualify for affordable housing
16	Build more mixed income housing in Fountaingrove. If the city and county are risking another disaster by rebuilding in high risk areas then make sure everyone sharing the responsibility.
17	Income based rent scales; only allowing people to own one residence
18	incentives for landlords?
19	Rent control / rent cap
20	Temporary housing? Relaxed rules on short term rentals
21	NA
22	I don't know what's possible or "out there" but I've seen inexpensive, portable housing that can be quickly set up and broken down in such an event. It's probably expensive though. Short of that, perhaps an education campaign serving Sonoma County residents on bullet point ways to have a backup plan on the ready.
23	More subsidized housing availability, build more! Lower income qualifications
24	Seeking funds to help underinsured homeowners. In the long run looking for a rational balance between growth and quality of life. Rent control, subsidized housing, or other measures to enable housing for current Sonoma County workers before building more luxury developments

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

73

Skipped

35

25	<p>I don't know, I mean, this is something happening everywhere for the most part. I don't see how you're going to make housing more affordable from the County Planning level. It's partly a supply and demand issue, but you can't just build a ton of houses. There's only so much space to build, and we don't have the transportation infrastructure to support high density housing (see my comments about traffic, above). Low income housing requirements do not solve the problem for the middle class, who are still struggling.</p> <p>I'm not a planner so I don't really know the solution. Crack down on price gouging? Engage the work of some good planners, consult with other municipalities...? Can the County pass a rent control ordinance without needing voter approval?</p>
26	<p>I'd prefer to see mixed housing solutions, with high density infill as a priority over urban sprawl. I support streamlining of some permit requirements but do not support the removal of design review and environmental requirements. I support hiring additional permit staff to hasten review process without compromising standards. Finally, I'd like to see better transit options for commuters and improved access to groceries in the urban core to support infill housing without encouraging more traffic.</p>
27	<p>As mentioned in response to question #4 above.</p>
28	<p>Additional tax dollars. Rules about what is done with properties that were affected by the fire. More organized information infrastructure.</p>
29	<p>Tiny houses, condos and townhomes people can buy empower people by stabilizing their housing costs. Using a Habitat for Humanity model would be a great start - empowering people.</p>
30	<p>We need to have rent control- we need to make sure that companies are using fair practices and not raising the rents too high to take advantage of this crisis.</p>
31	<p>My solution isn't legally or constitutionally possible but I feel that just like at a hotel or any other business when we are at full capacity to not allow any more people to move in until someone moves out or dies - I know that isn't a feasible solution but it certainly seems fair for the people that currently live here and/or were born and raised here to not have to bear more burden of traffic congestion and lines for everything. I am a fourth generation Santa Rosan and I am sadly considering moving out of Sonoma County because it is just too crowded</p>
32	<p>Rent control</p>
33	<p>New financing mechanisms, better land use policies</p>
34	<p>See above in number 4.</p>
35	<p>Support from local government funding for affordable housing</p>
36	<p>Reduce High end building and focus on entry level homes Spend money in creative housing uses for existing empty buildings previously addressed</p>
37	<p>(Old Juvenile Hall, Old Valley of the Moon, Cal Fire Land, ...)</p>
38	<p>Streamline the permit process after a large disaster; reduce or waive some of the fees.</p>
39	<p>Build more homes into rural areas, and build on top of homes in urban areas.</p>
40	<p>See Number 4 above. At one time California had a program where landlords received a tax benefit for setting aside an X number of units for state-defined low income, in exchange for rents not going beyond \$1000 a month. As this wasn't HUD, low-income tenants could be screened, just as any other potential tenant. This was discontinued around 2012. Could this be brought back, with maybe the restriction being \$1200/\$1300 a month?</p>
41	<p>Build more apartments.</p>
42	<p>create affordable housing areas, invest in mental health and support services</p>
43	<p>See above.</p>

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

73

Skipped

35

44	more trailer parks, more hotel rooms with kitchens, old hospitals into homes. Laws that do not allow for frivolous law suits.
45	See prior answers
46	County management needs to speak with all stakeholders including the hospitals, to identify funding for emergency beds for elders; more money to Catholic Charities for implementing a coordinated entry to shelters. This is hit and miss right now.
47	Develop open space where available and improve schools in growing areas.
48	Either pay workers a living wage or actually build enough housing for everyone to either buy or rent in this area. The median cost of a house in Sonoma County is \$750,000.00. The average income of a household in Sonoma County is \$75,000.00. That is a huge gap.
49	Build smaller and build multi story.
50	I don't know how rental prices can be regulated, but the cost of living in this county is out of control, making what i thought was a decent wage feel tight.
51	Tighter regulations on who qualifies for existing Low income housing. Immediate freeze of rental prices not to exceed values charged within 90 days prior to fires, and not to exceed existing mortgage payment and %of property tax amount to be charged for rentals after fire.
52	ADU's
53	Not sure.
54	Higher wages for county workers, less red tape for builders, create affordable housing that doesn't just include "low income housing"- many county workers fall above low income but well below being able to afford general housing.
55	allow long term camping, allow people to sleep in public places with safe guards and rules for health, let some tent encampments stay, allow people to invite self contained tiny houses and trailers on their property longer term, forbid continual price jacks to low income and renters and evicted long term solid renters so owner can make money off this
56	Review all exits from main subdivisions to make sure that all people would be able to evacuate if necessary. When building housing focus not only on quantity, affordability but also safety - access to exits, close proximity to fire stations
57	New construction, reconstruction of available housing or convert housing.
58	Obviously rent control, but it may be too late.
59	STOP ADDITIONAL HOUSING UNITS UNTIL RE-BUILD HAS EQUALIZED AND INFRASTRUCTURE FIXED.....
60	build upward in existing city-center areas rather than sprawl
61	build more apartment complexes and less million dollar homes
62	I wish I knew! Maybe rent control in times like this! instead of landlords raising rents because insurance companies paying the rents, make it affordable to not all insurance proceeds are used up so quickly!
63	Having open forums with local contractors and suppliers. Making sure needs are met both for business owners and families in need of rebuilding. A house is no good to someone if they have to sell it once it's built because they cannot afford to live in it.
64	Create infill housing, and high-density housing. Use money languishing with large corporations to subsidize affordable housing.
65	that is a difficult one ~ training kids out of school and in the JC system for labor positions is a great idea and one that received a grant ~ folks who already live in Sonoma County and would like to work but don't have jobs could train, perhaps some training programs for some of the homeless folks that would offer support in housing opportunities through federal and state supported grant opportunities as well
66	Require all new subdivisions to in corporate a number of low income housing so that low income families can buy a house here in Sonoma county.

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

73

Skipped

35

67	Expanding "legal" camping areas with RV hookups, restrooms, showers, etc. This is needed to encourage construction laborers to come to our area
68	RENT CONTROL
69	same as before
70	Greater density, and fill-in housing,
71	See above.
72	Educate landlords about the current needs and clientele. Build more affordable housing Create more projects like the palms Inn to house these special populations.
73	affordable housing

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our ECONOMY?

Answered

79

Skipped

29

Responses	
1	help get the jobs back as soon as posable
2	housing
3	More well-paying full- and part-time jobs.
4	JOBBS. And I don't mean cannabis jobs. The BOS and City Council need to think creatively . Recruit outside companies , like tech companies and give them tax incentives to relocate here (South Carolina is a great example of a state that knows how to recruit. They even recruited Amy's Kitchen). We, on the other hand, think small, think cannabis will be the great hope. Cannabis brings low educated jobs in an industry prone to hide their profits and attract a low end populace
5	Regaining the trust lost through the utterly shocking poor management of our city and county. Emergency response, fire suppression, water availability, stonewalling and defending their lack of alerts, no apology for leaving Fountaingrove literally high and dry with no water, and arrogance in approval/disapproval of building projects with high fees, long delays, and rejection of well-thought out projects. I do not trust that my hard earned tax dollars are being handled by people with a mature sense of responsibility and accountability. If that is ever re-established, then we need to approve housing, improve public transportation, and prepare for the next fire
6	N/a
7	???
8	Let's get jobs going for folks that lost their jobs and their houses so that they can start putting their lives back together
9	Housing costs are making it difficult for people to own homes and build equity.
10	Housing
11	More firemen/women? Infrastructural jobs, in general...Land management etc.
12	Maintaining workforce - priced put of even rental housing market?
13	Unfortunately, there are some jobs and some companies that will simply not be able to survive. I think of people who worked in or owned landscaping businesses or cleaned homes...so many homes where owners used those services are gone and might not be back for a long time...the people who provided such services have to or had to go somewhere else to make a living...that drains our economy. On the other hand, with the need for so many construction workers and sub-contractors, there are other opportunities...except we don't have places for them to stay. What about trailers for these folks to live in or, as I think happened in at least one situation I'm aware of, let a contractor put trailers on a property so that his or her workers has a place to stay? I think we might just have to accept a lowered economy for a period while we're going through this transition. I am concerned about the ability of the County and City of Santa Rosa, i.e., the governments, to be sustained. With so many fires already in 2018, is the State of CA going to be able and willing to back-fill costs?
14	Outside contractors coming here and price gouging
15	More private sector employment. More small business opportunities, less government sector employment, less tax burden.
16	Need affordable housing so that people can live and work here and contribute to our economy.
17	Finding work
18	Higher wages, including public sector employees. People who work here need to be able to afford to live in this county.
19	Childcare workers need to make higher wages
20	high cost of living, availability of housing
21	Rebuilding businesses affected by loss of income or destruction, which will also bring jobs to affected communities.
22	More jobs! Make cannabis cultivation a priority in Sonoma County!
23	Getting those displaced back to work.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our ECONOMY?

Answered

79

Skipped

29

24	It's becoming like the Bay Area here. This economy has out-priced most of us, unless we are established homeowners already. The cost of living here is TOO HIGH.
25	<p>I don't know if this question is aimed at the County as an employer, or the County as a service provider for the public, but I want to speak to both.</p> <p>As an employer: I hear all the whispers that the County cannot afford to provide wage increases to its employees right now. I can't pretend to know the inner financial workings of this massive institution. But as a County worker and fire victim, I would really love to see a sincere effort by the County to get their finances figured out. If they can't pay us a fair wage during an economic boom, what can we expect when the economy crashes? I'm really worried about the future. As a mother of young children, over half my salary already goes toward child care. I feel economically insecure, and I'm above average for earnings for County employees! Something has to be done. If the County can't afford to pay its workers a fair wage commensurate with the cost of living in this area, while also providing a respectable benefits package (which is the incentive for working at the County as opposed to a private company), something needs to change with the way the County is managing its money.</p> <p>As a service provider: What can be done to encourage other businesses to also pay a fair wage? A good economy comes from people feeling financially secure, right? As far as fire recovery goes, I have no idea what has happened to all the people who lost their jobs after the fires. Or all the victims whose homes didn't necessarily burn, but were secondarily displaced as a result of the fires. There were so many things that were financially devastating from the fires, but things weren't great before either.</p>
26	Not losing members of our community that perform Economically or socially useful Jobs
27	Jobs at various levels throughout the economy. It seems that many local businesses have closed due to lack of customers post fire; ie coffey park residents have been displaced and their neighborhood businesses are failing due to lack of traffic. I'd like to see more diversity in businesses for locals, particularly in the food service sector.
28	Getting as many people to work as possible - education, job training programs. placement, incentives for business owners to hire and train employees, support for people re-entering the workforce, childcare
29	Perhaps open up food banks to LOW income WORKING families. Open up FREE swap meets where members of the public could donate items to TRUE fire victims with proper proof.
30	?
31	Housing, housing, housing. We are seeing a fair number of people leaving the area for more affordable housing - this began before the fires and has increased significantly. This is also indicated by the rising number of homeless.
32	good paying jobs w/ benefits, job options besides low-paying tourism/hospitality related jobs
33	I know many businesses were lost which means their employees also lost their income. I think we should keep the jobs in Sonoma County and not farm out anything. Especially regarding the clean up and rebuild.
34	bring back our hotels that were burned down so tourism can continue. .
35	Retention of employees, workforce development and skilled labor
36	Job trainings for jobs that pay a living wage so workers can afford to live here. And support of our local businesses who chipped in so much during the crisis.
37	Housing for workers. Our family business has had to downsize due to not enough workers - with unemployment so low, new workers can't come into the county because they can't afford it, and others are forced to leave.
38	retaining blue collar workers who find it difficult financially to live in Sonoma County
39	Living wages

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our ECONOMY?

Answered

79

Skipped

29

40	affordable housing accessible and affordable public transportation for people living further away (Sac area, SF, etc all have great train transportation. Need trains coming from the north, Solano County, Lake County) County and city need to be an example of paying FAIR wages so people can afford to live here, shop here etc.
41	Tourism; jobs for those who lost their employment. In some respect, the extended benefits paid to people who lost jobs is detrimental. What is the motivation to return to work? We need better broadband services to everyone. More technical/skilled based jobs and training programs.
42	Find ways to retain young generations for workforce
43	Housing, again. Better public transportation
44	Impact on tourism, due to loss of hotels, homes and perception of damage to area from outside visitors.
45	affordable housing, tending the wild areas of our community
46	Cheap housing!
47	loss of residence and lack of money coming in. companies are going under
48	Getting business rebuilt in the Santa Rosa area. Some businesses are leaving the area but staying within the county, which is okay, but the city of Santa Rosa needs businesses to be rebuilt here.
49	Keeping businesses from moving out of county; training skilled workers in our high schools to take the jobs that go underfilled (ie construction).
50	Raising the tax base.
51	stable jobs that pay more than minimum wage
52	Affordable housing.
53	HOUSING. AFFORDABLE HOUSING.
54	Higher wages , lower medical insurance and lower mortgage and housing cost .
55	Affordable housing and assistance with employment opportunities for those displaced due to disaster.
56	Rebuilding Housing focusing not only on quantity and affordability but also SAFETY
57	local people losing jobs to outsiders who are brought in, failed businesses mean more unemployed, loss of economy means less jobs - like hiring 1 person instead of 3, letting box chain stores and franchised places who can afford to build in over local business who cannot afford it
58	loss of income for independent workers, budget deficit for the county of sonom
59	Housing for low-income. Otherwise we could be less diverse.
60	Higher working wage, continue to rebuild businesses
61	Lack of affordable housing requiring individuals to leave.
62	Assisting businesses to rebuild quickly. Watch for price gouging.
63	New jobs for employees who lose their jobs
64	Use the resources of the SRJC and Habitat for Humanity and get more people in the trades. Stop funneling money to homeless and outreach and use it to create housing for teachers, tradesmen and women and workers who commit to helping the community. not costing us more.
65	skilled labor of all sorts
66	encourage manufacturers to move into Sonoma county
67	creating entry and mid-level jobs that pay enough for someone to live in this area.
68	Incorporating regular COLAs into public employees wages. You want your government employees to be able to live in this community. Also affordable housing options and that is not just rent. Have affordable housing that folks can actually buy and be a part of the community.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our ECONOMY?

Answered 79
 Skipped 29

69	affordable housing.
70	retaining the population ~ cost of rents, housing
71	Keeping the business local as much as possible
72	Traffic
73	having a home
74	high costs of rent
75	Promote the return of residents who were forced to evacuate the area and are now unable to return due to lack of housing.
76	Encouraging people to shop locally and pitching our county to potential visitors and even small conventions.
77	<ol style="list-style-type: none"> 1. Make sure Fire Disaster Impact is quantified and communicated to community - via industry sector, vocation, multiplier effect, impact on local public sector coffers. Help us understand economic impact in order to plan, respond, and invest accordingly. 2. Identify sectors impacted and assess need for assistance 3. Determine strategic investments that address fire impact and preparedness 4. Childcare for workers and those impacted. Incentive childcare (in-home and other) as growth area in economy and providing support for those entering or attempting to retain in the workforce
78	Rental Assistance, affordable Medical insurance, assistance to pay utilities, affordable mental health services, affordable dental care. Car insurance payments especially for the families who are actually using their cars as their homes.
79	jobs and affordable housing

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

67

Skipped

41

Responses	
1	not sure
2	Reward employers for creating local jobs that pay well enough for employees to buy homes and apartments here. Charge businesses that don't pay enough for their employees to live here.
3	Create a task force solely to recruit light industry or tech companies that can bring high paying jobs to this area. We take the cake on how many yoga studios and how many hair/salons we have for a city of our size. That is admirable for the individuals starting those businesses but they are highly volatile, employ only a few people and have a high rate of failure and turnover.
4	Enumerated above.
5	N/a
6	???
7	For those that are low-skilled, I would consider hiring them to help with the habitat restoration and building fire resiliency-- lets get the fuel out of the hills so that we're better prepared next time, and lets think seriously about what we want to replant and how we want these areas to grow back. Just letting it to its own thing is not going to work, tribes were using fires to clear the land millennia before white people got here, and we've removed the big herds of elk and deer that used to graze. If we're not proactive here, we'll be doing this again in a few years.
8	Increase housing availability by encouraging development and housing construction.
9	Build more
10	Hiring for those roles and redistributing salaries from high paying desk jobs (if they exist) within the city and county.
11	No solutions - housing burned
12	I wish I knew. Until we have homes - whether SFDs or apartments/condos, etc. for people and NOT at the exhorbitant prices now being charged, how can we ask companies to re-locate here? As indicated above, I think we need to accept a lowered economy for awhile while we work - diligently, I know - to get out from under this cloud.
13	Buy local and rebuild with local contractor
14	Construct more in-fill and high-density housing, subsidized by corporate money. Businesses and government entities that need workers also need to help workers be affordably housed.
15	Recovery effort while employing displaced workers at jobsites such as rebuilding homes?
16	Higher wages to hire and retain workers across all sections.
17	Government needs to increase reimbursement rates for state subsidies
18	raise minimum wage, landlord incentives
19	Proactive outreach to bring businesses into the community's.
20	Allow fire victims the ability to get to the front of the line for cannabis licensing and cultivation.
21	Economic incentives for small business owners to rebuild
22	I don't know...other than moving away
23	Resist the notion that workers, and unions, are the enemy of County Management. Pay County workers a fair wage that would support them living here, given the current cost of living. Be transparent and sincerely on their side. Consider some kind of relief for those who lost jobs and homes directly or indirectly because of the fires.
24	Housing housing and jobs
25	I'd like to see better access to affordable childcare to assist families struggling to make ends meet with two jobs while paying for childcare.
26	See #6
27	As response stated in question #6 reply.
28	?

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

67

Skipped

41

29	Again, less reliance on apartments and a greater emphasis on affordable home ownership. This can be done by limiting the number of apartment houses being approved and by incentives to encourage projects centered on home ownership. Perhaps apartment projects can be encouraged to become condo projects, etc.
30	create some "New Deal" type of jobs repairing infrastructure
31	See above I actually put my solution in the wrong box and it isn't allowing me to go back.
32	Get out messages from tourism boards to show Sonoma County is still attractive
33	destigmatize trade school and promote more practical skilled labor.
34	Construction and landscape green jobs training to support local job creation while building homes and landscapes. Partnering with Go Local to post local job openings to better communicate options available.
35	Fast track low and moderate income housing to support the service sector and middle class families.
36	Construct work force housing
37	This I do not know
38	see above
39	Sometimes I feel that benefit recipients should have to do something to help out their community in order to receive those benefits. Not just in times of disaster, but for all assistance programs.
40	Build broadband infrastructure. Re name Santa Rosa a "Smart City" to attract tech workforce - new Silicon Valley. Build innovation districts, more housing and clusters
41	The SMART train is good, but fares should be lower, more in line with Golden Gate Transit, which can be accomplished by eliminating the snack bars on the trains. SMART Train needs a reminder that there a good number of State and County employees that work north of Marin! More early morning train runs, please. Bus service, in turn, shouldn't be sacrificed just because a train is in place.
42	Develop a campaign to promote Sonoma County nationwide and boost the economy.
43	Invest in youth ecology corps, invest in open space as buffers...
44	Build it now.. Sweat equity. Invite Mr. Carter.
45	lower rents on business parks so more can open shops. easier access to information regarding laws governing businesses, how do I get a license to make food at home and sell it?
46	Incentives for staying in the area.
47	Assist high schools with delivering that curriculum.
48	Build more middle and upper middle income housing to improve the property tax base. Bring in new businesses that pay well.
49	Keeping Sonoma County residents interested in staying in Sonoma county. Most tax payers I've spoken with indicate that the rising costs of construction and inflated rental market forced them to leave. Better control of costs to rebuild will be essential.
50	All housing area should have clear exit routes so people can evacuate if necessary
51	assist locals who want to keep their stores and businesses over outsiders and corporate (like that chicken fast food place over by Kmart) Several small business I frequented have closed some kind of hiring incentive to allow for hiring individuals who are local
52	training workforce in other areas that are needed
53	Low income housing.
54	Further assistance in permitting and pushing federal dollars to be available quicker.
55	STOP WITH THE HANDOUTS.....FIX THE INFRASTRUCTURE AND HELP THOSE EMPLOYED STRUGGLING TO BE HERE, LIKE TEACHERS AND TRADES WORKERS.
56	improve housing situation

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

67

Skipped

41

57	tax breaks for moving to area
58	Start with unions, they are there to represent the workers. I see businesses doing well, but people doing poorly. This needs to change. We can be an example for the country, or we can go with the status quo and continue to see young people leave this area because they cannot afford to live here, even with a good job.
59	Regular, yearly COLAs for government employees so that wages can keep up with housing and living costs.
60	Consider hiring local companies first before taking our business to vendors outside of the area
61	affordable housing, less property taxes
62	RENT CONTROL
63	Rent controls?
64	Pass a hotel tax for starters.
65	Note above.
66	Make a coalition between the county , the different non-profits, and the providers to work on solutions to provide these services more effectively within the community
67	providing jobs to those of us in the area

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our NATURAL RESOURCES?

Answered

62

Skipped

46

Responses	
1	wild land that is not kept as wild land
2	Protect trees and open spaces. More protected open spaces. Protect drinking water.
3	Forest and tree maintenance. The city is a total impediment as they have all these tree protection ordinances and a lot of old (read fuel for a fire) trees are protected.
4	Use fire suppression tactics. Examine plant growth regularly and address it responsibly. Reverse the trust in the marijuana industry. There are bad outcomes: crime, smell, toxic illegal pesticides.
5	Water conservation
6	Clean water, clearing dead trees, reforestation
7	See my earlier comments-- better land management to reduce fuel load
8	While housing is an important issue in the recovery effort, these homes can be built with the environment in mind. We should be wary of building additional homes in areas which are fire prone. Additionally, we should re-use and renovate historic buildings without demolishing them, to preserve both the heritage of Santa Rosa and the structure of our community.
9	Protection from fires
10	Keeping the water quality monitored and safe, including measuring water quality at residences, since there are many factors between reservoir and consumer, other than just household pipes.
11	Clearing dangerously burned trees/brush; maintaining water supply
12	Continual monitoring to keep them healthy. Also, being cognizant that short-term solutions are not always the best, i.e., don't let building happen wherever, without adequate review and analysis.
13	Erosion control prior to the start of the rainy season
14	Clean water.
15	Keeping our water clean and contaminants away. Keeping areas free of shrubs and less likely to catch on fire.
16	Permanent water conservation policies/laws for the public and businesses, including marijuana and wine industries.
17	cleanup, preservation, protection
18	Our over taxed waste system
19	Protecting the environment & community from toxic waste left by the fires
20	We need to ensure the fire damage doesn't pollute streams and soil . Replanting trees
21	Ensuring that homes are not permitted to be built in areas that see wild fires as part of the natural ecological cycle.
22	Loss of nature that burned
23	Hmm, specific to wildfire safety and wild land management, consider a fire management plan that includes more controlled burns. The more you suppress fire, the more catastrophic wildfires are when they actually happen.
24	Not sure what other needs there are related directly to the wildfires Restoring our parks
25	Proper fuel, soils, and vegetation management across county lands to protect watershed and wildlife resources. Community education regarding the benefits of fire and evidence based land management practices to reduce the likelihood of a conflagration.
26	care for natural resources while re-building

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our NATURAL RESOURCES?

Answered

62

Skipped

46

	<p>WATER - quit APPROVING wineries.</p> <p>I live in Santa Rosa where as a homeowners - I have been on a WAIT list to connect to CITY WATER.</p> <p>The wells in our area are being sucked down and water table destroyed by these wineries.</p> <p>I am SICK and tired of EVERY other neighborhood being more IMPORTANT than West Santa Rosa. I live off Wright road and MANY of us have wells - we were PROMISED when we joined Santa Rosa that we would get CITY services - it has been 30+ years....</p>
27	
28	?
29	Limiting urban spread. Prime open land is being converted to mixed use/high density housing disrupting wildlife habitat.
30	trying to protect and prevent this magnitude from happening again. Controlled burns, better land management.
31	making sure our water and soil is not contaminated, NOT wasting more money and resources on places like Fountaingrove which should not be rebuilt
32	Safe drinking water. Clean air.
33	Better maintenance of parks and land that has fuel, better ways to capture rainwater
34	Focus on fire ecology - more controlled burns in high risk areas.
35	The listed goals are great as is any incorporation of the Living in a Fire Adapted Landscape plan.
36	not sure
37	I'm not really sure how to answer this question
38	We have too much Biomass. The forest floors are the worst they have looked in 50 years. Unmaintained and a fire threat.
39	Forest and plant re-growth to speed up burn zone enhancement
40	protecting our water resources, fuel load thinning in the wildlands
41	NO POT farmers- it is a waste of water and land for cheap housing and parks.
42	rebuilding our parks and vegetation burned in the fires.
43	Ensuring our river/stream ecosystem is restored from fire pollutants and that building debris does not threaten them
44	I don't know. I hope you are speaking with experts about this.
45	Clean water
46	encourage greenbelts and creek setbacks of at least 50 ft.
47	safe water and re-established power/gas to residents not displaced.
48	Water management - storing water and keeping it clean and safe
49	run off pollution, lack of habitat, increasing human encroachment, killing and removing all the trees, many humans using parks making it crowded and loud, increased garbage in landfills and laying around, difficulty with wildlife finding safe water sources
50	Restoring burned areas to prevent erosion.
51	Toxic waste leaking into our groundwater, drought
52	Clean-up and replanting of native species. Burnt trees and bushes should not be still standing.
53	Regulate the cannabis industry, since they use a ton of chemicals as posted based on testing. keep the chemicals out of our waterways. Again, fix infrastructure, that includes our parks and open space districts.
54	Burned areas of our regional and state parks, trails and land.
55	Fire prevention, clearing of flammable brush
56	build-up of fuels happening again
57	The environment needs time to recover without people affecting it.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our NATURAL RESOURCES?

Answered

62

Skipped

46

58	Do not allow new building near or within wildfire prone areas. Use historical fire data to determine where new housing show go in. Build vertically within existing communities.
59	Dry brush removal and clean water sources.
60	water
61	Restore our burned natural resources and immediately embark on a program to prevent/effectively fight fires in the future.
62	Communicate on how volunteers can help in restoration,

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

51

Skipped

57

Responses	
1	keep land that is not farm land or built on as wild. work on the rebuilding first.
2	Offer renters and homeowners more affordable ways to recycle water, install grey water systems, install renewable energy systems (solar etc.) Reward renewable energy projects. It is a shame that our brand-new SMART trains run on Diesel.
3	Not everybody needs a backyard. Build high density housing near public transport. Do not emphasize low income housing. Emphasize high income jobs to come here. Otherwise it is a race to the bottom. Low income jobs that mean people can only afford low income housing. Make this a city that youth wants to return to. I believe that ZERO Valedictorians from the local high schools have returned to live here long term after college (I have met over 12 of this areas high school valedictorians and none have returned or plan to ever return). And why would they? They would surely choose San Francisco, Silicon Valley, East Bay, even Marin. Whether you are an entrepreneur, looking for a tech job or a professional job, opportunities are not here. That is a huge brain drain.
4	Put people where they are needed to do what is needed. Take that pension money and put it toward why I'm paying such high taxes: for professional, responsible services.
5	Stricter policy and fines
6	Reforestation, clearing dead trees
7	Critically assess the landscape and decide what plant communities we want to encourage and maintain growing back there.
8	Vacant historic buildings can be renovated for apartments and housing plans needs to be tempered by environmental assessments for fire management.
9	More pastures, more grazing animals to serve as a fire break.
10	See above.
11	Work crews to clear brush
12	Rely more on private or non-profit agencies to take the lead with restoration and/or maintenance. Resist building in community separators and designated open space areas. Although the next 5 years or so will be difficult, one of the reasons that Sonoma County is what it is/has been is because of the focus on preservation of natural resources.
13	If the state and feds don't or can't protect our resources the county and cities must take over quickly
14	Using some kind of reclaimed / recycled water for non human or animal consumption.
15	A combination effort among community, CalFire, Pg&E and city/county personnel.
16	Tight limits on water usage for big industries
17	better ongoing maintenance
18	Incentives to use reusable, recyclable products. Tax bottles water.
19	Proper testing & clearance. Proactive protections for waterways. Replanting.
20	Take extra care in looking after streams and soils when building new developments
21	This is a tricky one. Home owners do not want to give up their land that their homes once stood on; and they want to rebuild quickly. So... I really don't have a suggestion for this one. Most people wouldn't go for it. But maybe plan ahead for the next event. Santa Rosa should agree that areas prone to wildfires but have homes built on them now shall not be re-permitted to rebuild in a future event. Instead, some comparable land not as vulnerable should be traded.
22	Replant foliage and animals
23	Not sure
24	Funding restoring our parks, perhaps from bed tax since our parks attract tourism

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

51

Skipped

57

25	Increased funding for land managers throughout the County; notably the Regional Parks, State Parks, and our land trusts. These organizations can model land management for the community and be forums for community education such as site visits during workshops. Community education will most likely be most effective on a neighborhood scale, working to provide sustainable vegetation management, storm water, evacuation and communication plans per group tailored to site conditions.
26	STOP: approving wineries. STOP: allowing wineries to expand
27	STOP: RUINING the water table many of us have wells that are MORE than problematic ?
28	Perhaps the use of less productive land/former business/housing sites should be encouraged first - the former Kmart site, former Water Agency site. etc.
29	I have no answer for this.
30	Fire ecology plan, county-wide. Controlled burns in highest risk areas.
31	Not sure
32	Fund programs aimed at biomass research to mass/sustainably clear out forest floor for a healthier forest. Spread Biochar throughout forests to make healthier soil, extend growing season and prevent forest fires. Also, fund Sonoma County's upcoming composting program to be capable of processing bio mass and mass forest debris.
33	More signage in burn zones educating the public. More volunteer efforts to restore areas and more funding to support parks.
34	educating youth and all ages on how important our natural resources are. Creating healthy models of a healthy forest and urban-rural interface in the county.
35	planting parties to bring people together. Parties, get together to rebuild parks. social events to get to know others better. how do I get a permit to have a block party
36	Unsure
37	Better building codes that prohibit toxins in water. Managing runoff.
38	Immediate inspection of gas/water lines and a clear and concise message as to when, where, and how residents are to obtain scheduled services
39	Provide incentives for draught resistant landscapings. Building more local water storage tanks.
40	rethink ways and places for building, wild life and nature corridors thru out all housing complexes and communities, more open space, enforce human trash and pollution dumping in parks and waterways, stop killing trees and removing trees that are not dead or are dead but providing habitat
41	Restoring burned areas to prevent erosion.
42	making people aware that we are still in a drought and need to protect our watersheds
43	Continuous tree and brush removal so that tinder is not available to increase the speed of the fire.
44	Charge the wineries and those who bring folks here for tourism to help pay for infrastructure. Stop using only 25% of the TOT and use all of if for a set period of time to get us back on track.
45	regular controlled burns in some areas. Manual fuel reduction in other areas
46	restrict visitation to parks that have been affected by the fires, determine if building housing on hills are really safe (fountaingrove)

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

51

Skipped

57

47	Limit building within forested areas. For those near forested areas require fire proof building standards and materials.
48	allocating money in the budget to ensure both these items are taken care of by the agencies that oversee them.
49	water supply clean
50	Investigate and publicly report all findings of firefighting deficiencies in the October 2017 fires, and then correct the deficiencies. Why were our local fire teams not there to fight their district's fires? Where were they? Protocol needs to be changed so that taxpayers are assured that their local fire teams are always available to immediately fight fires in their district.
51	See above

Public Input for Recovery & Resiliency Framework

The Vision for Safety Net Services has not been developed yet. What should be included in the vision for this area?

Answered

63

Skipped

45

Responses	
1	County Medicare/Medi-Cal for all. Make all buildings, curbs and crossings fully accessible. More county case workers who help people find resources.
2	You said it all above
3	City-wide sirens
4	Counseling, financial help, reps from ins. Companies
5	Addressing the homeless situation. A lot of the folks that were burnt out had nowhere to go and no money to start over, they lost everything. We have a lot of folks here living on marginal economies, there's going to need to be a bigger safety net for them.
6	We need to work on the homelessness issue in the county. By providing services to the needy and decreasing housing costs, we can help put people into stable living situations.
7	Food, shelter, animal welfare. We made this world, and we started fire. Animals should not have to bear the burden of that. We should put them at the top of the list.
8	Help and housing for the homeless
9	Perhaps, cooperative agreements or arrangements with non-profits and/or private agencies to provide support. It would be nice if private companies developed programs for "wellness," if they don't already have them. I get concerned about the number of homeless people - it's obvious that they need various services, and the need is greater than what can be provided, given the resources. I think it's going to take quite a while before there is enough balance in housing to meet the needs, so that the costs can come down and more people, who might now be homeless or teetering on it, can afford a place to live. For people who have mental or emotional issues, their not having a place creates an uncomfortable situation for everyone. I wish I had some answers
10	Resources information hub. Letting the public know where to go for help and current updates. The use of the old Press Democrat building was excellent
11	As individuals we are responsible for having the proper insurance coverage in the event of tragedy, which is a matter of when not if..
12	Housing and jobs?
13	Evacuation planning and emergency shelter system, both public and private.
14	coordination - lots of various agencies but need to be better coordinated, better communication with residents - not all use social media
15	Assistance with people and their pets!
16	Plans to help keep people with their pets. Animals should be respected as important family members.
17	I worked at the County EOC during the wildfires and I was appalled at the amount of donated food that went to waste and was not permitted to be re-donated to homeless shelters. There should be a special allowance to allow for re-donations so that those who have been displaced have access to the resources. It was literally ridiculous.
18	So much to do, so many questions as to why this is not yet in place.
19	Is this like a Red Cross type thing? For victims right after a disaster happens? Our next one could be a fire or a massive, devastating earthquake, make sure you think about that possibility and what people will need if that happens. I like the areas already mentioned-- behavioral health, food/medical, financial, animal services/protection... maybe I would add legal assistance. What about affordable loans? The insurance coverage on our car that burned was not enough to cover the cost of a new car; having an affordable auto loan would be nice
20	Support all services that promote equal opportunity, especially for children including parent education, childcare, food and housing security, and medical care
21	Access to mental health services for the entire community, decreased barriers to healthy food and financial assistance.

Public Input for Recovery & Resiliency Framework

The Vision for Safety Net Services has not been developed yet. What should be included in the vision for this area?

Answered

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Skipped

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22	care for all citizens with a focus on the most vulnerable, with emphasis on compassion, education, personal responsibility, social justice including respect for the law, focused support towards self-sufficiency. The vision should not contribute to an expansion of a welfare state, but rather a society that all people gain independence with the opportunity for education and employment.
23	Have area medical health services assist with what went WRONG. what needs IMPROVED what went RIGHT
24	That families shouldn't have to worry about what the future holds for their own health and livelihood
25	Services for vets, mental health, and victims of violence and abuse. Education, empowerment, training - again perhaps using the Habitat for Humanity model where people who have gone through the program contribute by assisting others. This not only helps to staff the program, but gives a direction and purpose to those who have suffered offering them a chance to empower themselves as well as others. This can be very powerful and healing
26	Mental health services needs to continued to be funded and strong. Helping young families who make minimum wage and need support.
27	I think the priority should be for the elderly and then children.
28	Increasing the efficiency of the homeless system of care, more integrated mental and behavioral health services,
29	Mental health and healing to include everyone impacted, from homeless to those with unfettered access. One-stop shopping for access to financial assistance resources.
30	Explore adoption and training of partner organizations, agencies and community groups on the www.Recovers.org platform to support coordination of efforts to quickly collect donations and volunteers if a disaster occurs, and match with needs as they are posted. Also, this or something else, maybe the other SonomaCountyRecovers.org could act as a resource directory. Example of what was used in the October fires here: www.SonomaCountyRecovers.org
31	Reach beyond the homeless and the extremely low income. move up a tier or two on the economic scale. In Sonoma County it is fast becoming a case of the haves and the have nots. Two adults with moderate income struggle to cover housing, medical and food.
32	Funding
33	Affordable medical and Mental Health Care. County needs to EXPAND services, not cut back or get mediocre contracts with community agencies
34	I think that it is important that we help our community members out when they are down. As stated previously, I would like to see the recipients give back to the community in exchange for those benefits.
35	no comment
36	A more comprehensive approach which does not separate issues. For example tourism is important but so is homelessness. Find a way to manage both as one Sonoma issue.
37	Trauma informed care, self care resources, education support for students on trauma care, support for first responders and EOC resource planning and investment
38	Raise the state renters deduction from the pathetic \$50 a year (same low amount since at least the 1980s) to \$5,000 or more.

Public Input for Recovery & Resiliency Framework

The Vision for Safety Net Services has not been developed yet. What should be included in the vision for this area?

Answered

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Skipped

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39	a period where you bring in people from the outside to help with mental health so that people don't have to wait months to get help. FREE services for the first few months and help for those or all that need to be referred back to their health care providers or help finding health insurance and providers.
40	An understanding in outward facing personnel about the deep emotional impact the fire had on many many people in this area.
41	To provide the best safety net that we can AFFORD. The need is much greater than we have money for.
42	To establish those whose status of "Homeless" prior to fires and those who have refused services offered prior to fires are not given priority after the disaster. To work closely with each County division to ensure that concise messaging is delivered to web sites and phone messages for all county agencies. To send clear and concise needs as to food and medical supplies to the public by using internet and media - updated press conferences in order to eliminate a surplus of unnecessary goods
43	Medical benefits, financial assistance for those in need, and protection for children and animals.
44	Training for secondary responders like government workers.
45	Affordable housing.
46	Keeping safety fund for immediate help to people affected by a disaster. Plan for shelters that is communicated to the public ahead of disaster Mental Health services
47	medical care for all that is easily obtained, persons with out insurance not eligible for Medical, including mental health long term, and lab work, including effected stakeholders on planning meetings
48	The County opening a one location for all needs was a wonderful idea. People need to be able to go to one location to get things taken care of.
49	I agree with necessities, however behavioral health services are not vital for survival or a responsibility of the government. Charities and religious groups can step up to help with peoples feelings. Stick to the vitals.
50	Financial assistance.
51	housing placement
52	Housing first strategy to coordinate with those residents in the most need to receive services.
53	be sure nursed and doctors stay in the area
54	mental health services
55	I think you have a good start in what this needs to be. I don't have high hopes you will ever make this a reality.
56	0% loans, mental health services for after disaster help, free or low cost medical and dental to disaster victims so they can recover and get back on their feet.
57	speedy response
58	assist with housing, rent control, less violent and abusive police services, better mental health services/programs
59	Definitely a plan for trauma counseling and personal assistance in navigating all the challenges of rebuilding a life after the fires.
60	Definitely need to expand mental health facilities.
61	Partner with local government and community based/nonprofit agencies that serve the most vulnerable in our community to address the housing, financial, health and wellbeing of residents impacted by the fire.

Public Input for Recovery & Resiliency Framework

The Vision for Safety Net Services has not been developed yet. What should be included in the vision for this area?

Answered

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62	Prevent Hate crimes due to the increasing racism within the community. Make sure to provide the services equally among the most vulnerable populations.
63	a way of notifying us in the event of a disaster and help preparing us. making sure we all have what we need

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our SAFETY NET/HEALTH AND HUMAN SERVICES?

Answered 61
 Skipped 47

Responses	
1	Help for vulnerable populations (kids, seniors, disabled, homeless, medical issues, poor) to obtain housing, safety in the community, medical care etc.
2	Counseling should be more up front and visible. Community meetings for building team spirit.
3	City-wide sirens
4	Affordable/Free counselors, financial counseling, someone to walk ppl through the rebuilding process
5	Homelessness
6	Homelessness
7	Affordable places to live, clean water, and no one left behind.
8	Housing and food for the disadvantaged
9	Housing
10	Mental health
11	We must all take ownership in what happened, learn from it and don't expect the government to get it's act together.
12	Behavioral/Mental health
13	again - coordination of agencies, communication methods
14	need to cheer people up and give hope life can change
15	Events to bring community together for morale & fundraising
16	Dealing with the aftermath and trauma of the event. So many people were left in anguish not knowing the status of their properties, pets, loved ones, and possessions.
17	That's for the experts to determine
18	see above
19	Not losing sight of these needs with the press of so many other priorities
20	Mental health services and access to other types of services as needed such as job placement, access to healthy food, assistance with financial planning, and childcare.
21	see #10
22	Taking care of the public and taking care of our own government employees working at emergency shelters etc. Everyone was in CRISIS mode, care about everyone.
23	Not sure
24	Mental health care. The fires impacted everyone, however, it is clear that those who suffer from depression, sleep issues, and other mental health concerns were impacted far more than the average citizen. They are often the ones who have less emotional resiliency, more limited financial stability and fewer support options.
25	We need more handicapped accessible and low income housing. We need more mental health services for the homeless population.
26	adequate staffing
27	Displaced elderly and children.
28	FEMA certification. Clarification of health and human staff mandatory disaster response.
29	Strengthening the safety net for those precariously housed and homeless, more mental health/trauma care
30	Mental health services - ongoing, as recovery will take years.
31	Emotional recovery
32	Funding
33	Improved Mental Health Services Better organization of immediate needs (not random donations etc.) - robust communication grid. Community rebuilding of the "have and have nots". Neighbors angry over too many people living in a particular home, RVs parked etc. Education is needed, since the community is stronger and safer if people are receptive to working together.

Public Input for Recovery & Resiliency Framework

After the wildfires, what are the most pressing needs facing our community for our SAFETY NET/HEALTH AND HUMAN SERVICES?

Answered

61

Skipped

47

34	Not sure....for my own case: I really needed help with food and with replacing our refrigerators. I really didn't know where to turn when the insurance didn't cover that.
35	no comment
36	Help for the homeless, lower income and seniors who are struggling with daily needs. Pet owners who find it difficult to hose their pets.
37	EOC planning, trauma informed care resources for all
38	Higher wages that actually keep pace with the rip-off rents. RENT CONTROL for ALL apartments not just old ones. ALL!
39	old hospitals to be used as shelters so each family has their own space and feels safer. single people room with friends or get intuduced to a roommate. Faster services from human services requiring overtime pay because workloads go up high and fast and individual EWs can't do it all
40	Keeping vandals from looting building cites.
41	Emergency beds. Address turnover issues in Health and Human Services offices, that negatively effect service delivery.
42	Programs that addressed the homeless population that existed prior to the fires - separately from those made homeless by the disaster. Local Assistance Centers that are specific to victims of the disaster and those previously coping with issues unrelated to disaster
43	Access to health care, mental and physical.
44	Mental health services
45	AFFORDABLE HOUSING. This is a ripple affect! People are paying way too much money as renters, and cannot afford anything else.
46	help with cost for long term PTSD therapy with own therapist; medical care for uninsured, things like glasses that might have been damaged or lost in the evacuation,
47	Still not a solution for the homeless. Need to be more lenient BUT require them to be clean and orderly in order to stay in some locations. Mental health cut backs have forced the mentally ill to be on the streets, not safe for us or them.
48	Just the vitals....water, food, temp. shelters, animal care
49	People are having to move out of the area because Sonoma County is now beyond their means to even rent in this county.
50	housing for those without a home
51	Chronically homeless population.
52	keeping nurses, doctors in the area
53	mental health services, housing
54	Affordable healthcare/medical benefits.
55	Low or now cost Mental Health Services & Medical services.
56	having a safe place to go to being able to find family members
57	less violent police- even with the fires, people don't trust the police, they are corrupt in Sonoma county.
58	Outreach to fire survivors who lost their homes, especially senior citizens, who need one-to-one assistance in rebuilding their lives.
59	See above
60	1. Long-term case management - as learned from previous disasters takes up to 3-5 years, and many folks don't emerge till much after the initial disaster impact, often because they are not eligible for mainstream resources. 2. Rental Housing Assistance 3. Financial and basic needs assistance 4. Disaster Preparedness Kits - turnkey ready - part of the recovery process is Disaster Preparedness
61	being prepared for another disater

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

55

Skipped

53

Responses	
1	Case workers, shelters, transitional housing, food kitchens, encourage stores, restaurants and farms to donate left-over and about-to-expire foods, more trauma therapy.
2	As above
3	City wide sirens
4	See #11
5	There's a lot of innovative designs out there for small housing . The county and City of Santa Rosa should look for ways to encourage or undertake developments where small communities of these houses could be built to shelter people for longer periods than the homeless shelters. By keeping the developments small you could keep the impact that these folks might have on the surrounding community to a minimum and make it more palatable to the neighbors
6	Installation of tiny homes in vacant lots, increasing number of services such as low-cost dental, health care, and food for the needy.
7	Laws and finding money for it. This is what government should really be for.
8	more homeless shelters
9	Eventually there will be more of a balance between needs and availability with regard to housing, but meanwhile I think the governments and private and non-profit agencies are doing the best they can.
10	county workshops in affected areas
11	Self-empowerment, self-responsibility, self-efficacy.
12	Access to these programs on site of shelters
13	have one coordinating organization/agency, multiple communication methods
14	Hold events to bring people together! A rock concert.
15	Community events
16	Going back to my earlier comment on communication, setting up a system where this information can easily and quickly be accessed (a data base of sorts perhaps?) would be helpful.
17	? Being human and conscientious.
18	see above
19	Continue and in large current activities by prioritizing funding in the county, and seeking funds from private and other governmental sources
20	I strongly support the long term funding of community mental health providers, particularly those that work with youth, families, and underserved populations.
21	Find other communities that have survived and developed a NEW plan of action.
22	Not sure
23	This is tough one - all solutions take significant funding and money is tight for our county and affected cities. The feds are cutting programs instead of expanding them, county and city resources are constrained due to high costs of fire and services and lowered taxes collected. The public - normally quite generous - has seen their expenses climb alarmingly and had given so much following the fires, might be arriving at a burn out point. Peer-to-peer assistance under a city/county umbrella could help, but only on a fairly limited basis for mental health assistance. With training, former victims of domestic abuse have a huge amount to give to current and/or recent victims. Just having gone through the experience and being able to validate what a victim is going through is a tremendous help. But again, getting a program started takes a lot of both time and money.
24	fill all vacancies
25	A priority should be on the elderly and children. Able bodied adults shouldn't receive benefits when people that cannot care for themselves are in need.
26	FEMA certification. Clarification of health and human staff mandatory disaster response. Have training of Human Services staff in FEMA online courses.

Public Input for Recovery & Resiliency Framework

What are some possible solutions?

Answered

55

Skipped

53

27	A recovery hub - provide a county-initiated hub that brings together all resources and services in one location.
28	more awareness of the after effects of a traumatic event. Signs to look for in yourself and others. People who would have never had experience with emotional upset are struggling now with no idea where to get help.
29	Funding
30	see above
31	A comprehensive list of resources, or suggestions as to where to turn for help.
32	no comment
33	Provide funding and seek grants. Partner with local businesses. Work together with organizations who have the same goals.
34	EOC planning, trauma informed care resources for all, Curriculum for teachers about health and human services and self care
35	Fine or Jail landlords for raising rents higher than the Federal inflation figure. Currently 2.9%
36	people from other counties come in and take applications and set them up in their counties then after a year transfer them back so that Sonoma county gets some help and people get aid faster
37	Heightened patrol in the rebuild areas. Working with contractors to secure sites.
38	Give more money to Adult Protective Services to provide safety net resources to elders. Make it easier for APS to buy food and basic necessities for them.
39	Better communication to two different communities - Those impacted by the disaster and those previously coping with issues unrelated to disaster.
40	Pro bono work by local hospitals such as Kaiser and Sutter
41	Follow up with the victims - they are all registered with FEMA
42	as above and more animal therapy -let people have contact with nature and animals which helps with comfort, PTSD and safety, especially people who lost pets, support groups for persons who lost critters
43	Increase funding for mental health and stop being so politically correct with their needs for a mental hospital to take care of them. Garbage and restroom availability for the homeless so that their "communities" don't look like dumps. Perhaps get churches involved in using their large parking lots for temporary rv parking.
44	Rent assistance from HUD or City of Santa Rosa, County of Sonoma.
45	ADU's
46	Increase access to locations similar to the Palms Inn.
47	not sure
48	greater availability for shelter, safe parking lots, with therapists available
49	I don't see much point in this question. I don't see Sonoma County as a leader in these areas, so I won't hold my breath in seeing the above idea come to fruition.
50	fund public health again after laying off so many employees
51	using large building facilities, school, halls
52	make police accountable for their actions- some are worse then the criminals
53	Individual case workers and assistants to help survivors.
54	Engage health care providers and government resources,
55	See above

Public Input for Recovery & Resiliency Framework

Thank you for participating! Is there anything else you'd like to add?

Answered

39

Skipped

69

Responses	
1	Thank you for your important questions.
2	Yes, Santa Rosa is going to be bankrupt by the big elephant in the room - pensions! Everyone wants a city/county job with a pension and pensions are ruining us! Retiring at age 50 when almost no one in the private sector retires until 65 is criminal. Who cares that "they worked 25 years" . Since when is working 25 years the end of one's productive life. And then there is double dipping. Jeff Weaver was already retired from Sebastopol police chief position and only 51!!! Why? Because he could. And now he is tapped to lead Rohnert Park and will collect a salary (no benefits, I know, but whoopee) from rohnert Park as well as a pension from Sebastopol. And he is 51 years old. What a total scam. Up to 50% of all tax money is going to feed the pension monster. Stop the self righteousness about how these people were promised.... Our property taxes in Fountaingrove were sky high, and then there were added bonds for all sorts of special interests making the property taxes even worse. The city of SR wants a quick rebuild so they can go back to feeding the pension cow. And the PD wonders why people went to Texas, Georgia, etc. If I had a job that I could transport to any other state I would be gone on the next flight out. This city had promise when I came 25 years ago. It has failed to deliver on that promise and it is on its way down due to lack of leadership and unearned hubris , all the while pounding on its chest about what a great place it is to live (with all the evidence to the contrary). The fire has brought this to a head. If 30% of people actually rebuild in 5 years it will be a miracle.
3	No
4	no
5	No
6	The outpouring of support to fire survivors from the Sonoma County communities has been wonderful over the last nine months. Not surprisingly, people who haven't lost their homes have generally gone back to "business as usual." But there are impacts everywhere, on everyone, if people will look. So, if you haven't lost your home, your possessions, your tangible memories, still reach out to those who have - a hug, or a "I'm thinking about you," a note, a small gesture really helps, as we all adjust to the "new normal."
7	The county and the city did an excellent job in an exordinary event. Very proud of my community. I am a retired county employee
8	Thank you for the survey. I would not feel comfortable expressing my contrary views at the meetings you are holding. Namaste!
9	Thank you! It takes a village.
10	The Disaster Recovery Center was a good model - maybe keep open longer and add other agencies as needs change - housing solutions, financial planning, legal assistance
11	I also worked the External Resources desk. The learning curve on this was steep, and system used to track and manage the process was convoluted and laborious. The receiving and closing out process often took several hours, which is unacceptable when you're in a crisis situation. There has to be a better way, and I think it starts by pre-training County employees on this process would be a good investment in time.
12	Thank you for the opportunity.
13	Sonoma County faced major issues of socioeconomic equity and a housing shortage before the fires; now we have a widely traumatized community with many people struggling to make ends meet economically and stay in Sonoma County. The effects of the firestorms will be seen for many years and any solutions should be framed to span a wide time scale (10 years or more) whenever possible. I fear our county will become another wealthy enclave of the bay area where service industry workers must commute long distances and our community will be less diverse and less culturally rich unless we can find a way to support the community through this difficult time

Public Input for Recovery & Resiliency Framework

Thank you for participating! Is there anything else you'd like to add?

Answered

39

Skipped

69

	THERE ... must be more than ONE system of emergency notification.
14	Utilize NEW and OLD tried and true methods.
15	Nope
16	I think there should be a central database that lists the addresses that were destroyed and the occupants of each address to combat all the fraud. That way all the different places that were donating to people impacted by the fire could easily look up the people that are eligible for the services and donations.
17	Thank you for soliciting our thoughts.
18	Thank you for helping our community be ready for the next disaster.
19	Precision agriculture! There is a great opportunity here to focus on our ag workforce more.
20	Send out a survey to the community. Don't just rely on staff.
21	Thank you for doing this work!
22	I apologize for skipping the natural resources and safety net sections, but housing is a bigger concern for me at this point.
23	This city sucks. I am grateful that my pension is portable. I will be able to lower my rent by \$500 a month!! And I won't need a car where I am moving. And I won't have to pay state income tax. Enjoy your earthquake-then all of the people who voted against the last rent control measure will get a taste for how the working people have lived for 2 decades in this tourist trap.
24	I was not affected, at least I did not lose my home but I live in Coffey Park. I have no park to take my child to or my dog. the noise level is so high and constant that I honestly feel I am going crazy because there is no peace anymore. is there a way to set it up so that one weekend per month no construction or road work is done to give the ones of us that have to live there a rest? I have to take pills for anxiety now and the noise is too much.
25	You all are doing a wonderful job!!!
26	As a county employee. I feel that the services needed to address the large number of affected individuals within the county be spread out amongst all employees - not just those that step up to volunteer.
27	Recovery takes many forms and the County of Sonoma should help with the recovery by treating its own employees in a less adversarial manner when it comes to contract negotiations. Sonoma County as an employer could swing the pendulum back towards making the county feel more employee friendly by ending their current practice of outsourcing negotiations to a contracted law firm from out of the area. Many employees of the county struggle to make a living here and are recovering from the fires. I am fortunate, I can afford my housing but for many working people in Santa Rosa housing is an economic struggle.
28	Thank you for the opportunity!
29	I believe most residents are one paycheck away from being homeless. Young families and adults just starting out really need assistance in getting to be able to set roots in the community. If not, they'll be moving on and the City designed for living will not live up to its own beliefs. Stop approving the building of luxury apartments and build those that working people can afford.
30	I feel like citizens are not being included in planning and rresiliency where they might make a difference. there are workshoops and talks but no actual participation where someones input might make a policy or change. I personally have spoken to numerous officials and group leaders about ideas and suggestions/concerns and have never once been invited or contacted to provide my input and experience.
31	Please start being responsible with our tax money and stop with the quick fixes...look into infrastructure and long term fixing.
32	Sonoma Strong is a saying. Let's make it a reality.

Public Input for Recovery & Resiliency Framework

Thank you for participating! Is there anything else you'd like to add?

Answered

39

Skipped

69

33	no
34	Sonoma county needs to control the rental issues facing everyone, not just those effected by the fires, rent control is crucial. People do not trust the police, I grew up as a cops kid and do NOT trust the sheriffs office or police Dept and am a government employee too
35	Thank you for the opportunity to provide input. It has been 9 months and I am still struggling to put all the pieces of my life back together. Individual one-to-one assistance would be so helpful.
36	We need one online location to discuss these issues.
37	Thank you for gleaning community input, concerns, and insight.
38	I Hope we can have a priority for Human and Labor Trafficking survivors within the coordinated intake system.
39	even those of us with insurance need financial help

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing	
CP1: Establish a first class comprehensive warning program with innovative technology and state of the art situational awareness	Develop a warning system that communicates alerts over many platforms and across all potential sensory, language, and cultural barriers.	Review and consider Incorporating California Office of Emergency Services public warning recommendations into County emergency operations plans, policies, and procedures.	FES		CalOES	Immediate	
		Coordinate alert and warning systems between multiple platforms, to include platforms that utilize opt-out systems	FES	ISD, Sheriff		Immediate	
		Collaborate roles and responsibilities among emergency managers and first responders for issuing any warnings	FES	Sheriff	First responders' jurisdictions	Immediate	
		Develop a public outreach campaign to inform the public on warning expectations and what alert systems are available	FES/CAO	CAO, ISD	Other jurisdictions	Mid-term	
		Assist in training alert operators and personnel at dispatch centers and emergency operation centers to compose effective emergency alert messages and transmit them using available systems		Sheriff	REDCOM	Immediate	
		Develop pre-scripted and "fill-in-the-blank" message templates and operational procedures for common, protective actions (i.e., prepare to evacuate, area re-entry, shelter-in-place, etc.)	FES	Sheriff, ISD	REDCOM	Immediate	
		Conduct community warning assessments	FES	ISD		Immediate	
		Ensure all warnings, outreach, templates, etc. cross all sensory, language and cultural barriers	FES			Immediate	
		Consider bull horns on police cars as a localized auditory warning component	FES/Sheriff	Sheriff	Other jurisdictions	Mid-term	
		Collaborate with other jurisdictions on warning systems	FES		Other jurisdictions	Immediate	
		Consider having Nixle and SoCo Alert sign ups available at all County community meetings	CAO	All departments		Mid-term	
		Establish an on-line portal that consolidates critical first responders' and community partner information that is accessible to all community partners ("common operating picture")	Working with emergency managers and first responders, identify what situational information is needed, standardize verbage and procedures, and determine how that information would be displayed	FES	Sheriff	Other jurisdictions	Mid-term

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Consult FEMA programs that support coordination and collaboration	FES		FEMA	Mid-term
		Research and analyze available computer-based software to serve as the single repository for information.	FES	ISD		Mid-term
		Research and assess integrating real-time information from residents and communities with continued updates during a disaster or emergency	FES	ISD	Other jurisdictions	Mid-term, ongoing
		Working with communities, identify needs to better organize and strengthen their assets and capacities to build partnerships and promote collaboration and information sharing at all levels.	FES	ISD	Other jurisdictions, community groups	Mid-term
		Develop and conduct trainings and drills for all users	FES	ISD, Sheriff	Other jurisdictions	Mid-term
		Support the installation of fire cameras, weather stations, and seismic monitoring equipment in strategic County locations such that data from all equipment feeds into a common operating picture	General Services/FES	ISD, General Services, SCWA	Other jurisdictions	Mid-term and ongoing
		Integrate all sensors and monitoring data into the common operating picture (seismic, stream gauges, fire cameras, weather radar, Red Flag Warnings).	General Services/FES	ISD, General Services, SCWA	Other jurisdictions	Mid-term and ongoing
		Identify innovative methods to better use residents and communities to provide real-time information in disasters and emergencies.	FES	ISD		Mid-term and ongoing
	Develop protocols for communicating critical information to elected officials, government and community leaders, and the public during a disaster so they are fully informed, to include crossing sensory, language, and cultural barriers	Identify critical information requirements of elected and career management officials for disasters and emergencies	FES/CAO/BOS	CAO, BOS		Immediate
		Develop processes and procedures that inform elected officials throughout the disaster or emergency response	FES/CAO/BOS	CAO, BOS		Immediate
		Develop protocols for dissemination of information during an emergency through all available media sources (newspaper, radio, social media, etc.), to include multiple languages	FES/CAO	CAO	Media sources	Mid-term

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing	
		Research, and implement where possible, the assignment of Spanish speaking first responders to areas being rapidly evacuated	FES/Sheriff	Sheriff	Other jurisdictions	Mid-term	
		Research the use of sirens or other auditory alert in areas of the County with limited or no cell service	FES	Sheriff	Other jurisdictions	Immediate	
CP2: Meet future challenges by redesigning the County Emergency Management Program, providing additional resources, and recommitting to the County's public safety missions	Assess and update overall County emergency procedures, programs, organization, authorities, infrastructure, staffing, equipping, processes and procedures to determine structural changes that would best fit the capacity and needs of the County in a future disaster	Review and possibly expand the Auxiliary Communications Service volunteer program	FES	ISD	Other jurisdictions, community groups	Mid-term	
		Review standing regional coordination requirements and identify new requirements.	FES			Mid-term	
		Review and update staff professional development and training plans	FES/HR/CAO	HR, CAO		Immediate	
		Research organizing County Disaster Workers into "teams" and provide tailored training to that area (i.e., translation, recovery, local assistance center, shelter, finance, etc.)	FES/HR/CAO	HR, CAO		Mid-term and ongoing	
		Identify capability improvements.	TBD			Ongoing	
		Test, maintain, and update EOC systems and tools	FES/CAO	CAO, ISD		Ongoing	
		Review and update emergency management training plan.	FES/CAO	All departments		Ongoing	
		Assess and review administrative and functional placement of the Emergency Management Program to inform any recommended changes to the County Emergency Operations Center ("EOC") and/or the County Emergency Management Operations	FES/CAO				

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Expand trainings and drills for countywide emergency managers, mutual aid partners, elected officials, and County staff	Develop a public information and warning systems training program for County officials, Emergency Operations Center personnel, including appropriate authorizations to issue evacuation orders	FES	CAO, ISD, Sheriff		Ongoing
		Strengthen collaboration with the Mutual Aid Regional Advisory Committee.	FES/CAO	CAO		Mid-term
		Reform County mutual aid statutory authorities, agreements, and procedures.	FES	CAO		Long term and ongoing
		Revitalize the role of the Sonoma County Operational Area Emergency Council	FES	CAO		Ongoing
		Evaluate existing systems and interface capacities of mutual aid partners and develop an integrated and comprehensive system that supports both local and mutual-aid response	FES	Sheriff	Other jurisdictions	Mid-term
		Collaborate with Mutual Aid partners to design, develop and conduct training exercises that evaluate communications and response systems	FES	Sheriff	Other jurisdictions	Mid-term
		Conduct Incident Command System training and drills, workshops, table top and functional exercises	FES	Sheriff	Other jurisdictions	Ongoing
		Research sustained funding methods for all new or expanded emergency services	FES			Ongoing
		Research cross training for other jurisdictions' to work in others EOC	FES		Other jurisdictions	Mid-term
	Increase the County's capacity to pursue and support available grants and external funding opportunities related to disaster recovery, emergency preparedness, hazard mitigation, and homeland security	Determine appropriate strategies for grant funding.	CAO	All departments	Other jurisdictions, community groups	Ongoing
		Identify and apply for all applicable grant programs	CAO	All departments	Other	Ongoing
		Administer and provide oversight of the performance of grant objectives.	CAO	All departments	Other jurisdictions,	Ongoing

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Complete and close-out the DR-4344 FEMA Public Assistance Project Worksheets, maintaining federal funding compliance at all levels, maximizing hazard mitigation inclusion in the Project Worksheets.	CAO	ACTTC		Ongoing
		Create charter document for the Disaster Finance Team so this structure can be utilized for any future disasters.	CAO/ACTTC	ACTTC		Mid-term
		Create charter document for the Grants Steering Committee so this structure can be utilized for any future disasters	CAO/ACTTC	ACTTC		Mid-term
		Complete applications for the FEMA Hazard Mitigation Grant Program (HMGP) DR-4344 and DR-4353 for approved and recommended Notice of Intents, leveraging the Grant Steering Committee to support County HMGP strategy and applications.	CAO/ACTTC	All departments	Other jurisdictions, community groups	Ongoing
		Successfully implement all awarded project applications for the FEMA Hazard Mitigation Grant Program (HMGP) DR-4344 and DR-4353 opportunities, maintaining federal funding compliance at all levels of project implementation	CAO/ACTTC	All departments	Other jurisdictions, community groups	Ongoing
		Build external funding resource library for Countywide recovery operations, including funding source information and compliance policies.	CAO/ACTTC	ACTTC		Mid-term
		Digitize historic payroll documents currently stored on microfiche	ACTTC			Mid-term
		Manage, coordinate, and oversee CDBG-DR funding opportunities, maintaining federal funding compliance at all levels	CAO/ACTTC	ACTTC		Ongoing
		Prepare required reports and other documents.	CAO/ACTTC	All departments	Other	Ongoing
CP3: Lead, support and train community liaisons to build and sustain individual and neighborhood preparedness, including underserved populations	Collaborate with volunteer, non-profit and private organizations to establish community working groups to serve as community and neighborhood liaisons	Establish a Community Working Group to begin planning for a Community Preparedness and Outreach Plan	FES		Other jurisdictions, community groups	Mid-term and ongoing
		Collaborate with other jurisdictions on preparedness programs	FES		Other	Mid-term and

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Red Cross Home Fire Campaign - smoke alarms installed, home escape routes	FES		Red Cross	Mid-term
	Work with community liaisons to identify hazards, risks, mitigation strategies, including evacuation routes	Develop "corridors of safety" to identify residents' safe and expedient evacuation routes and develop procedures for the management of evacuated traffic flow. Conduct evacuation training exercises with targeted alerts	TPW/FES	TPW	Other jurisdictions, community groups	Mid-term and ongoing
		Incorporate a Public Education Program into Community Preparedness and Outreach program	FES	CAO	Other jurisdictions,	Mid-term
		Use the Federal Emergency Management Agency Threat and Hazards Identification and Risk Assessments process to assess risk within the county TO inform the Community Preparedness and Outreach Plan	FES		FEMA, Other jurisdictions, community groups	Mid-term
		Convene workshops of localized community partners and experts to identify threats and preparedness options	FES		Other jurisdictions,	Mid-term and ongoing
		Develop material to be used regarding preparedness and compile resources available (i.e., speakers, plan templates, etc.)	FES		Other jurisdictions,	Mid-term and ongoing
		Promote safety committees within communities	FES		Other	Mid-term and ongoing
		Identify particular risks, obstacles and mitigation measures related to preparedness across individuals with language, sensory, and/or cultural barriers	FES		Other jurisdictions, community groups	Mid-term and ongoing
		Research feasibility of contracting with organizations to transportation to shelters for those unable to drive or without access to a vehicle	FES		Other jurisdictions, community groups	Mid-term
		Research possibility of web site which will contain information for residents during an evacuation (threats, exit routes, shelter locations, etc.)	ISD	FES		Mid-term
		Work to include a traffic management component in any evacuation routes	ISD/Sheriff	Sheriff	Other jurisdictions,	Mid-term
		Explore the use of emergency preparedness curriculum in classrooms and other youth group organizations	FES		Other jurisdictions,	Mid-term
		Prepare household pre-emergency and emergency packets (templates), to include information a resident will need in the event of an evacuation (e.g., home inventory, identifying paperwork, etc.)	FES		Other jurisdictions, community groups	Mid-term

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Review all neighborhood programs (COPE, Get Ready, Next Door) when preparing a program	FES			Mid-term
	Work with community liaisons to develop community response team programs	Evaluate the role and effectiveness of County CERT programs, Auxilliary Communications Services, and a Medical Reserve Corp. during and in the aftermath of a disaster or emergency	FES			Mid-term and ongoing
		Establish a community response team program	FES			Mid-term
		Engage with FEMA and Cal OES for funding and training for a model CERT program countywide	FES/CAO		FEMA, CalOES	Mid-term
		Establish Community Emergency Responder Trainings countywide.	FES		Other jurisdictions	Mid-term and ongoing
	Update the County fire ordinance to enhance the Vegetation Management Program with incentives, inspection and abatement protocols, and appropriate funding	Develop an expanded vegetation management County ordinance that improves resiliency of at-risk residents and properties, including those subject to Homeowners Associations' Covenants, Conditions & Restrictions.	FES			Mid-term
		Consider mandatory underground utilities for newly constructed neighborhoods and commercial properties.	PRMD		Utility companies	Mid-term
		Work with utility companies to develop plans for eventual undergrounding of electrical lines on all properties	PRMD		Utility companies	Mid-term
		Establish a "Dig Once" policy	PRMD	EDB		Mid-term
		Collaborate with PG&E as its vegetation management practices are expanded based on the California Public Utilities Commission's High Fire-Threat District map and resulting regulations ⁴	FES	TPW	Utility companies	Mid-term
		Improve enforcement of Public Resources Code section 4291: 'for defensible space maintenance' and Sonoma County Code 13A.	FES		CalFire, other jurisdictions	Mid-term
		Prompt compliance with required defensible space and vegetation management practices at time of real estate transactions, remodels or upgrades	FES	PRMD	Other jurisdictions	Mid-term
		Encourage and help facilitate hazardous vegetation removal on private lands to increase defensible space and improve emergency access, including expanded landowner participation in Cal Fire Vegetation Management Program	FES	TPW	CalFire, other jurisdictions	Mid-term

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Improve guidance for effective defensible space that also considers drought, erosion control, biologic resources, and low impact development	FES/	SCWA, PRMD	Other jurisdictions, community groups	Ongoing
		Develop strategies that assist private property owners with selective removal of vegetation damaged by fires.	FES	TPW	Other jurisdictions,	Mid-term
		Develop a landscape plan checklist to be distributed at permit process	PRMD		Other jurisdictions,	Ongoing
		Expand chipper program	FES		Other	Mid-term
		Revisit rules regarding fires at campgrounds during fire season	Parks			Mid-term
		Improve cycle time for weed abatement process	FES			Mid-term
		Strengthen collaboration with Volunteer Organizations Active in Disaster (VOAD) and Rebuilding Our Community Sonoma County (ROC) and other volunteer, non-profit and private organizations in the Community Preparedness and Outreach Plan	FES	All departments	Other jurisdictions, community groups	Mid-term
		Identify and collaborate with individuals and/or organizations to assume continuation of a Plan and exercise drills	FES	CAO	Other jurisdictions,	Mid-term
		Research, and implement where possible, information that can be disseminated to minimize fear of citizen status affecting evacuations and shelters	Health/Human	CAO, County Counsel	Other jurisdictions, community groups	Ongoing
CP 4: Make County government more adaptable to provide continued services in disasters through comprehensive planning, a more empowered workforce, and improved facilities and technology	Identify essential infrastructure, services and resources necessary during a disaster	Establish shelter sites countywide and pursue agreements with organizations to ensure basic life support needs.	FES	Health, Human, County Counsel, General Services	Other jurisdictions, community groups	Mid-term
		Pre-Stage Critical Resources at Designated Sites in the County	TPW/FES/General Services	General Services, FES		Mid-term

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Establish priorities for essential services and critical business operations during and after a disaster or multi-hazard event.	TBD			Mid-term
		Establish a dedicated private space in shelter sfor mental health care	Health/Human		Other jurisdictions,	Ongoing
		Consider drug and alcohol abuse at shelters and consider coordination of AA/NA meetings	Health/Human		Other jurisdictions,	Mid-term
		Have a crisis point person for mental health in particular zones (Redwood CA Assn for MFTs could organize and appoint) so when a crisis occurs a point person is assigned to a particular emergency shelter.	Health/Human		Other jurisdictions, community groups	Mid-term
		Collaborate with private utility companies to define how back-up communication services can be provided if infrastructure is damaged during a disaster event	TBD		Utility companies	Mid-term
		Collaborate with shelter providers to ensure information of an evacuee's immigration status does not affect the resources available	Health/Human	County Counsel	Shelter providers	Mid-term
		Identify County Disaster Workers who are bi-lingual and use that asset to interface with the community (shelters, call centers, local assistance centers, etc.)	FES/HR/CAO	HR, CAO		
		Working with the medical community, establish facilities and personnel available to assist in sheltering	TBD			Mid-term
		Develop training programs for shelter providers, including faith-based organizations	Health/Human		Shelter providers	Mid-term
		Research 211 sustainable funding and work with providers	Health/Human			Mid-term
		Look for sister organizations in other jurisdictions that could be on-call in a disaster	Health/Human		VOAD, ROC	Mid-term
		ROC - develop a long term funding strategy	FES		ROC	Mid-term
		Identify tasks and functions that could be performed by non-governmental community (possible trained traffic controllers), and where feasible, implement and provide trainings	FES	TPW, Sheriff	Other jurisdictions, community groups	Ongoing

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Apply for funding to retrofit Petaluma Veterans Hall for seismic stability and possible use as a shelter	General Services			Ongoing
		Assess and identify Parks maintenance yards (County center, Healdsburg, Tolay, Spring Lake, Doran, Stillwater Cove, etc.) for essential critical equipment that would be used in an emergency; research funding for same	Parks		Other jurisdictions, community groups	Ongoing
		Apply for funding for education and incentives for Safe and Resilient Sonoma County, to harden structures and create defensible space to reduce the risk of fire damage in identified vulnerable locations throughout County WUI	PRMD/FES			Ongoing
		Apply for funding for seismic strengthening and retrofit of existing structures in vulnerable locations throughout the County				Ongoing
	Update the County's Continuity of Operations Plan (COOP)	Maintain updated roster of county "emergency essential personnel and services" and county departments' "business resumption plans" for use during high threat situations.	TBD			Mid-term
		Establish effective Continuity of Government and Continuity of Operations programs.	TBD			Mid-term
	Protect County information, data, and communication infrastructure	Develop and implement specific measures to protect critical infrastructure in a disaster or emergency.	ISD	All departments		Ongoing
		Identify primary County technology infrastructure, business systems, and critical facilities needed to support the essential services and critical business operations	ISD	All departments		Ongoing
		Identify community infrastructure and utility services that are essential to the operation of the County technology infrastructure and systems.	ISD	All departments		Ongoing
		Assess risks and hazards that currently exist in the County technology infrastructure and community infrastructure and utilities	ISD			Ongoing
		Prioritize technology infrastructure modernization projects (both County and Community) that directly relate to mitigating risks for points of failure that affect accessibility and scalability of critical business systems.	ISD		Other jurisdictions, community groups	Ongoing

Recovery and Resiliency Framework Potential Actions List - Community Preparedness

Goal	Objective	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Apply for funding for a stand-alone generator for County of sonoma's datacenter to ensure mission critical systems (911 and computer aided dispatch communications) have auxilliary power	ISD	CAO		Ongoing
	Work with private utility providers for solutions to disabled/destroyed utilities in a disaster	Collaborate with other jurisdictions in the County about response to any de-energization by PG&E	TBD		PG&E, other jurisdictions, community groups	Mid-term
		Determine if it is possible to work collaboratively with PG&E in regards to tree trimming	TPW		PG&E, other jurisdictions	Mid-term
		Working with power company, determine feasibility of conducting de-energization trainings and drills prior to a disaster	FES		PG&E, other jurisdictions, community groups	Mid-term
	Work with federal, state, local, tribal, community and/or private partners to identify, assess, and modify or repair essential transportation infrastructure for critical County response	Identify and assess essential transportation infrastructure necessary in a response and modify, repair, and/or maintain.	TPW			Ongoing
		Assist with mapping and prioritization of vulnerable hillslopes in the burned areas that require specific rehabilitation or restoration efforts.	TBD			
		Apply for funding for culvert improvements to reduce flooding (Drake Rd., Guerneville and Roberts Rd., Penngrove	TPW			Ongoing
		Apply for funding for bank stabilization to protect River Road using primarily natural materials in order to protect a vital transportatoin link, as well as residences and agricultural land	TPW			Ongoing
		Apply for funding to purchase and install onsite generator for the Sonoma County Santa Rosa Road maintenance yard to prevent risk of service interruption of disaster response	TPW			Ongoing

Recovery and Resiliency Framework Potential Actions List - Housing

Goal	Strategy	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing	
H1: Attract new and expanded sources of capital to incentivize the creation of housing for all income levels	Collaborate with the City of Santa Rosa to form a Renewal Enterprise District (RED) as a Joint Powers Authority (JPA) to ensure regional and coordinated planning and facilitate pooled financing for housing activities	Assist pipeline projects through the formation of the RED in order to secure funding and start construction (pipeline projects include projects that are beginning the application process through projects that have begun construction)	CDC	County Counsel, PRMD, CAO ORR	City of Santa Rosa, SCTA	18/19	
		Pursue legislation to enhance effectiveness of RED JPA and garner State financial support	CDC	County Counsel, CAO ORR	City of Santa Rosa	18/19	
		Utilize the Community Development Commission to pursue and administer additional funding to support a pipeline of housing projects that strategically leverage local housing dollars	CDC	County Counsel, CAO ORR		18/19	
		Continue pursuing pipeline projects through seeking new funding, identifying possible regulatory changes, helping developers tailor their projects to grant requirements, and to organize projects into a more competitive sequence to be more competitive when seeking state grant programs countywide	CDC	PRMD, CAO ORR	All Incorporated Municipalities, SCTA	19/20	
		Engage financial institutions, philanthropists and public funders to develop new and expanded financing mechanisms that match the scale and type of development envisioned	Engage financial institutions with assistance of Fed Reserve Bank to develop new, more targeted debt and equity projects	CDC	CAO ORR		18/19
		Pilot new loan pool through Community Development Financial Institutions (CDFI); expand in year 2		CDC	CAO ORR		18/19
		Develop financing tool for ADU's		CDC	PRMD, CAO ORR		18/19
		Build capacity of CDC to administer additional sources of funds		CDC			18/19
		Secure the maximum amount of federal and state housing funds, including CDBG-DR, and support the statewide and local housing bond measures	Complete CDBG-DR Action Plan with City of Santa Rosa; begin implementation by funding projects	CDC	CAO ORR	City of Santa Rosa, Horne LLP	18/19
			Continue to administer CDBG-DR and other housing development funds with as much leverage as possible	CDC	CAO ORR	Horne LLP	19/20
	Future Activities to be considered	Collaborate with the Economic Development Board on housing opportunities	CDC	CAO ORR		18/19 - 22/23	

Recovery and Resiliency Framework Potential Actions List - Housing

Goal	Strategy	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Collaborate with Safety Net on homelessness and precariously housed initiatives	CDC	CAO ORR		18/19 - 22/23
H2: Increase regulatory certainty by changing the County's business model and actively seek opportunities to deepen regional cooperation	Identify potential changes to land use regulations, processes and procedures that could reduce the time to complete processes, decrease uncertainty in the approval process and reduce the cost of housing development, including fire recovery permits	Evaluate and bring forward for consideration multi-family standards, workforce housing combining zone near jobs, and other housing initiatives	PRMD			18/19
		Develop for consideration additional housing initiatives that may become apparent after the current round of initiatives have been implemented; on-going cycles of regulatory updates allows the regulations to evolve with the needs and desires of the community	PRMD	CAO ORR		19/20
		Consider opportunities for modernization and standardization of permitting to make it easier for developers to submit applications countywide, as well as to be able make a more transparent	PRMD	CAO ORR		19/20
	Enhance opportunities for innovative and non-traditional building types for a wide range of housing developments	Review higher density development opportunities within Urban Service Areas near jobs and transit, as provided in the General Plan, by considering a workforce housing combining zone	PRMD			18/19
		Update Specific Plans, fee studies, and other planning documents to support meeting regional housing needs	PRMD			18/19
		Inform the General Plan Update process regarding issues related to respond to regional housing needs, hazard mitigation, and resiliency	PRMD	CAO ORR		19/20
	Support regional responses to the need for more and affordable housing that has exacerbated since the fires, including building of new housing units in Priority Development Areas in incorporated cities and coordinating with the Renewal Enterprise District (RED) and the Economic Development Board	Assist specific RED-consistent pipeline projects, including projects that are beginning the application process through projects that are under construction	PRMD	CDC, CAO ORR	SCTA, Incorporated Municipalities	18/19 - 22/23
	Supporting Activities	Continue Resiliency Permit Center to expedite fire recovery permits	PRMD			18/19- 19/20
Future Activities to be considered	Collaborate with Natural Resources on land use planning	PRMD	CAO ORR		18/19 - 22/23	

Recovery and Resiliency Framework Potential Actions List - Housing

Goal	Strategy	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Continue to identify areas to address fire recovery regulatory changes	PRMD	CAO	ORR	18/19 - 22/23
H3: Support building and development standards with improved local hazard resiliency and reduced climate impacts	Build/Rebuild better homes and improve existing homes in Wildland Urban Interfaces (WUI) and other high-risk hazard locations with greater local hazard resiliency	Apply for Hazard Mitigation Grant for provide assistance for structures at risk of wildfires within high risk areas	PRMD	CDC, CAO	ORR	18/19
		Apply for Hazard Mitigation Grant for provide assistance for seismic retrofits within high risk areas.	PRMD	CDC, CAO	ORR	18/19
		Facilitate construction hardening techniques appropriate for wildfire/urban interfaces and seismic retrofits for rebuilding and existing homes through education and grant programs	PRMD	CDC, CAO	ORR	18/19 - 22/23
		Help property owners navigate vegetation management opportunities through partnership with Fire Safe Sonoma and similar programs	Fire Marshal	CAO	ORR	18/19 - 22/23
		Advocate for funding opportunities for private property vegetation management to complement creating safe zones around homes in high risk areas	Fire Marshal	Parks and Open Space,	CAO ORR	18/19 - 22/23
	Build/Rebuild better homes with improved efficiency and reduced operating costs	Facilitate climate positive construction techniques for building/rebuilding homes through consultation and project planning assistance from the Energy and Sustainability Division of General Services	General Services	PRMD, CAO	ORR	18/19 - 22/23
		Facilitate building/rebuilding housing with clean energy programs through Sonoma Clean Power grant program	General Services	PRMD, CAO	ORR	18/19
H4: Support rebuilding fire destroyed homes	Facilitate expedited permitting process for rebuilding home destroyed in the fires	Continue Resiliency Permit Center to expedite fire recovery permits	PRMD			18/19 - 19/20
	Explore and develop funding options to assist rebuild of homes destroyed in the fires	Seek Federal, State, and other funding to assist rebuilding gaps for those seeking to rebuild after the fires	CDC	CAO	ORR	18/19
	Facilitate and support rebuild navigation to assist those seeking to rebuild homes destroyed in the fires	Facilitate navigation assistance, including financial advising, insurance claims and rebuilding, for those seeking to rebuild from the fires in partnership with the ROC Sonoma County Recovery Center	Health Department	CAO	ORR	18/19
	Supporting Activities	Continue to advocate for assistance with insurance issues with the State, as may be appropriate	CAO	CAO	ORR	18/19 - 21/22

Recovery and Resiliency Framework Potential Actions List - Housing

Goal	Strategy	Proposed Activity or Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
H5: Explore use of County-owned property to attract housing development that aligns with County goals.	Continue process to evaluate and develop housing on already identified County-owned properties for housing development	Continue Request for Proposal process to develop housing at 2150 West College Avenue	CDC	General Services		18/19
		Continue process to develop housing at Roseland Village	CDC	General Services		18/19
		Continue efforts to repurpose/sell the Chanate Campus in support of housing goals	General Services			18/19
		Explore the potential for housing as part of a mixed-use development on the County Administration Center property	General Services	CAO ORR		18/19 - 22/23
	Identify and evaluate other potential opportunities for housing on County-owned land not yet identified	Continue to identify possible housing opportunities on other County-owned land	General Services	CAO ORR		18/19 - 22/23
	Collaborate with contractors and developers to address barriers such as labor supply that limit rapid housing development	Evaluate the need for construction worker housing and whether opportunities exist on County owned properties	General Services	PRMD, CAO ORR		18/19

Recovery and Resiliency Framework Potential Actions List - Economy

Goal	Proposed Action	Potential Action Steps	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
E1: Educate and support the development of employees to foster a high quality and equitable local workforce.	Build sustainable career pathways tied to education and new business opportunities, especially in the area of construction.	Create a Sonoma County Cooperative Education Program to develop a pipeline of skilled graduates into local firms. Program will combine classroom-based learning with practical, structured work experience and expand apprenticeship and internship programs for local students.	EDB		WIB, Santa Rosa Chamber, Santa Rosa Junior College, Sonoma State University, Sonoma County Office of Education, CTE Foundation, Empire College, local high schools, local employers	Ongoing
		Continue to partner with and expand the Sonoma County Youth Ecology Corps.	EDB	Human Services	Sonoma County Youth Ecology Corps	Ongoing
		Develop a plan to train and recruit new construction workers that includes collaborating with the North Bay Construction Corps (NBCC), a five-month after school training program for high school seniors interested in construction and the trades.	EDB		North Bay Construction Corps, WIB, Santa Rosa Chamber, Santa Rosa Junior College, Sonoma State University, Sonoma County Office of Education, CTE Foundation, Empire College, local high schools, local employers	Ongoing
		Utilize grant funding from the California Employment Development Department to help train residents for in-demand construction jobs.	EDB		WIB, Santa Rosa Chamber, Santa Rosa Junior College, Sonoma State University, Sonoma County Office of Education, CTE Foundation, Empire College, local high schools, local employers	Received grant in March 2018
		Consider establishing a formal construction skills training center to support NBCC programming.	EDB		North Bay Construction Corps, WIB, Santa Rosa Chamber, Santa Rosa Junior College, Sonoma State University, Sonoma County Office of Education, CTE Foundation, Empire College, local high schools, local employers	Ongoing
		Establish a Talent Alignment Council to evaluate shortages in the workforce and develop strategies to fill gaps. Council will discuss employer workforce needs and better align training programs to match those needs.	EDB		Private employers, government bodies, Santa Rosa Junior College, Sonoma State University, and other key organizations and staffed by the Sonoma County Workforce Investment Board (WIB)	

Recovery and Resiliency Framework Potential Actions List - Economy

Goal	Proposed Action	Potential Action Steps	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Expand scholarship offerings from non-profit organizations and other philanthropic individuals and organizations for low-income and middle-class students.			Community Foundation Sonoma County, 10,000 Degrees Sonoma County, Career Technical Education Scholarship Fund, the Rotary Club of the Valley of the Moon, other philanthropic individuals and organizations.	
	Support workforce housing solutions.	Collaborate with private employers and the Renewal Enterprise District to support opportunities for increased workforce housing, especially for construction and associated trade workers.	CDC	EDB	Sonoma County Community Development Commission, City of Santa Rosa, Santa Rosa Metro Chamber, local employers.	
	Improve transportation options for residents to connect with employers and essential services.	Work with employers to fund and establish shuttle services, especially for senior resident needs.	EDB	TPW	SMART, County, City, and Regional Transit Systems, Private Employers.	
		Explore public-private partnerships for ride sharing programs to create affordable transportation solutions.	EDB	TPW	SMART, County, City, and Regional Transit Systems, Private Employers.	
		Explore opportunities to leverage SMART and expand, adjust, and discount bus routes, especially for displaced residents.			SMART, County, City, and Regional Transit Systems, Private Employers.	
E2: Support local businesses to thrive by ensuring access to resources, developing partnerships, and providing entrepreneurial support.	Assist public and private organizations in Sonoma County in accessing economic recovery loans and other available assistance.	Collaborate with partners for outreach to encourage employers to apply for SBA loans to recoup physical and economic damage.	EDB		City of Santa Rosa, Other Cities, Chambers, Small Business Development Center, SCORE, Banks	Started Nov. 2017
		Monitor additional resources that come available during recovery, such as HUD funding, and encourage employers to apply.	EDB	CAO	State and Federal funding agencies	Ongoing
		Utilize existing and develop new capital programs to assist businesses and non-profits that suffered losses during the fires. Ensure local capital needs for recovery are met.	EDB		California Governor's Office, State and Federal partners, local banks, credit unions, lenders	
		Collaborate closely with the agricultural community to identify specific economic recovery needs and programs. Meet with farmers on a regular basis to hear about their specific needs and provide connections to available	EDB	Ag Comm		

Recovery and Resiliency Framework Potential Actions List - Economy

Goal	Proposed Action	Potential Action Steps	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Partner with Sonoma County Tourism and other partners to implement a robust economic recovery marketing campaign.	Work with Sonoma County Tourism to form a Marketing Committee of representatives from local organizations to synchronize messaging and align activities focused on encouraging people to visit and to buy local.	EDB	CAO	Sonoma County Tourism, GoLocal, City of Santa Rosa, Visitor's Centers/Bureaus, Chambers of Commerce, Other Marketing partners.	Ongoing
		Support "Open for Business" marketing effort and other targeted marketing efforts to let residents and visitors know that the County is up and running.	EDB		Sonoma County Tourism, GoLocal, City of Santa Rosa, Visitor's Centers/Bureaus, Chambers of Commerce, Other Marketing partners.	Ongoing
		Encourage both residents and non-residents to shop online for Sonoma County goods and donate to local non-profits.	EDB		Sonoma County Tourism, GoLocal, City of Santa Rosa, Visitor's Centers/Bureaus, Chambers of Commerce, Other Marketing partners.	Ongoing
		Expand the GoSoCo campaign and support other shopping local marketing efforts to increase public awareness of the economic benefits of shopping local	EDB		Sonoma County Tourism, GoLocal, City of Santa Rosa, Visitor's Centers/Bureaus, Chambers of Commerce, Other Marketing partners.	Ongoing
	Expand broadband infrastructure across the county.	Increase access to broadband throughout Sonoma County to increase opportunities for key activities such as telecommunity, having groceries delivered, etc.	EDB		Access Sonoma Broadband.	Ongoing

Recovery and Resiliency Framework Potential Actions List - Safety Net Services

Goal	Potential Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
SF1: Enhance core County service capacity to address long-term recovery needs and prepare for future disasters.	Enhance capacity to manage disaster shelters with increased training opportunities and collaboration with community volunteer partners and jurisdictions.	Human Services	FES	Voluntary Organizations Active in Disasters (VOAD)	Ongoing
	Provide re-employment assistance for workers who have lost their jobs because employers' businesses were destroyed or impacted by fires.	Human Services	EDB	Workforce Investment Board (WIB)	Started
	Support housing-related programs for families.	Human Services	CDC	Linkages to Senior Housing, Housing Support Program for CalWorks families, and the Family Stabilization Housing Program	Ongoing
	Utilize funding from the California Office of Emergency Services to support housing efforts for victims of elder abuse and neglect.	Human Services		Cal OES	Ongoing
	Pursue education and outreach opportunities to inform residents about how to prepare for disasters, with a focus on vulnerable populations.	Health Services	FES, CAO	Community partners	Ongoing
	Develop a plan to set up emergency childcare facilities to allow emergency responders and community members to continue critical work needs.	Health Services		First 5, Community Child Care Council	TBD
SN2: Ensure the post-fire mental health and resiliency needs of the community are met.	Continue to provide crisis counseling, available county-wide through California HOPE, for residents affected by the fires.	Health Services		Council on Aging, Petaluma People Services Center, West County Community Services and Goodwill Redwood Empire	Ongoing
	Partner with mental health professional associations, healthcare providers, funders, and nonprofits, to identify gaps in and ensure continuity of services.	Health Services		Wildfire Mental Health Collaborative	Ongoing
	Create a plan that addresses the short- and long-term integration of trauma-informed care in the community throughout various institutions, including schools, behavioral health services, and case management.	Health Services			TBD
	Create communal healing spaces that open the conversation and destigmatize trauma, including town halls, healing clinics, or community events.	Health Services	Human Services	ROC Sonoma County, California HOPE, community organizations	TBD

Recovery and Resiliency Framework Potential Actions List - Safety Net Services

Goal	Potential Action	County Lead	County Partner(s)	Other Partner(s)	Launch Timing	
SN3: Build capacity with cross sector partners and community members to improve coordination and communication.	Strengthen ACCESS Sonoma County Initiative’s capacity to coordinate care delivery.	Health Services	Human Services, ISD	Other County Departments	Ongoing	
	Develop a technology tool to enable cross-departmental coordination and assessment of improvements in the health, well-being and self-sufficiency of high needs clients.	ISD	Health Services, Human Services	IBM	Already Started	
	Expand “one-stop-shop” opportunities for residents to receive updated information and resources needed for recovery.	Human Services	Health Services	ROC Sonoma County	Already Started	
	Ensure timely access to updates and services for residents who do not speak English by providing translation services and dedicated outreach staff to these communities.	Health Services	FES	Community partners	Ongoing	
	Identify roles and responsibilities of community partners and the County as they relate to recovery activities.	CAO	Health Services, Human Services			
	Enhance services and capacity of 211 Sonoma County.	Human Services	FES			
	Partner with community assessments and surveys and utilize existing community data to inform ongoing recovery priorities.	CAO			Ongoing	
	Partner with community providers (hospitals, clinics, skilled nursing facilities, non-profits, faith-based organizations, etc.) to develop collaborative disaster planning and preparedness efforts.	Health Services	Human Services	Hospitals, clinics, skilled nursing facilities, non-profits, faith-based organizations, etc.	TBD	
	SN4: Understand and address inequities of vulnerable populations.	Create a comprehensive community needs assessment using a vulnerability methodology that assesses disparities and needs related to health, well-being and self-sufficiency.	Health Services		Safety Net Services County Departments, community partners	TBD
		Develop principles and guidelines to launch implementation of performance-based contracting to increase efficiencies and effectiveness of safety net service delivery.	Health Services		TBD	TBD
Leverage and utilize tools offered by the Government Alliance on Race and Equity network to achieve racial equity and advance opportunities for all.		Health Services		TBD	TBD	

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
NR1: Reduce forest fuel loads strategically to lower wildfire hazards to communities and sensitive habitats, improve delivery of resources and amenities people need, and move forests on a trajectory of increased resistance to drought, disease, and insects.	Identify areas of elevated wildfire risk relative to key criteria (e.g., public health and safety, water supply risk, economic impacts, and ecosystem sensitivity) informed by objective data to develop strategic, proactive fuel load reduction priorities.	Assess fire impacts to carbon storage and identify carbon-wise options for fuel load reductions.	Ag + Open Space	UCCE	Academic/Research; State Agencies	Ongoing
		Contribute to vegetation condition and fuel load research and mapping of existing developed communities, emergency road access, protected habitats, water supply and storage, ignition sources, or other key vulnerabilities that can be used to prioritize fuel management on public and/or private lands.	Ag + Open Space	Permit Sonoma; TPW; Sonoma Water; UCCE	Academic/Research	Immediate
		Based on best available science, consider designating various forest fuel management land use overlays that could include both incentives and/or restrictions to improve community safety.	Permit Sonoma	Ag + Open Space; Ag Comm; UCCE	Academic/Research	Short-term
		Consider fuel and fire break benefits in identifying potential forest, woodland, and shrubland parcel acquisitions, management easements, and/or development right transfers.	Ag + Open Space	Regional Parks; Permit Sonoma	NGO/Non-Profits	Long-term
		Evaluate options for active management of forest and woodland plant communities on public and private lands for fuel and fire breaks that decrease risks to developed communities.				
		Assist private property owners with burned parcel revegetation management to promote healthy vegetation structure and density over time.	RCD	UCCE	NGO/Non-Profits	Ongoing

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Implement preventative fuel breaks and vegetation management on properties owned or managed by the County, including but not limited to, public road rights-of-way.	TPW	Regional Parks	Cities & Communities	Ongoing
		Continue and expand collaboration between local, state and federal agencies and willing partners to effectively perform vegetation management on public lands using multiple strategies and methods.	FES/Permit Sonoma	Regional Parks	State Agencies	Ongoing
		Provide supportive guidance to private property owners regarding technical, regulatory, and funding options to facilitate their fuel load reduction efforts using multiple strategies and methods.	UCCE	FES/Permit Sonoma;CAO	State Agencies; NGO/Non-Profits	Ongoing
		Study and advocate for improved technical, financial, and regulatory context for small parcel landowners to plan and implement forest management measures providing ecological and public safety benefits to the community.	CAO	FES/Permit Sonoma	State Agencies	Ongoing
		Assist and support increased opportunities for fuel load reduction on private and public lands using prescribed burning (including demonstration projects and updated guidance by qualified Registered Professional Foresters and Burn Bosses).	UCCE		State Agencies; RCD; Academic/Research	Short-term
		Assist and support increased opportunities for fuel load reduction on private and public lands using grazing (including demonstration projects and updated guidance from Certified Rangeland managers).	UCCE		Academic/Research; RCD; State Agencies	Short-term
		Expand and maintain policy and infrastructure to facilitate environmentally responsible grazing/ browsing on public lands (e.g., fencing and watering) and expand partnerships (e.g., economic ranching uses).	Regional Parks	Ag + Open Space; UCCE	NGO/Non-Profits	Short-term

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Strengthen regional forest stewardship to improve leadership, oversight, training and funding of fuel reduction projects, while improving data resources and sharing to support environmental protections while facilitating effective fuel reduction opportunities for landowner and community-based projects.					
		Evaluate the potential for traditional markets, regulatory, and innovative means to improve the health and resilience of Sonoma County forest ecosystems, and provide recommendations that could include local or regional-scale governance structures, tax or fee funding, commercial activities, and landowner cooperative efforts.	CAO	FES/Permit Sonoma	Academic/Research; State Agencies; NGO/Non-Profit	Ongoing
		Evaluate sustainable timber harvest/thinning to achieve ecosystem, economic, and community benefits on private and public lands.	FES/Permit Sonoma	Ag + Open Space; UCCE	For-Profit Business; NGO/Non-Profit	Long-term
		Assess the potential for improved local-regional commercial markets in small wood biomass and related emerging vegetation management/carbon storage methods.	CAO	Sonoma Water	State Agencies; For-Profit Business; Academic/Research	Long-term
		Promote opportunities for landowners and the general public to gain understanding of cultural, economic, and environmental issues about forest stewardship activities as part of demonstration and/or implementation efforts.	UCCE	Regional Parks; Ag + Open Space	State Agencies; RCDs; Tribes; Landowners	Long-term
		Pursue opportunities to combine education and job-training in the fields of forest, range, and related natural resources management within economic development efforts to improve the technical and labor resources for long-term implementation.	CAO	EDB; UCCE	RCDs; Academic/Research; For-Profit Business	Long-term

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Encourage the potential creation of volunteer, community-based land stewardship associations (e.g., Prescribed Burn Associations, Grazing Cooperatives), particularly in vulnerable rural areas with high fuel loads.				
NR2: Protect and enhance stream systems to lessen wildfire danger to communities, support water supply and drought tolerance, and provide flood attenuation while sustaining ecological functions and biological diversity	Assess Mark West Creek and other priority burned streams to identify and rank recovery and rehabilitation needs and prepare for potential secondary hazards over the next few winters.					
		Provide technical and resource information to landowners within burned watersheds regarding prevention of erosion, sedimentation, and water quality impairment.	CAO	Permit Sonoma; Sonoma Water	RCD; NGO/Non-Profit; State Agencies	Ongoing
		Assess post-fire stream channel stability and vulnerability to potential secondary fire hazards due to potential flooding, erosion, and sedimentation	CAO	Sonoma Water; Regional Parks	RCD; NGO/Non-Profit; State Agencies	Immediate
		Assist with evaluation, prioritization and implementation of protective measures and/or preparedness steps for stream channels affected by the fires, especially in proximity to septic systems and/or other near-stream pollutant sources.	Sonoma Water	Health Services	Cities & Communities	Short-term
	Incorporate fire, flood and drought resiliency considerations in stream corridor land use decisions involving riparian zones and functional riparian zone protection/enhancement incentives and regulations.					
		Assess the recovery of fire fighting scars (e.g., temp roads/fire lines) on lands owned or managed by the County; determine necessary actions to prevent adverse erosion, sedimentation, and habitat loss, and to evaluate the feasibility of inclusion in multi-benefit greenbreaks.	Regional Parks	Ag + Open Space	NGO/Non-Profits	Ongoing

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Map potential riparian (and shoreline) buffers of adequate width, length, hydrology, soils and vegetation to provide effective fuel breaks, flood conveyance and groundwater recharge. Include all functional low fuel load/high moisture land uses (e.g., stormwater basins or water storage ponds; irrigated fields, pastures, or recreation facilities, native riparian, wetlands, or managed grasslands).	Ag + Open Space	Sonoma Water; UCCE	Academic/Research	Immediate
		Collaborate with qualified public entities, researchers, and NGOs to identify and prioritize stream corridor and/or other open space parcels that would contribute to a network providing mitigation against future fire, floods, and drought.	Ag + Open Space	Regional Parks; Sonoma Water; Permit Sonoma	Cities & Communities, NGO/Non-Profits	Long-Term
		Produce technical guidance and regulatory support that could facilitate future acquisition (in fee title/easement with transfer of development rights) of parcels suitable for integration in multi-benefit green breaks by public agencies or NGOs qualified to assume management responsibility.	Permit Sonoma	Ag + Open Space	NGO/Non-Profits	Immediate
		Prioritize fuel load reduction benefits as ranking criteria in the storm water resource planning process.	Sonoma Water	Permit Sonoma	Cities & Communities; State Agencies	Ongoing
	Prioritize improved resilience of Wildland Urban Interface (WUI) areas to fire and/or other natural hazards in open space land protection acquisitions and easements as well as in community separator designations.					
		Evaluate and consider expansion and adaptation of wildland urban interface (WUI) and community separator planning concepts to include possible 'green breaks' with multiple benefits for natural resources and communities.	Permit Sonoma	Ag + Open Space	NGO/Non-Profits	Long-term
		Gather, review, and describe applicable policies, practices, and regulations from similar regions that are successful in providing fire and flood resiliency for natural resources/working lands.	Ag + Open Space	Permit Sonoma; Permit Sonoma	Academic/Research	Long-term

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Improve stream corridor conditions via outreach, training, and voluntary actions modeled on successful stream maintenance and habitat restoration programs, based on scientific studies.					
		Collaborate with landowners adjacent to public lands to improve management practices and prioritize easements and acquisitions that could result in enlarged, effective multi-benefit buffers.	Regional Parks	Ag + Open Space	RCD; UCCE; Landowners	Long-term
		Consider expanding stream maintenance activities in public responsibility reaches to foster flood conveyance, protect water quality and aquatic habitat, and provide fuel breaks.	Sonoma Water	Regional Parks	Cities & Communities	Long-term
		Support riparian corridor management for biological diversity and native plant communities on public and private lands.	Ag + Open Space	Permit Sonoma; UCCE	RCD; NGO/Non-Profit	Ongoing
		Coordinate with partners regarding planning and implementation of multi-benefit stream rehabilitation/restoration projects on public and private lands.	Sonoma Water	Ag + Open Space, Permit Sonoma, Regional Parks	RCD; NGO/Non-Profit	Ongoing
		Identify existing hazard trees on public land suitable for reuse as LWD in aquatic habitat restoration projects and facilitate their storage and distribution to appropriate agencies and organizations.	Sonoma Water	TPW; Regional Parks	State Agencies; Federal Agencies	Long-term
NR3: Build on prior and continuing investments in natural resources acquisitions, monitoring, technical studies and partnerships to integrate best available science into outreach efforts, policy development, regulations, incentives, and land use planning decisions.	Nurture community awareness and understanding of our fire-adapted landscape and the value of becoming a resilient fire-adapted community using results of post-fire monitoring and research.					

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
		Engage the general public and specific stakeholder groups in physical and virtual visits to burned lands during recovery, along with visits to similar vulnerable lands for comparison.	Regional Parks	Ag + Open Space	NGO/Non-Profits	Ongoing
		Participate in reporting post-fire natural resources monitoring data results and interpretations via a range of platforms, in culturally relevant ways, addressing broad audiences as well as specific stakeholder groups.	Sonoma Water	Regional Parks; Ag + Open Space; UCCE	Academic/Research; State Agencies	Ongoing
		Facilitate public access to the improved rainfall, runoff, and natural hazards monitoring network, particularly to improve awareness and knowledge of recovery status and secondary hazard risks in the burned areas.	Sonoma Water	FES/Permit Sonoma	Cities & Communities	Ongoing
		Improve, expand, and maintain monitoring of weather, streamflow, water quality parameters, and fire detection systems to support prioritization and permitting of forest or stream management actions.	Sonoma Water	FES/Permit Sonoma	Federal Agencies	Ongoing
		Collaborate with federal and state agencies, academic institutions, and other entities to improve the predictive models of local flood, fire, and drought hazards.	Sonoma Water	Ag + Open Space	Academic/Research; NGO/Non-Profit	Ongoing
		Use inspection and enforcement activities as opportunities to inform and educate regarding required and recommended land, vegetation, soil and water management practices.	Permit Sonoma	Ag Comm	Cities & Communities	Short-term
		Perform outreach and education to inform public about ecological importance of forests and the critical role (and native cultural history) related to prescribed and managed burning.	UCCE	Superintendent of Schools	RCD; NGO/Non-Profit; Tribes; Academic/Research	Immediate
		Expand citizen-scientist participation in data collection for on-going natural resources monitoring and/or event response and recovery documentation (including public schools, 4-H or other youth programs).	UCCE	Superintendent of Schools	NGO/Non-Profits	Immediate

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Continue to collect best available scientific information to inform policy development and county investments that protect watersheds and developed communities from natural disasters.					
		Lead and contribute to field assessments and analysis of monitoring and remote sensing data to assess fine-scale burn severity, vegetation mortality, carbon loss, slope stability, erosion and sedimentation, and stream channel response to fire damage.	Ag + Open Space	Water Agency	Academic/Research	Ongoing
		Conduct and collaborate on studies evaluating how initial land use/vegetation type and condition affected fire damage and recovery progress, featuring impacted public and protected lands as case studies.	Ag + Open Space	UCCE	Academic/Research	Ongoing
		Estimate the economic value of ecosystem services lost due to the 2017 fires to assist with cost/benefit analysis of various policy and planning decisions, and support funding requests.	Ag + Open Space	Sonoma Water	Academic/Research	Short-term
	Consider scientific data regarding natural and working lands' condition, fire vulnerability, and relative fire impacts in crafting land use policies, plans, and regulations.					
		Incorporate watershed resiliency and natural resource priorities in the Agriculture + Open Space District's Vital Lands Initiative.	Ag + Open Space		Landowners	Immediate
		Highlight watershed resiliency and natural resource priorities in the General Plan update.	Permit Sonoma		Cities & Communities	Long-term
		Explore modifications to County Code and Ordinances that will advance Natural Resources resiliency and community safety.	Permit Sonoma		Cities & Communities	Short-term

Recovery and Resiliency Framework Potential Actions List - Natural Resources

Goal	Proposed Action	Potential Activities or Projects	County Lead	County Partner(s)	Other Partner(s)	Launch Timing
	Improve natural resources hazards and resiliency data management and accessibility between governments, academic institutions, other organizations and the public.					
		Collaborate with other government entities, academic institutions, and key NGOs to identify targeted improvements to management and dissemination of local natural resources data.	CAO	Sonoma Water; Ag + Open Space	NGO/Non-Profits	Immediate
		Engage with Tribes to gather their interpretations of recent fire patterns and damage, and solicit guidance reflecting native cultural practices of vegetation management.	FES/Permit Sonoma	Sonoma Water; UCCE	Tribes	Immediate
		Continue to collaborate with public and private partners to improve the consistency of natural resource management information, avoid duplication of efforts, and increase outreach extent and effectiveness.	UCCE	RCD	NGO/Non-Profits	Immediate
		Use reporting about the roles of natural resources relative to the 2017 fires (positive and negative) to prompt awareness about wildfire, flooding, and drought risk and resiliency.	FES	Sonoma Water	Cities & Communities	Immediate
		Continue and expand the efficient application of web and mobile accessible online data storage portals, toolboxes, dashboards, and real-time monitoring as means to exchange natural resources data between key audiences to support field actions, planning processes, and policy development.	Sonoma Water	Ag + Open Space; Permit Sonoma; ISD	NGO/Non-Profits; Federal Agencies; State Agencies; Academic/Research	Immediate

Recovery and Resiliency Grants Submitted & Awarded

Grant Opportunity	Funding Agency	County Strategy Area	County Jurisdiction	County Department	Project Title	Project description	Estimated Total Project	Grant Funded	Match Amount	Local Share: General	Local Share Detail	Status
							Cost	Amount		Fund Y/N		
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Housing	Community Development Commission County	CDC	Sonoma County Flood Elevation Program	Elevate homes and provide other mitigation measures for properties on the NFIP repetitive loss list.	\$ 1,807,043	\$ 1,355,282	\$ 451,761	N	Property Owner Contribution	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	All	County	FES	Sonoma County Community Wildfire Protection Plan (CWPP) Update & LHMP Annexation	Update the existing Sonoma County Community Wildfire Protection Plan (CWPP) and integrate into the Local Hazard Mitigation Plan (LHMP)	\$ 200,000	\$ 150,000	\$ 50,000	Y	County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	All	County	General Services	Fire Early Warning and Detection Camera System	Create a fire early warning camera system by installing fire monitoring cameras at strategic locations throughout the County, with associated microwave/tower systems. In partnership with City of Santa Rosa.	\$ 2,722,718	\$ 2,042,039	\$ 680,680	Y	County General Fund, City of Santa Rosa	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	General Services	Seismic upgrades for Petaluma Veterans Building	Retrofit Petaluma Veterans hall for Seismic Stability	\$ 1,993,367	\$ 1,495,025	\$ 498,342	Y	\$425,808 in FY18-19 capital projects	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	ISD	Data Center Generator	Stand-alone generator for County of Sonoma's datacenter to ensure mission critical systems including 911, computer aided dispatch, comm. Etc has auxiliary power	\$ 622,180	\$ 466,635	\$ 155,545	Y	County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Natural Resources	County	Parks	Stabilizing and re-vegetation of Hood Mountain	Revegetate and stabilize soil in areas burned by the fire and damaged by fire suppression efforts such as bulldozer lines to prevent flooding, erosion, and debris flow that could damage properties down stream.	\$ 310,813	\$ 233,110	\$ 77,703	Y	County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	All	County	PRMD	Sonoma County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) Update	Update the Sonoma County LHMP. County LHMP will become a multi-jurisdictional plan to include county districts and other jurisdictions that want to participate.	\$ 333,333	\$ 250,000	\$ 83,333	Y	County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	All	County	PRMD	Surface fault rupture and seismic induced landslides analysis to Annex into Sonoma County LHMP	Planning project to increase understanding of Rodgers Creek Fault. Create hazard maps, and do site specific studies of the fault in newly identified areas. Will be annexed into the Sonoma County LHMP.	\$ 200,000	\$ 150,000	\$ 50,000	Y	County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	PRMD	Seismic Strengthening and Retrofit of Existing Structures, Sonoma Countywide	Retrofit soft-story structures in identified vulnerable locations throughout county.	\$ 6,677,777	\$ 5,000,000	\$ 1,677,777	Y	County General Fund, other state government agencies, and Property Owner Cost-Share	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Housing, Infrastructure	County	PRMD & FES	Wildfire Adapted Sonoma County: Education and Incentives for Safe and Resilient Sonoma County	In identified vulnerable locations throughout County WUI, harden structures & create defensible space to reduce risk of fire damage.	\$ 6,677,777	\$ 5,000,000	\$ 1,677,777	Y	County General Fund, other state government agencies, and Property Owner Cost-Share	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	Sonoma Water	Sonoma Water	Ely Booster Station Hazard Mitigation Project	Mitigate flood and seismic hazards to the booster station by sealing electrical enclosures, elevating equipment, and anchoring equipment critical to the operation of the Booster Station.	\$ 3,081,193	\$ 2,310,895	\$ 770,298	N	SCWA Water Transmission Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Natural Resources	Sonoma Water	Sonoma Water	Improved Flood Early Warning Using Advanced Radar	Purchase and install X-Band radar to better predict flooding and provide for improved response.	\$ 2,666,700	\$ 2,000,025	\$ 666,675	N	(Available Special District Funds) SCWA, Marin County	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	Sonoma Water	Sonoma Water	Seismic Rehabilitation and Retrofit of Secondary Treatment Clarifiers - RRCSD	Retrofit of facilities to reduce risk of system failure during an earthquake.	\$ 2,400,000	\$ 1,800,000	\$ 600,000	N	(Available Special District Funds) RRCSD	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	Sonoma Water	Sonoma Water	Seismic Rehabilitation and Retrofit of Secondary Treatment Clarifiers - SVCSD	Retrofit of facilities to reduce risk of system failure during an earthquake.	\$ 2,750,000	\$ 2,062,500	\$ 687,500	N	(Available Special District Funds) SVCSD	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure, Housing	County	TPW	Culvert Improvements to Reduce Flooding	Upsize 2 culverts in sonoma county to a higher capacity to reduce flooding. Drake Rd - Guerneville (5th district) Roberts Rd - near Pennarrove (1st district)	\$ 355,000	\$ 266,250	\$ 88,750	Y	Construction Fund County General Fund	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Natural Resources, Infrastructure	County	TPW	Russian River Flood Management & Fisheries Habitat Enhancement Planning.	Create hydro-dynamic flow model for section of russian river that is flood-prone & impacts structures. From asti to alexander valley bridge (11 mi), an area with high rates of sedimentation.	\$ 200,000	\$ 150,000	\$ 50,000	N	TPW funds	App Submitted 9/4/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	TPW	Bank Stabilization to protect River Road	Protect the quickly-eroding bank of the Russian River along River Rd. using primarily natural materials in order to protect a vital transportation link, as well as residences and agricultural land.	\$ 5,092,220	\$ 3,819,165	\$ 1,273,055	N	SB1	App Submitted 7/1/2018

Recovery and Resiliency Grants Submitted & Awarded

Grant Opportunity	Funding Agency	County Strategy Area	County Jurisdiction	County Department	Project Title	Project description	Estimated Total Project Cost	Grant Funded Amount	Match Amount	Local Share: General Fund Y/N	Local Share Detail	Status
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	TPW	Road Yard Generator	Purchase and install onsite generator for the Sonoma County Santa Rosa Road Maintenance Yard to prevent risk of service interruption affecting disaster response.	\$ 250,000	\$ 187,500	\$ 62,500	N	Roads Fund	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4344	CalOES/FEMA	Infrastructure	County	TPW	Airport Generator	Purchase and installation of onsite generator for the Airport Terminal to allow operations for at least 4 days in the event of power outages.	\$ 480,000	\$ 360,000	\$ 120,000	N	Airport Enterprise Funds	App Submitted 7/1/2018
Hazard Mitigation Grant Program (HMGP) DR-4353	CalOES/FEMA	Infrastructure	County	FES	Warning Sirens - System	Design and install warning sirens in selected locations. Develop operating, testing, and maintenance procedures. In partnership with City of SR.	\$ 850,000	\$ 637,500	\$ 212,500	Y	County General Fund, City of SR	App Submitted 9/4/2018
Fire Prevention Program	CAL FIRE	Infrastructure	County	TPW	Northwest Roadway Safety, Fuels Reduction, and Community Chipper and Engagement Project	Assess fuel risks and tree mortality within the public right of way on 83 miles of roads. Subsequently, 30 high-priority miles will receive hazardous vegetation treatment to create safer egress and access, and roadsides that are more resistant to fire starts. FES will staff a chipper for fuels treatment and curbside chipping services within the project area. In conjunction, Fire Safe Sonoma, Inc. (FSS) will lead community engagement, outreach, and coordination for the chipper program. Property owners along all 83 miles of road will be encouraged to use the chipper to clear hazardous vegetation from their properties.	\$ 1,237,541	\$ 1,082,969	\$ 154,572	Y	County General Fund Disaster Resilience Set Aside, Property Owner tracked time	Awarded
Fire Prevention Program	CAL FIRE	Natural Resources	County	Regional Parks	Sonoma County Parks and Open Space Fire Resilience Planning	complete 3-4 park or Open Space preserve-specific Fire Management Plans	\$ 593,537	\$ 511,920	\$ 81,618	N	Open Space District time	Denied
Emergency Dislocated Worker Additional Assistance Grant	CA Employment Development Department	Economy, Safety Net	County	Workforce Investment Board (WIB) & Human Services Dept Employment and Training Division	Emergency Workforce Resiliency	WIB and Job Link to provide 1) assistance to layoffs and layoff prevention, 2) re-employment assistance for workers impacted by fires. career services for ~700 of 4,751 disaster-related unemployment claimants. Will also provide supportive services to 200 dislocated workers for reemployment, including effort to train in construction..	\$ 3,250,000	unknown	unknown	unknown	unknown	Awarded
Private Funding	Hewlett Foundation	Safety Net Services	County	Economic Development Board, Creative Sonoma	Creative Sonoma Recovery Fund	Creative community relief grants	\$ 270,000	unknown	unknown	unknown	unknown	Awarded
Relief Grant Fund	Redwood Credit Union	Safety Net Services	County	Economic Development Board, Creative Sonoma	unknown	creative community relief grants, and a teaching artists in the schools program – putting artists who have been trained on working with students with trauma into our schools for artists’ residencies.	\$ 50,000	unknown	unknown	unknown	unknown	Awarded
Disaster Cast Management Program	FEMA Individual Assistance, CA Department of Social Services, Disaster Services Bureau	Safety Net Services	n/a	n/a: Catholic Charities of Sonoma County	Long Term Recovery Group (LTRG) case management	LTRG was created post-fire from the VOAD, and this LTRG became Rebuild Our Community Sonoma County. Catholic Charities of Santa Rosa secured this grant as fiscal agent for ROC Sonoma County to fund multiple years of case management for fire survivors.	\$ 2,200,889	unknown	unknown	unknown	unknown	Awarded
CA Dept of Health Services (DHCS)	FEMA	Safety Net Services	County	Health Services	Crisis Counseling Assistance and Training Program (CCP)	Crisis Counseling Assistance available to disaster survivors to navigate emotional disaster impacts.	\$ 4,348,742	unknown	unknown	unknown	unknown	Awarded

Recovery and Resiliency Grants Submitted & Awarded

Grant Opportunity	Funding Agency	County Strategy Area	County Jurisdiction	County Department	Project Title	Project description	Estimated Total Project Cost	Grant Funded Amount	Match Amount	Local Share: General Fund Y/N	Local Share Detail	Status
Public Assistance	FEMA	Infrastructure	County	ACTTC	Countywide Debris Removal - Public ROW and Hazardous Trees (90% Federal Share): PA # 35741	Transportation Public Works road debris removal and removal of hazardous trees & animal carcasses.	\$ 9,199,105	\$ 9,063,418	\$ 206,980			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Private Property Debris Removal (PPDR) Insurance and ROE Collection Expenses: PA # 42215	Sonoma County incurred expenses associated with Right of Entry and Insurance collection from the mission assigned PPDR project.	\$ 1,013,850	\$ 998,896	\$ 22,812			Rolling
Public Assistance	FEMA	Infrastructure, Safety Net Services, Natural Resources	County	ACTTC	Sonoma County Emergency Protective Measures (First 30 Days at 100% Federal Share): PA-09-CA-4344-PW-00007(0) EX33856	First 30 days. Applicant used services of EOC, EMS, and Volunteer Fire Department utilizing Mutual Aids to protect the residents. Sheltering of evacuees at the Community center opened on 10/8 8am to 11/7	\$ 10,230,773	\$ 10,230,773	\$ -	N		Rolling
Public Assistance	FEMA	Infrastructure, Safety Net Services, Natural Resources	County	ACTTC	Sonoma County Emergency Protective Measures (Days 31+ at 75% Federal Cost Share): PA-09-CA-4344-PW-00008(0) EX33858	After first 30 days - services of the EOC, EMS, and Volunteer Fire Department to protect the residents. Sheltering of evacuees at the Community center opened on 10/8 8am closed on 11/19/17	\$ 1,566,245	\$ 1,497,722	\$ 97,890			Rolling
Public Assistance	FEMA	Infrastructure, Natural Resources	County	ACTTC	Transportation Public Works (TPW) Emergency Protective Measures (First 30 Days)100% : PW# 33859	First 30 days - Transportation Public Works (TPW) - to clear County owned roads, stabilization and emergency work on burned posts and guardrails.	\$ 110,227	\$ 110,227	\$ -	N		Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County Law Enforcement EPM and Mutual Aid Agencies: Project PA-09-CA-4344-PW-00009(0) EX33871	First 30 days, Sonoma County Law Enforcement's immediate response to the DR4344-CA wildfire event. Evacuation, road closure enforcement, looter patrol, missing person recovery operations	\$ 9,066,816	\$ 9,066,816	\$ -	N		Rolling
Public Assistance	FEMA	Infrastructure, Natural Resources	County	ACTTC	Transportation Public Works EPM (31+ days at 75% Fed Cost Share): PW# 38590	After first 30 days - Transportation Public Works (TPW) - to clear County owned roads, stabilization and emergency work on burned posts and guardrails.	\$ 61,802	\$ 59,098	\$ 3,863			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County Donated Resources	Sonoma county donated resources			\$ -			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Franz Valley School Road: PW# 00021(0) 30239	replace wildfire destroyed wood retaining wall	\$ 84,237	\$ 80,552	\$ 5,265			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	County Lighting District : PW# 26923	replace fire damaged 1 traffic signal controller, approximately 23 light poles and components, and underground conduit system and components.	\$ 1,192,583	\$ 1,118,047	\$ 74,536			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Cavedale Road - Culvert replacement: PW# 00015(0) 29264	replace wildfire damaged culvert and asphalt road damaged from collapsed culvert	\$ 8,886	\$ 8,497	\$ 555			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Riebli Road Damaged Culvert: PW# 32737	replace wildfire damaged culvert	\$ 10,352	\$ 9,899	\$ 647			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County Fire Damaged / Destroyed Guardrails: PW#-00016(0) 32352	replace Countywide fire damaged 90 miles of standard metal guardrails and wood support posts	\$ 198,577	\$ 189,889	\$ 12,411			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Self Cert Sonoma County Destroyed Roads Signs and Post: PW# 34608	replace Fire destroyed approximately 400 road signs and post county wide	\$ 85,246	\$ 81,517	\$ 5,328			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County TPW – County wide damaged Asphalt, Sidewalks, and Retaining Wall. PW# 37314	TPW – repair County wide damaged sidewalks, sidewalk curb and gutter, sections of asphalt next to sidewalks, and burnt up sidewalk wood retaining walls.	\$ 3,272,986	\$ 3,129,793	\$ 204,562			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County DR-4344 MT Barham Radio Tower: PW # 25851	repair fire destroyed telecommunications electronic equipment and building	\$ 36,632	\$ 2,289	\$ 35,029			Rolling

Recovery and Resiliency Grants Submitted & Awarded

Grant Opportunity	Funding Agency	County Strategy Area	County Jurisdiction	County Department	Project Title	Project description	Estimated Total Project Cost	Grant Funded Amount	Match Amount	Local Share: General Fund Y/N	Local Share Detail	Status
Public Assistance	FEMA	Natural Resources	County	ACTTC		repair fire damaged miscellaneous amenities at Regional Parks: signs, fencing, waterlines, 24 road closures throughout the County Park.	\$ 237,568	\$ 227,174	\$ 14,848			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Countywide -Multiple Parks: PW# 27294 Shiloh Ranch Regional Park: PW #00012(0) 25872	Countywide parks tree cutting/clearing for safety, and hydroseeding for erosion control. repair fire damaged retaining walls and culvert	\$ 50,750	\$ 48,530	\$ 3,172			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Hood Mountain Regional Park: PA-09-CA-4344- PW-00018(0) 26712	repair fire damaged wooden trail bridge and culvert	\$ 59,316	\$ 56,721	\$ 3,707			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Hood Mountain Regional Park - Trails: PW# 35356	repair park trails damaged from burned tree roots causing large holes in pedestrian-heavy trails	\$ 53,208	\$ 50,880	\$ 3,326			Rolling
Public Assistance	FEMA	Infrastructure	County	ACTTC	Sonoma County PAAP DAC: PW # 38598	Administrative Costs for FEMA PA program	\$ 1,500,000	\$ 1,125,000				Rolling
Public Assistance	CalOES	Infrastructure, Safety Net Services	County	ACTTC	Sonoma County Local Assistance Center		\$ 457,416	\$ 377,368	\$ 114,354			Rolling
Our Town	National Endowment for the Arts (NEA)	Safety Net Services	County	Economic Development Board, Creative Sonoma	(no title for this grant)	produce a public art project, hosted in five public parks and/or open spaces across the County in each district. Projects will incorporate the idea of how our art and our environment reflect and define our community – our home. Partners on the project include LandPaths, Sonoma County Regional Parks and the City of Santa Rosa Public Art Program.	\$ 200,000	unknown	unknown			App submitted August, 2018
Economic Adjustment Assistance (EAA) disaster recovery program	US Department of Commerce, Economic Development Administration (EDA)	Infrastructure	County	Economic Development Board	Design and Engineering Feasibility for Broadband in Dry Creek Valley	In partnership with TPW, ISD, ORR. Design and engineering (D&E) grant to deploy broadband infrastructure in DCV to businesses in areas that are unserved and lacking competitive services.	\$ 605,500	\$ 605,500	\$ -			App Submitted on 8/24/2018



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of the County of Sonoma

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Carol Allen 707-565-2549

Supervisorial District(s):

All

Title: Memorandum of Understanding Extension between the County of Sonoma and the Sonoma County Law Enforcement Association and Government Code 7507 disclosure

Recommended Actions:

- A. Adopt a Resolution approving an extension to the Memorandum of Understanding (“MOU”) between the County of Sonoma and the Sonoma County Law Enforcement Association (“SCLEA”) May 8, 2018 through May 7, 2019.
- B. Receive and review a Tentative Agreement for the modification of Article 19 (Medical Benefits for Future Retirees) of the Memorandum of Understanding (“MOU”) between the County and SCLEA for the period of October 9, 2018, through May 7, 2019, so that the Board is informed to receive an actuarial valuation of the impact of proposed changes in retiree medical benefits for SCLEA members of bargaining units 30, 40, 41, and 70, pursuant to California Government Code Section 7507.

Executive Summary:

Representatives from the County and SCLEA met and conferred and reached a tentative agreement regarding the terms and conditions of employment for an extension of the MOU (hereafter referred to as Tentative Agreement 1 (Attachment A)).

Representatives from the County and SCLEA also met and conferred and reached a tentative agreement regarding certain changes to retiree medical benefits for SCLEA members of bargaining units 30, 40, 41, and 70, as specified in Article 19 (Medical Benefits for Future Retirees) of the MOU (hereafter referred to as Tentative Agreement 2 (Attachment B)).

On September 20, 2018, SCLEA membership voted and ratified the tentative agreements.

This item contains details of the Tentative Agreements between the County and SCLEA, as well as required reports and actuarial evaluations conducted by Segal Consulting, the designated actuary for the Sonoma County Employee's Retirement Association ("SCERA"), to ensure compliance with the law.

Segal Consulting's actuarial valuation estimates the impact of Tentative Agreement 1, in accordance with California Government Code Sections 31515.5 and 23026 (Attachment C).

This item also includes the actuary's informational valuation estimates of the impact of Tentative Agreement 2 and the potential extension to the SCLEA MOU to the County's total Other Post-Employment Benefits liability as a decrease of \$234,768, and the overall amount changes from \$28,784,143 to \$28,549,375 for this bargaining group (Attachment D). Staff will return to the Board of Supervisors, with an Actuary from Segal Consulting, on October 9, 2018, to discuss the OPEB valuation pursuant to California Government Code section 7507.

Discussion:

Given the fiscal uncertainty caused by the October 9, 2017, Sonoma Complex fires, the County met and conferred with SCLEA for a proposed extension of the MOU. The County and SCLEA tentatively agreed on terms and conditions, salary, and benefits for an extension of the MOU. The SCLEA comprises approximately 516 employees. Following is a brief summary of the updated SCLEA MOU provisions negotiated in the tentative agreements.

Tentative Agreement 1, Extension of the MOU:

Term of MOU:

May 8, 2018, through May 7, 2019.

One Time Lump Sum Pensionable Payment:

Effective the pay period beginning October 23, 2018, and contingent on approval from the Sonoma County Board of Supervisors on or before September 25, 2018, each regular, full time employee in paid status as of November 5, 2018, shall receive a one-time, non-recurring, pensionable payment in the amount of \$2,301 dollars to be paid on November 14, 2018.

Health & Welfare Benefits for Active Employees:

Effective the pay period beginning September 11, 2018, for coverage beginning October 3, 2018, the County will contribute up to a maximum of the following amounts based on level of coverage for employees enrolled in County offered medical coverage for any eligible full-time regular employee and their dependent(s) as follows:

- Employee Only: \$629 per month
- Employee + 1: \$1,257 per month
- Family: \$1,779 per month

Effective the pay date of October 3, 2018, and continuing beyond the term of the MOU extension, the employee contribution to dental premiums will be suspended, resuming October 1, 2020. The

suspension of the employee contribution is contingent on the Board's approval of this MOU extension on or before September 25, 2018.

Vacation Accrual and Compensatory Time Off:

Effective upon final adoption of the MOU extension, the maximum Compensatory Time Off ("CTO") cap will be increased from 80 hours to 120 hours.

Holidays:

Each bargaining unit member will be granted eight (8) floating holiday hours each calendar year. The floating holidays may be taken, with prior approval, at any time during the calendar year but may not be carried over into the next calendar year. There will be no cash out of unused floating holiday hours.

Employees will receive an eight (8) hour Cesar Chavez holiday on March 31st of each year, to honor and celebrate his important work on civil rights for laborers, particularly in the Latino community.

Paid Parental Leave:

Effective November 14, 2018, for eligible events that occur on or after Board adoption of the MOU, any permanent or probationary employee who has been continuously employed by the County for at least 12 months prior to the start of the leave shall be eligible for 320 hours of Paid Parental Leave within 12 months of the birth of a child or placement of a child with the employee for adoption or foster care. Part-time employees shall be eligible for this benefit based on pro-rated hours.

Favored Nation Clause:

If, during the term of the MOU extension another bargaining unit other than 0049 (Board of Supervisors), 0050 (Administrative Management), and 0052 (Department Heads) receives an increase of improvement in compensation or other economic benefits that is greater than agreed to by SCLEA the County agrees to open the MOU and meet and confer with SCLEA on the subject of compensation.

Comparison Agencies:

All classifications within SCLEA-represented bargaining units will utilize the following for comparable agency purposes: Alameda County, Contra Costa County, Marin County, Napa County, Sacramento County, San Mateo County, San Luis Obispo County, Santa Clara County, Santa Cruz County, Solano County, and the City of Santa Rosa.

Government Code Compliance Requirements:

Cal Gov't Code §23026 and Cal Gov't Code §31515.5

Various provisions of the California Government Code require certain disclosures before the Board can adopt changes in salaries or benefits, with additional disclosure required for changes in pension and other post-employment benefits. Any changes in salaries and benefits must be adopted at a public meeting of the Board (Cal Gov't Code §23026). Notice of the consideration of such increases must be provided prior to the meeting and shall include "an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system." (Cal Gov't Code §31515.5).

Based on the letter received from Segal Consulting (Attachment C), the proposed one-time, pensionable lump-sum payment and the costs of the Paid Parental Leave program are within the future years' 3.5% annual wage increase assumptions applied in the December 31, 2015 actuarial valuation; and therefore, Segal's analysis states that the proposed changes will not materially impact the ongoing cost of the plan and funding status of the Sonoma County Retirees Association ("SCERA").

Tentative Agreement 2: Article 19 – Medical Benefits for Future Retirees:

Effective November 14, 2018, Article 19 (Medical Benefits for Future Retirees) is modified to remove any and all references to contributions for active unrepresented Administrative Management employees in the County Salary Resolution No. 95-0926. Future retirees will no longer be required to enroll in a County offered medical plan to receive a County contribution toward retiree medical benefits. The County will contribute a flat \$500 per month into a Health Reimbursement Arrangement Account ("HRA") on behalf of eligible bargaining unit members hired before January 1, 2009, and who retire after November 14, 2018. For bargaining unit members hired on or after January 1, 2009, the County will contribute the same amounts to the HRA as are currently specified in Article 19.3 (County Contribution Toward Retiree Medical Plans – Employees Hired On Or After January 1, 2009 – Effective January 1, 2009) of the MOU. The County's contributions to medical benefits for future retirees will be deposited directly into an HRA as described in Article 19 of the MOU. To offset the County's cost change associated with the benefit change discussed above, SCLEA agrees to the County discontinuing the Medicare Part B reimbursement of \$96.40 per month from the County to bargaining unit members hired before January 1, 2009 and who retire after November 14, 2018.

Cal Gov't Code §7507

When considering changes in retirement benefits or other postemployment benefits, the Board "shall secure the services of an actuary to provide a statement of actuarial impact upon future annual costs, including normal cost and any additional accrued liability, before authorizing changes to public retirement benefits or other postemployment benefit." The statement of actuarial impacts shall be provided by an enrolled actuary and shall be made public at least two weeks before the adoption of the increase in benefits.

The Tentative Agreement on changes to Article 19 (Medical Benefits for Future Retirees) (Attachment B) of the MOU proposes to change the Other Post-Employment Benefits provided to current retirees who were hired prior to January 1, 2009, and who retire on or after November 14, 2018. The County engaged Segal Consulting to complete the valuation as required by law. The valuation provides an actuarial analysis of the impact to the County's OPEB liability for retiree medical costs resulting from changes to Article 19 of the MOU with SCLEA (Attachment D). The valuation was based on the data and assumptions applied in the June 30, 2018 actuarial valuation, the latest valuation completed for the County. The actuary's valuation estimates the impact of the tentative agreement and potential changes to article 19 of the SCLEA MOU to the County's Total Other Post-Employment Benefits will result in a decrease of \$234,768, and the overall amount changes from \$28,784,143 to \$28,549,375 for this bargaining group.

The Board will be asked to adopt the Tentative Agreement on changes to Article 19 (Medical Benefits for Future Retirees) at the October 9, 2018, Board of Supervisor's meeting, pursuant to the aforementioned Government Code requirements. Also, the County Administrators' Office will submit a document to the

Board at the October 9, 2018, Board of Supervisor’s meeting, to acknowledge its understanding of this item’s effects on retirement benefits or OPEB.

Prior Board Actions:

May 24, 2016, Board adopted the SCLEA MOU, Resolution #16-0212

Strategic Plan Alignment Goal 3: Invest in the Future

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	\$63,505	\$680,386	\$566,078
Additional Appropriation Requested	\$1,952,971		
Total Expenditures	\$2,016,476	\$680,386	\$566,078
Funding Sources			
General Fund/WA GF	\$1,853,908	\$625,534	\$520,441
State/Federal			
Fees/Other	\$162,568	\$54,853	\$45,637
Use of Fund Balance			
Contingencies			
Total Sources	\$2,016,476	\$680,386	\$566,078

Narrative Explanation of Fiscal Impacts:

The MOU extension (Attachment A) and Tentative Agreement on Article 19 (Attachment B) represent a total estimated operational cost increase, above the adopted budget, of \$1,952,971 in fiscal year 18/19, which includes an estimated on-going operational cost of \$424,129 associated with the augmented premium contribution and the new parental leave benefit program.

Most of the total 18/19 projected increased costs within the General Fund. Additional FY 18/19 budgetary appropriations will be included in the First Quarter Budget Adjustment to align with the adjusted labor costs, if the extension is approved.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):
None
Attachments:
<ol style="list-style-type: none">1. Resolution2. Attachment A: Tentative Agreement between the County of Sonoma and SCLEA for an extension to the MOU3. Attachment B: Tentative Agreement between the County of Sonoma and SCLEA to modify Article 19 (Medical Benefits for Future Retirees) of the MOU4. Attachment C: Segal Actuarial Valuation – GC 31515.5 and GC 230265. Attachment D: Segal Actuarial Valuation – GC 7507
Related Items “On File” with the Clerk of the Board:



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Extending the Memorandum of Understanding Between The County Of Sonoma And the
Sonoma County Law Enforcement Association, For The Period of May 8, 2018, through May 7,
2019.**

Whereas, the Sonoma County Law Enforcement Association (“SCLEA”) is a recognized employee organization representing bargaining units 30, 40, 41, and 70; and

Whereas, the County of Sonoma (“County”) met and conferred with representatives of SCLEA to negotiate a twelve-month extension to the Memorandum of Understanding (“MOU”); and

Whereas, the SCLEA membership ratified the terms of the tentative agreement (“TA”) to be recommended to the Board of Supervisors for approval; and

Whereas, the terms and conditions of the TA are within the prescribed authority of this Board; and

Whereas, the County has satisfied its obligation under California Government Code sections 3505 and the County Employee Relations Policy to meet and confer over the terms and conditions of employment contained in the recommended MOU extension; and

Whereas, the Board has met all legal requirements under California Government Code Sections 23026, 31515.5, 7507, 31516; and

Whereas, the proposed changes to the SCLEA MOU do not include changes in retirement benefits or other postemployment benefits that will materially impact the ongoing cost of the plan and funding status of the Sonoma County Employee’s Retirement Association (“SCERA”); and

Whereas, the proposed changes to the SCLEA MOU will result in an actuarially estimated decrease to the county’s Total Other Post-Employment Benefits liability; and

Resolution #

Date:

Page 2

Whereas, written confirmation of the Board's compliance with California Government Code Sections 31515.5, 23026, and 7507 from the Segal Company is included in Attachment C and Attachment D, and incorporated by reference herein.

Now, Therefore, Be It Resolved that this Board hereby approves this Tentative Agreement (Attachment A) setting the terms and conditions of the MOU extension between the County and the SCLEA, which is attached and incorporated by reference herein.

Be It Further Resolved that the terms and conditions of the MOU shall be in full force and effect from May 8, 2018 through May 7, 2019, except as specified otherwise in the MOU.

Be It Finally Resolved that the County Administrator, Director of Human Resources, and Auditor-Controller-Treasurer-Tax Collector have the authority to take any necessary administrative actions to implement the provisions of this resolution, including the authority to execute administrative changes to plan documents and MOUs as needed and/or make corrections of a non-financial nature.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE COUNTY OF SONOMA

AND

THE SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION
(SCLEA)

20152018-20182019

LAW ENFORCEMENT NON-SUPERVISORY, UNIT 40
LAW ENFORCEMENT SUPERVISORY, UNIT 41
CORRECTIONS AND PROBATION - NON-SUPERVISORY, UNIT 30
CORRECTIONS AND PROBATION – SUPERVISORY, UNIT 70

MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SONOMA
AND THE SONOMA COUNTY LAW ENFORCEMENT ASSOCIATION
(SCLEA)
20152018-20182019

PREAMBLE

This agreement between the duly appointed representatives of Sonoma County, hereinafter referred to as "County," and the Sonoma County Law Enforcement Association, hereinafter referred to as the "Association," contains the agreement of each concerning wages, hours and other terms and conditions of employment for the term of this Memorandum of Understanding.

The parties jointly agree to recommend to the County Board of Supervisors the adoption of this Memorandum effective upon adoption by the Board of Supervisors, unless otherwise specified. This Memorandum shall apply only to those classifications listed within each bargaining unit under Recognition Article 2.

ARTICLE 1: TERM

1.1 Effective Dates

The term shall be ~~29-12~~ months, ~~December 2~~May 8, 2015-2018 through May 7, ~~20182019~~. The following items shall constitute the wages, hours and other terms and conditions for employees in classifications as listed in Article 2 of this Memorandum of Understanding. The parties agree that all changes contained herein will become effective upon adoption by the Board of Supervisors, unless otherwise specified. This Memorandum shall expire and otherwise fully terminate at 11:59 p.m. on May 7, ~~20182019~~.

1.2 Notice For Successor Memorandum

In the event either party desires to negotiate a successor Memorandum of Understanding, that party shall serve on the other party, its written request to commence negotiations. The request shall be served at least six (6) months before the expiration of this Memorandum specified in Section 1.2 – i.e., no later than November 1, ~~20172018~~.

ARTICLE 7: SALARIES AND ADMINISTRATION OF THE SALARY SCHEDULE

7.1 Salaries

Salary scales shall be as specified in Appendix A for each classification contained within each of the units represented by the Association.

~~Effective with the first full pay period following adoption, the County shall increase by three percent (3%) the A Step of each scale in the Salary Table specified in Appendix A. This revised Salary Table is attached to this Agreement as Appendix A-1.~~

~~Effective with the pay period that begins March 14, 2017, the County shall increase by three percent (3%) the A Step of each scale in the Salary Table specified in Appendix A-1. This revised Salary Table is attached to this Agreement as Appendix A-2.~~

7.1.1 Pension Pick Up

Effective the first full pay period on or after adoption of this MOU by the Board of Supervisors (June 25, 2013), The County will cease providing the one percent (1%) pick up of the employee's share towards Retirement.

7.1.2 Hourly Cash Allowance

Effective the first full pay period closest to May 19, 2009, the County shall pay each permanent full and part time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of \$3.45 per paid status hour that the employee is in paid status excluding overtime, up to a maximum of eighty (80) hours in a pay period, (or approximately a maximum of \$600 per month).

Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for the purposes of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases on the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

7.1.3 One-Time, Lump Sum, Non-Recurring, ~~Non-Pensionable~~ Payment

Effective the first full pay period after Board approval beginning October 23, 2018, contingent on Union ratification of the successor MOU and approval by the Sonoma County Board of Supervisors on or before September 25, 2018, each regular, full time employee in paid status as of November 5, 2018, shall receive a one-time, lump sum, non-recurring, pensionable payment in the amount of five hundred sixty seven dollar two thousand three hundred and one dollars (\$567,230.1) will to be paid to employees in active status as of the last day of the pay period and prorated based on FTE on November 14, 2018.

The above amount shall be prorated for eligible part-time employees ~~in accordance with Section 18.2.6 of this MOU~~ based on their allocated full-time equivalent (FTE) as of the last day of the pay period.

The one-time payments will be subject to all applicable federal, state, and local tax withholdings. The payments will not be included in wages for computations of overtime, ~~pension, or~~ benefits, or for any other purpose.

7.2 Salary Upon Employment

Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary step for the class.

7.3 Advanced Step Upon Employment

In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a rate higher than the minimum upon recommendation of the department head with approval of the County.

7.4 Reappointment Consideration

Any full-time or part-time employee who resigns in good standing, and who is reappointed on a full-time or part-time basis in the same class or a closely related class in the same salary scale or in a lower salary scale within five years after resignation may, upon approval by the County, be paid at any step in the appropriate salary scale, but not less than two steps below the step paid at the time of resignation. Approval of the County is only required if the person is rehired at a step which exceeds step paid at the time of resignation.

7.5 Extra-Help To Permanent Appointment

An extra-help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step which is nearest in amount to that of the step received in the class held immediately prior to such appointment. Employment at a higher salary step not to exceed the maximums of the scale may be authorized upon recommendation of the department head.

7.6 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff and reappointed within two years in the same class from which separated or in a closely related class in the same salary scale, or in a lower salary scale than the class from which separated shall be paid at the salary step closest to but not exceeding the step of the applicable scale paid at the time of displacement, layoff or voluntary demotion. Such employee shall be considered for merit increase when the employee's total hours in paid status before and after separation and restoration equal the number of hours required for merit increase.

7.7 Salary Upon Promotion

Except as otherwise provided herein, any full or part-time employee who is promoted to a position in a class allocated to a higher salary scale than the class from which the employee was promoted shall receive the salary step rate of the appropriate scale which would constitute an increase of salary most closely equivalent to, but not less than, five (5) percent of the employee's salary step rate before promotion, but not less than the minimum salary scale of the new class nor greater than the maximum salary of the new class. If a promotion occurs on the same day a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.

An employee who is promoted shall be considered for a merit increase when the employee's total hours in paid status, exclusive of overtime subsequent to promotion, equals 1,040 hours. The effective date of the merit increase shall be in accordance with Section 7.21.

7.8 Advanced Salary Upon Promotion

Upon promotion of a full-time or part-time employee to a new class, the Human Resources Director may recommend to the County Administrator that the person being promoted shall receive a rate of pay which is higher than that to which the employee is entitled, but which in no way exceeds the top of the scale.

7.9 Salary Upon Demotion During Probation

Any full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class throughout the employee's period of service in the higher class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the period of service in the higher class.

7.10 Salary Upon Involuntary Demotion

A full or part-time employee, to whom the circumstances described in Section 7.9 do not apply, who is demoted involuntarily to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted shall have the employee's salary reduced to the salary in the scale for the new class which is the next lower than, or not more than five (5) percent lower than the salary received before demotion, except that such employee shall not be paid more than the maximum of the scale of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.11 Salary Upon Voluntary Demotion

A full or part-time employee, to whom the circumstances described in Section 7.9 above do not apply, who is demoted voluntarily or who is displaced as a result of layoff to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted, or displaced as a result of layoff shall receive the highest salary step in the scale for the new class which does not exceed the salary received before demotion or displacement but not exceeding the maximum of the salary scale for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion or displacement.

7.12 Salary Upon Reappointment From Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two years, shall be reappointed at either the same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.13 Salary Upon Transfer

A full-time or part-time employee who transfers from one allocated position to another allocated position in the same job class shall be placed at the same salary step which the employee was receiving prior to the transfer. A full or part-time employee who transfers from one allocated position in a job class to another allocated position in a closely related job class as defined in the Civil Service Rules for which s/he possesses the minimum qualifications shall be paid at the step in the new scale nearest in amount to what the employee received prior to transfer.

7.14 Salary Upon Reallocation Of Class

An employee in a position in a class which is reallocated from one salary scale to another shall continue to receive the same salary step.

7.15 Salary Upon Reclassification Of Position – Same Salary

Whenever a position is reclassified to a class which is allocated to the same salary scale, the incumbent shall retain the same salary step received prior to the reclassification if the incumbent is appointed to fill the position.

7.16 Salary Upon Reclassification Of Position – Higher Salary

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary scale, the salary of the incumbent shall be as provided in Section 7.7 if the incumbent is appointed to fill the position.

7.17 Salary Upon Reclassification Of Position – Lower Salary

Whenever a position is reclassified to a class which is allocated to a lower salary scale, the salary of the incumbent shall be as provided by Section 7.11, if the incumbent is

appointed to fill the position. Whenever the effect of reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Human Resources Director, direct that the incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until a percentage increase in pay may be authorized, whichever first occurs. Appropriate records shall show such an incumbent as being paid at a special fixed rate (Y-rate) of the salary scale for the employee's class.

7.18 Merit Advancement Within Salary Scales

Merit increases within a scale shall not be automatic. They shall be based upon merit and shall require a written performance evaluation with a minimum satisfactory overall rating. An employee with a less than satisfactory overall rating on the employee's most recent performance evaluation shall not be eligible for a merit increase until the employee receives an overall rating of satisfactory. The performance evaluation shall be reviewed by the employee's department head and approved in writing prior to the granting of any merit increase. Merit increases shall be made within the appropriate salary scale for the class by computing the new salary step rate which is most closely equivalent to five percent (5%) higher than the previous base hourly rate.

7.19 Performance Appraisals

Performance appraisals of full-time and part-time employees which deny a merit salary increase or have an overall rating of "unsatisfactory" may be grieved at the employee's option through the 3rd step of the Grievance Procedure established under this Memorandum for a final decision.

7.20 Salary Upon Advancement Within A Scale

Each employee shall be considered for an initial merit increase when the employee's total hours in paid status within the same class, exclusive of overtime, equals 1,040 hours. Thereafter, an employee shall be considered for subsequent merit increases when the employee accumulates 2,080 hours paid status, exclusive of overtime.

7.21 Effective Date Of Merit Increase

Merit increases shall become effective the start of the work day during which the employee becomes eligible for the merit increase.

7.22 Salary Upon Temporary Assignment To A Higher Class

An employee assigned by the appointing authority to perform the full range of duties of a higher classification to fill a vacancy caused by resignation, termination, promotion or an approved leave of absence, who meets the minimum qualifications for the higher classification, and who completes a training period in the higher classification of one hundred and twenty (120) hours aggregate, shall be placed at the step in the new class that is most closely equivalent to five percent (5%) greater than the employee's salary before promotion, but not less than the minimum salary of the

new class, nor greater than the maximum salary of the new class. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive any authorized increases for the position in accordance with the merit increase section of this Memorandum as though the employee had been appointed on the day that the employee began to receive the salary designated for the position. All other benefits to which an employee is entitled under the terms of this MOU shall continue and no additional benefits will be provided to employees temporarily assigned to a higher class. The employee will have the right to refuse higher classification assignments.

When the temporary assignment ends, merit hours completed during the temporary assignment to the higher class will be applied to the primary assignment for purposes of determining step placement and eligibility for subsequent merit increases.

7.23 Subsequent Reassignment

An employee subsequently reassigned after the completion of the one hundred and twenty (120) hour training period in Section 7.22 will immediately receive the salary provided in Section 7.22 above.

7.24 Salary Upon Disciplinary Reduction In Pay

No disciplinary reduction in salary step(s) shall exceed five percent (5%) over a time period of one thousand and forty hours (1,040) and shall not result in a step placement less than the minimum for the class. A reduction in compensation shall apply only to regular hours worked and hours treated as hours worked, which currently includes paid administrative leave, jury duty leave, military leave and compassionate leave. The rate reduction excludes premiums, overtime, vacation and compensatory time accruals and usage, and vacation, sick and compensatory time pay off. Employees may appeal to the Civil Service Commission from an order reduction in compensation pursuant to the Rules of the Civil Service Commission.

7.25 Comparison Agencies

Unless mutually agreed to, all classifications within bargaining units 40, 41, 30, and 70 shall utilize the following for comparable agency purposes:

Alameda County, Contra Costa County, Marin County, Napa County, Sacramento County, San Mateo County, San Luis Obispo County, Santa Clara County, Santa Cruz County, Solano County, and the City of Santa Rosa shall be included as comparable agencies.

For purposes of understanding market data in applicable classification studies, top-step salary of comparable job classifications within the composite list of eleven agencies will be determine, then the two agencies showing the highest and lowest top-step salary will be removed from the calculation. At least four match classes must exist in order to conclude there is sufficient market data.

ARTICLE 8: SPECIAL COMPENSATION BENEFITS

8.1 Special Compensation Premium Pays

Premium pays provided herein will not be added to an employee's base hourly rate for computing overtime or any other differential, premium pay, or any other specialty pay unless specifically provided for herein or as required by law.

8.2 Specialist Premiums

The County will provide specialist premium compensation to employees whom the Department Head assigns to a specialized unit of duty from among those assignments listed below. The specialist premium compensation shall be in lieu of any other payment for hazard pay and for any other payment for any and all hours of overtime worked while attending or participating in mandatory training in such specialty, except as otherwise required by law. Employees assigned to a specialist assignment will receive the specific premium identified for that assignment as an addition to the employee's base hourly rate, according to the levels listed below and shall only be paid for hours worked except where specified. An employee in a unit who is assigned to more than one specialty assignment shall receive the combination of the different premium pays up to and including a total of ten percent (10.0%) above the base hourly rate. Specialist premium pay shall be compensated according to the assignments shown below:

<u>ASSIGNMENTS</u>	<u>AMOUNT</u>
CLASSIFICATION/DETENTION ALTERNATIVES	
OFFICER, DEPUTY or SERGEANT	5.0%
CRISIS NEGOTIATION OFFICER/SERGEANT	5.0%
SERT	5.0%
DISPATCH TRAINING OFFICER	5.0%
FACILITIES TRAINING OFFICER (FTO)	5.0%
FTO PROGRAM SERGEANT	5.0%
GRIEVANCE/DISCIPLINE OFFICER	5.0%
INMATE PROG. SERVICES OFFICER/SERGEANT	5.0%
PROBATION TRAINING COORDINATOR	5.0%
FIREARM INSTRUCTOR (All Departments)	5.0%
FIELD TRAINING OFFICER (All Departments)	5.0%
DEFENSIVE TACTICS INSTRUCTOR (All Depts)	5.0%

PERSONNEL/BACKGROUND INVESTIGATOR (All

Departments) 5.0%

I. A. INVESTIGATOR 5.0%

DETENTION K-9 DEPUTY 2.5%

Effective with adoption of this revised Section, Gang Task Force specialty pay will no longer be provided. Members receiving the premium at the time the revised Section is adopted will continue to receive the premium until the assignment ends, or through January 6, 2014, whichever comes first.

8.3 Specialty Assignment Trial Period

An employee assigned to a specialty assignment covered by Article 8.2 shall serve an initial six (6) consecutive months trial period in the specialty assignment effective from the date the employee was put in the assignment during which he or she may be removed from the assignment in the department heads sole discretion. Reassignment of an employee from a specialty assignment prior to the end of the sixth month of such assignment does not require a statement of cause or showing of cause under the rules of the Civil Service Commission.

8.4 Specialty Assignment Guarantee Period

Once an employee in a specialty assignment has served the six (6) month trial period, the employee shall be entitled to a guarantee period which shall last for an additional thirty (30) months. The department head may remove the employee involuntarily from the specialty assignment during the guarantee period for cause as state in rule 10 of the Civil Service Rules, or for reasons under Rule 11 of those rules relating to position allocation reductions. In the event an employee voluntarily transfers from a specialty assignment, any entitlement to a guarantee period is forfeited.

When the department requires temporary assignments, due to situational conditions, to specialty classifications the employee temporarily assigned shall not be covered by the guarantee provisions of this article. During such temporary assignments the employee will be compensated at the premium rate listed in Article 8.2.

Temporary Facilities Training officer assignment will be for a minimum of three (3) months, such assignment may be extended at the discretion of the Sheriff's Department. Any subsequent reassignment to Temporary Facilities Training officer will result in a new three (3) month guarantee.

8.5 Specialty Assignment Continuation

The department head may retain an employee in a specialty assignment beyond the guarantee period and may reassign the employee from the specialty assignment after the guarantee period in his/her sole discretion. Reassignment of an employee beyond the guarantee period does not require a statement of cause or showing of cause under the rules of the Civil Service commission.

8.6 POST Premiums

Each employee in an eligible job classification who has been awarded a valid intermediate or advanced certificate issued by the California Commission on Peace Officer's Standards and Training (POST) shall be eligible for POST Premium compensation upon presentation of said certificate to the County. Each eligible employee who has been awarded a valid intermediate certificate shall receive two and one half percent (2.5%) of employee's base hourly rate for all compensation purposes, including overtime, and retirement. Each eligible employee who has been awarded a valid advanced certificate shall receive five percent (5%) of employee's base hourly rate for all compensation purposes, including overtime and retirement.

The payments set forth in this Section 8.6 shall become effective at the beginning of the first full pay period following date of eligibility or application for the specified POST premium, whichever date is later. No employee shall receive POST Premium compensation for a valid intermediate or advanced certificate issued by POST if such a certificate is required by the minimum qualifications of the employee's class or position.

Job classifications eligible to receive the POST premium are: District Attorney Investigator I/II, Sr. District Attorney Investigator, Welfare Fraud Investigator I/II, and Sr. Welfare Fraud Investigator.

8.7 Park Ranger I/II – Premium Assignment And Housing

8.7.1 Park Ranger I/II – Assignment And Transfer

The Regional Parks Department maintains the right to assign and transfer an employee to a specific reporting location. If a transfer is at the direction of the department, the employee will be given at least seven (7) days notification. At least thirty (30) days notification shall be given of any transfer directed by the department that exceeds twenty-five (25) miles or requires the employee to relocate his/her permanent residence. Employees transferred at the direction of the department over twenty-five (25) miles, or who are required to relocate their permanent residence shall also be entitled to up to three (3) days of paid moving leave, and reimbursement for moving expenses of up to \$300 for rental of truck or trailers upon submitting receipts for approval to the Director of Regional Parks.

8.7.2 Park Ranger I/II – Housing

Any employee in the class of Park Ranger I/II may be assigned to live in County-provided housing. Consideration in assignment to housing within each ranger area will be given to rank in the following order by earliest hire date: 1) Rangers, 2) Park Maintenance Workers, and 3) Aquatic Specialist.

8.7.3 Park Ranger I/II – Maintenance Fees

Once a Housing License Agreement is signed by a Park Ranger residing on County property, it shall be a condition of employment. No rent is charged. The employee granted a license to utilize the assigned housing will be charged an individual maintenance cost based upon the cost of providing utilities and normal maintenance upkeep of the residence structure. The Board of Supervisors shall set the maintenance fee, subject to the provisions of this Section (8.7.3), and this fee shall be deducted from the employee's paycheck. Maintenance fees will not, in any case, exceed fifteen percent (15%) of the salary of each licensed employee based upon the base hourly rate of the employee. Each licensed employee shall be responsible for any possessory interest tax levied against him or her. Maintenance fees may be increased by the County with each adjustment being a percentage amount not exceeding the percentage amount of the cost-of-living salary adjustment, excluding equity adjustments, in the preceding fiscal year under this Memorandum.

8.7.4 Park Ranger I/II – Special Provisions

The reasonable cost of the housing shall not be added to the employee's base hourly rate in Computing the employee's regular rate of pay. In addition, no Standby or Callback will be paid to Park Ranger tenants, except that off-shift work including emergency responses, will be counted toward hours worked for the purpose of computing overtime. Park Ranger tenants shall maintain and submit a log identifying off-shift work and time spent performing this work in the regular work period in which overtime is claimed.

8.7.5 North Coast Assignment Premium

Any employee in the class of Park Ranger I or Park Ranger II who is permanently assigned to the North Coast reporting locations for Stillwater Cove and Gualala shall receive a ten percent (10%) premium for all hours actually worked.

12.4.4 Canine Handler Compensation

The County and SCLEA estimate that the time canine handlers spend in all aspects of the care, feeding, and exercise, transport to/from work, and maintenance of their canines on a bi-weekly bases to be seven hours. The parties further agree that any time spent in excess of such time is not reasonable necessary and is unauthorized. The parties stipulate that the pay rate for the performance of such work shall be \$11.12 per hour. Accordingly, the full compensation due to a member for the performance of their canine responsibilities, is \$116.77 bi-weekly (seven hours paid at over time rate, monthly equivalent \$253.00).

8.8 Title IV E – Part time – Masters Of Social Work (MSW) In Public Child Welfare – Internship

For the term of this agreement only, the County will establish a pilot program for current employees of the Human Services Department who have been accepted into an accredited MSW Program with an emphasis in Public Child Welfare, approved by the Human Services Department.

The employee selected for the internship program would remain in their base classification and pay rate and would be allowed time away from their regular responsibilities up to sixteen (16) hours per week for completing their required field placement work which would take place at the County of Sonoma's Human Service Department.

The County and Association agree that the internship hours that occur during regular working hours (16 hours per week), are compensable hours. All other hours required of the Title IVE program are not compensable work hours.

This program is strictly voluntary and the internship duties do not directly relate to the employee's base classification. Completion of coursework related to the MSW and homework is not part of the program and would be completed outside the employee's regular work hours.

Section 8.10 is not grievable or arbitrable under Article 30 of this MOU.

8.9 Title IVE – Full Time Masters Of Social Work (MSW) In Public Child Welfare – Education Leave

8.9.1 Education Leave (MSW) – Health Benefit Continuation

Notwithstanding the provisions of Section 18.6, employees in the Human Services Department who are authorized a Leave of Absence to attend graduate school under the IV-E Training Program, to obtain a Masters of Social Work in Public Child Welfare (MSW), shall be entitled to continue the County Health Benefit insurance program during the education leave. The County shall continue to make its normal health benefit contribution for the employee as provided under Section 18.2.3 (County Contribution toward Active Employee Medical Benefits). The employee shall make appropriate payments acceptable to the Auditor-Controller-Treasurer-Tax Collector to continue his/her portion of the premium during the leave.

8.9.2 Education Leave (MSW) – Employee Requirements

Each employee shall comply with all requirements of the Department in applying for the educational leave. The employee shall agree and contract with the County, that upon return from leave, he/she will continue working for the County for a minimum of one (1) year for each year of approved education leave. If, for any reason, the employee is not able to satisfy the agreement, then the employee shall repay the County for the total cost of

the County's contribution for the continuance of the health insurance benefit during the approved period. The County Department of Human Services may waive the pay back requirement under this Section.

8.9.3 Education Leave (MSW) – Non-Grievability

Section 8.11 is not grievable or arbitrable under Article 30 of this MOU.

8.10 Helicopter Training Premium

Any County Helicopter Pilot FAA certified as a trainer shall receive a five percent (5%) premium to his/her base salary for all actual hours worked spent training other County Helicopter Pilots during their first year of employment. The premium will not be paid for hours not spent training other County Helicopter Pilots.

ARTICLE 14 – HOURS AND OVERTIME

14.1 Application

This Article is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payments. Hours specified under Section 14.2, Types of Employment, indicate a commitment by the County to the normal maximum hours each employee is to be regularly scheduled, as long as there is sufficient work.

14.2 Types Of Employment

Full Time: An allocated position which is regularly scheduled for eighty (80) hours of work in a bi-weekly pay period.

Part Time: An allocated position which is regularly scheduled for less than eighty (80) hours of work in a bi-weekly pay period.

Extra Help: A non-allocated assignment of duties which is defined in the Civil Service Rules.

14.3 Work Schedules

The County reserves the right to establish and modify work schedules consistent with this Memorandum.

14.4 Flex-Time Schedule

The County reserves the right to utilize a flex-time schedule. Employees assigned to a flex-time schedule will be eligible for overtime only when the hours worked exceed eighty (80) in a pay period or as otherwise required by law. The County reserves the right to discontinue the flex-time schedule and reassign an employee to a normal daily work schedule based on the operational needs of the department.

14.5 Posting Of Work Schedules

For the convenience of employees, work schedules will be posted in advance.

14.6 Work Schedule Change

The County reserves the right to establish and modify individual work schedules. Except in cases where emergency operations require less notice, a notice of change in an individual's work schedule arising from other than transfer or promotion shall be given to the affected employee not less than seven (7) calendar days prior to the effective date of the schedule change. Failure to give the seven (7) day notice to a full-time employee shall entitle the affected employee to overtime compensation for all hours actually worked on the new schedule until seven (7) calendar days notice is given. If any full-time employee has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base rate, not at overtime, except as otherwise required by law. Part-time employees shall not be paid overtime for changes in schedule unless it results in an employee working over a normal work shift (8 or 10 or more hours) in a regular work day or over eighty (80) hours in a pay period. The term "emergency operations" shall be construed to mean the performance of County functions or services necessary, in the opinion of the County, to protect or preserve the lives, safety, health, or property of the County or the public it serves, but "emergency operations" shall not be construed to mean situations where the County knew in advance of non-emergency situations and could have reasonably planned for any work schedule change necessary to adequately cope with the situation.

14.7 Statutory Overtime For The Non-Exempt Employee

Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is overtime that is required by law. Currently, for the *non-sworn, non-exempt employee* it is defined as all hours worked in excess of forty (40) hours in a regular 7-day work period. Statutory overtime for the *sworn, non-exempt employee* is defined as all hours worked in excess of eighty-six (86) hours in a 14-day work period (which currently coincides with the pay period).

14.8 Non-Statutory Overtime

Non-statutory overtime for the *non-sworn, non-exempt employee* is defined as hours in paid status, except sick leave, in excess of forty (40) hours in a 7-day work period. For the *sworn, non-exempt employee* and for the *exempt employee*, non-statutory overtime is defined as hours in paid status, except sick leave, in excess of eighty (80) in a regular 14-day work period. Non-statutory overtime for all employees is also defined as hours in paid status, except sick leave, in excess of the normal full-time daily work shift established by the department head or any other circumstance except Section 14.6 where overtime pay is provided in this Memorandum.

Non-statutory overtime, as described above, will include sick leave hours for employees subject to mandatory overtime in excess of 20 hours per month, including block training, for two consecutive months prior to activation of this rule. For purposes of this section, "mandatory overtime" refers to a monthly administratively established number of hours for which employees are required to sign up.

In the event an Emergency schedule change results in mandatory overtime falling below 20 hours (including block training), inclusion of sick leave in the non-statutory overtime calculation will be subject to meet and confer.

14.9 Assignment Of Overtime

A department head may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works. No employee shall work overtime unless authorized by the employee's designated supervisor.

14.10 Overtime Earned

Overtime shall be earned at the rate of one and one half (1-1/2) hours for each one (1) hour of overtime worked.

14.11 Overtime Compensation

- a Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off. Non-exempt employees shall first be compensated for statutory overtime in cash at the employee's regular rate of pay. Additional overtime earned by the non-exempt employee shall be compensated either in cash at the employee's base hourly rate or as compensatory time off. The employee assigned to overtime shall make a choice whether to be compensated in cash or in compensatory time until a maximum of forty (40) hours of compensatory time have been accrued. The department head in each County department has the right to specify how an employee will be compensated for overtime after (40) hours of compensatory time have been accumulated and until a maximum of ~~eighty one hundred and twenty (80120)~~ eighty one hundred and twenty (80120) hours of compensatory time have been accumulated. When ~~eighty one hundred and twenty (80120)~~ eighty one hundred and twenty (80120) hours of compensatory time are accumulated, the department will compensate the employee in cash for any additional overtime worked.
- b Notwithstanding the language in Section 14.11.a above, the department head may require overtime worked to relieve compensatory time off to be paid in cash.

14.12 Approval For Compensatory Time Off

No employee shall take compensatory time off without prior approval of the employee's department head. The department head shall attempt to schedule such time off at the time agreeable to the employee.

14.13 Requests For Compensatory Time Payments

Each employee may request payment for any or all of the employee's current balance of compensatory time off with the employee's normal pay for any pay period.

14.14 Compensatory Time Payment At Separation

Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation.

14.15 Half-Time Pay Provision

If overtime compensation causes an employee's total regular hours in a pay period to be less than the employee's ongoing schedule then the overtime hours shall be compensated at straight time and the employee shall receive half-time compensation at the base hourly rate in cash or in compensatory time off, in accordance with Section 14.11.

14.16 Overtime Not Cumulative

Overtime eligibility provisions are not cumulative. An employee shall not be entitled to multiple overtime compensation even though more than one overtime condition in this Memorandum may apply.

14.17 Non-Applicability Of FLSA

In the event FLSA is rendered inapplicable to the County, either by legislative or judicial action, then the County shall, from the effective date of such action, consider all overtime as non-statutory and assign all employees to a fourteen-day (14) regular work period.

14.18 Shift Bidding – Detention

- a The County will maintain the existing shift bidding policy during the term of this agreement. Association grievances concerning the interpretation, application or alleged violation of Section 14.18.a. are subject to the grievance procedure under Article 30 of this MOU.
- b Any individual grievance concerning the interpretation, application or alleged violation of the shift bidding policy shall be subject only to the Departmental Grievance Procedure as set forth in this MOU; and any such individual grievance is hereby expressly excluded from the Grievance Procedure as set forth in Article 30 of this MOU.

ARTICLE 18 – HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES

18.1 Active Employee Health Plans

An eligible employee and eligible dependent(s) (as defined below), are allowed only to enroll either as a single subscriber in a County offered medical, dental, vision plan and/or dependent life insurance, or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one County offered health plan).

An eligible employee is:

A County of Sonoma probationary or regular full-time or probationary or regular part-time employee (refer to Section 18.2.6 regarding plans offered and pro-ration of benefits for part-time employees).

An eligible dependent is (as defined in each plan document/summary plan description):

Either the employee's spouse or domestic partner; or

- A child based on your plan's age limits or a disabled dependent child regardless of age.

18.2 Participation In County Offered Health (Medical, Dental, Vision, Life Insurance) Plans

Election to participate in a County offered health plan will take place within the first 31 days following date of appointment to permanently allocated position of .49 FTE or greater or it shall be made during an annual open-enrollment period. Enrollment in vision and basic life insurance is automatic. Mid-year enrollment can only be permitted as allowed by IRS Section 125 or as required by HIPAA or other applicable regulations.

The effective date of benefits will be the first of the month following date of initial eligibility.

Health plan coverage will be paid on bi-monthly basis (24 payments per year).

18.2.1 County Offered Medical Plans

The County will offer at least one HMO plan and one plan permitting out-of-network provider coverage. No changes to existing medical plans will be made without completion of meet and confer with the bargaining units. The benefit provisions, co-payments and deductibles of each plan are outlined in the Summary Plan Description or Evidence of Coverage.

Specific reference to a vendor does not obligate the County to continue to offer a medical plan offered by a specific vendor. The County may change health insurance carrier(s) and/or network provider(s), provided the plan design(s) are substantially equivalent.

18.2.2 County Contribution Toward Active Employee Medical Benefits

~~a. The County shall continue to contribute a flat dollar amount not to exceed \$229.98 per pay period (\$500 per month) toward the cost of any County offered medical plans for any eligible full time regular employee and their eligible dependent(s). The County shall contribute to part time eligible employees on a pro-rated basis, in accordance with Section 18.2.6. This is the full and total contribution amount the County will contribute toward medical benefits for active regular and part time employees and their dependent(s), through the pay period ending June 20, 2016.~~

~~b. Effective the pay period beginning June-September 2111, 2016-2018 for coverage beginning July-October 13, 2016-2018, the County shall contribute up to a maximum of the following amounts based on level of coverage for employees enrolled in County-offered medical coverage for any eligible full-time regular employee and their eligible dependent(s). The amounts listed below shall include the conversion of the current County HRA contributions for active employees in Section 18.11 to medical contributions.~~

Employee Only monthly	\$557-629 per month, \$278314.50 semi-monthly
Employee plus one semi-monthly	\$1,1131.257 per month, \$556.50628.50
Family monthly	\$1,5751.779 per month, \$787889.50 semi-monthly

~~This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).~~

~~The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.6.~~

~~e. Effective the pay period beginning May 23, 2017 for coverage beginning June 1, 2017, the County shall contribute up to a maximum of the following amounts based on level of coverage for employees enrolled in County-offered medical coverage for any eligible full time regular employee and their eligible dependent(s).~~

Employee Only	\$580 per month, \$290 semi-monthly
Employee plus one	\$1,158 per month, \$579 semi-monthly

Family _____ \$1,638 per month, \$819 semi-monthly

~~This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).~~

~~The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.6.~~

18.2.3 Dental Benefits

The County offers dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). Benefit provisions, co-payments and deductibles are outlined in the Summary Plan Description or Evidence of Coverage. ~~2016 plan year enhancement will be effective July 1, 2016.~~

The employee contribution shall be \$13.04 bi-monthly (\$26.08 per month). The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.6.

Effective the pay date of October 3, 2018, and continuing beyond the term of this MOU extension, the employee contribution shall be suspended, resuming October 1, 2020. The suspension of the employee contribution is contingent on Union ratification of the successor MOU and approval by the Sonoma County Board of Supervisors on or before September 25, 2018.

18.2.4 Vision Benefits

The County provides vision benefits to full-time active employees and their dependent(s), and computer vision care benefits to full-time active employees, with no employee contribution.

Part-time employees will automatically be enrolled in the vision benefit and the County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 18.2.8. Benefit provisions, co-payments and deductibles are outlined in the Summary Plan Description or Evidence of Coverage. ~~2016 plan year enhancement will be effective July 1, 2016.~~

18.2.5 Life Insurance

The County provides a basic term-life insurance plan for an allocated full-time equivalent position of sixty (60) hours or more (.75 FTE or more) with no employee contribution. Effective May 24, 2016, the life insurance coverage amount will be an amount equal to one (1) times the employee's base salary. Enrollment in basic life insurance is automatic, based on eligibility. Part-time employees who are regularly scheduled to work less than sixty (60) hours per pay period may purchase coverage through payroll deduction.

Each eligible and enrolled employee may purchase through payroll deduction dependent coverage of \$5,000 for each eligible dependent. Benefit provisions are outlined in the Summary Plan Description or Evidence of Coverage.

Eligible employees may purchase additional life insurance coverage for themselves at their own expense upon initial eligibility or during the annual open enrollment periods specified in Section 18.2. Effective the first pay period following a special enrollment (June 21, 2016), the employee may purchase supplemental coverage in increments of \$10,000, not to exceed the maximum of \$500,000 which includes the County paid basic term life insurance plan and supplemental coverage purchased by the employee, in accordance with the insurance carrier's policy. Members will be responsible for paying any increased cost for the benefits.

Participating employees and the County will be required to follow the insurance company's contracted requirements with respect to maximum amounts and the necessity for evidence of insurability in order to be eligible to receive the benefit as may be amended from time to time and may be based on actual participation by County employees in the program. An employee enrolled in supplemental coverage who moves from one age bracket to the next higher bracket will have to pay the rate of the higher age bracket beginning the January of the year in which the employee moves to the higher age bracket.

Effective June 21, 2016 members enrolled in supplemental coverage who make no changes to their supplemental coverage during open enrollment will automatically have their supplemental coverage amount adjusted to the nearest, lower, multiple of \$10,000 below current coverage. Members will be responsible for paying any increased cost for the benefits.

18.2.6 Part-Time Employee – Health Benefits

Part-time employees in allocated positions of thirty-two (32) hours or more biweekly (.40 FTE minimum) shall be eligible to participate in the County's medical, dental and vision plans and the County's contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of paid status hours in the pay period, excluding overtime.

18.3 Employee Assistance Program

The County provides an enhanced Employee Assistance Program (EAP) for law enforcement employees.

18.4 Long-Term Disability (LTD)

18.4.1 Full-Time Employee Coverage

The Association has elected to purchase Long-Term Disability benefits offered through PORAC as a part of Association membership. This coverage is available only to full-time employees. Coverage for full-time employees is mandatory, based upon provider's policy, and premiums will be paid by the employees through a payroll deduction on the first payroll of each month. An amount equivalent to the premium will be paid to the employee, up to \$24.50 per month.

Should the bargaining unit elect for higher coverage than is currently offered, the higher coverage level will be mandatory for all full time bargaining unit members, and the employees will be responsible for any increase in premiums above \$24.50 per month.

The insurance provider will be required to supply the County information on benefits paid to employees. Sick leave accruals may be used to supplement Long-Term Disability benefits according to the plan document.

The Association will provide to the Human Resources Department a monthly list of applicants and recipients, including a list of approvals and denials, and a copy of any changes to the LTD policy as the changes occur. In addition, any separately purchased plan by the Association, shall comply with the County's Transitional Duty Policy, including a requirement that benefits shall cease should an employee refuse a transitional duty assignment.

18.4.2 Claims Disputes Over LTD – Full-Time Employees

PORAC Plan: Employees shall utilize the appeal procedures in the PORAC plan for any dispute regarding claims under the plan described in Section 18.4.1.

18.4.3 Part-Time Employee Coverage

Because the Long-Term Disability benefit plan described in Section 18.4.1 is not available to part-time employees, the County shall provide and pay the premium for a Long-Term Disability (LTD) benefit as described in the applicable County plan document for part-time employees (0.4 FTE minimum) who meet the Plan eligibility requirements. The Plan document can be found at:

<http://hr.sonoma-county.org/content.aspx?sid=1024&id=1509>.

Benefit eligibility begins after 60 calendar days of disability. The benefit waiting period is the longer of 60 days, or the period the employee elects to receive paid leave. Employees eligible to received LTD benefits pursuant to this Section 18.4.3 are not required to exhaust sick leave before receiving

LTD benefits, but an employee who chooses to use sick leave or other paid leave after the 60th day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as, short-term disability benefits, social security and social security disability benefits, etc.

18.4.4 Long-Term Disability Claims Dispute – Part-Time Employees

The Provider claims dispute process for LTD benefits provided pursuant to Section 18.4.3 is described in the Summary Plan Description or Evidence of Coverage Document. The County Human Resources Risk Management Division will assist employees with claims dispute processing. Related to the County's outside LTD provider.

18.5 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system and may not be the subject of a grievance through this Memorandum.

18.5.1 Workers' Compensation Temporary Disability – Supplementing With Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular bi-weekly base salary as follows:

- All sick leave shall be taken until the remaining sick leave balance is forty (40) hours or less.
- Once the sick leave balance is forty (40) hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.
- Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

18.6 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in paid status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions. The employee must pay the total benefit

premiums if the employee desires to continue any coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in paid status to not less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will continue to pay its normal benefit contributions.

18.6.1 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per disability. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage through COBRA Continuation of Coverage and is responsible for making a timely election and paying COBRA premiums by the due date. Prior to the exhaustion of the thirteenth (13th) pay period, the County will provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Section (18.6.1) shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in paid status for at least fifty percent (50%) of the employee's allocated full time equivalent as specified in this Section 18.6.1 (Medical/Pregnancy Disability Leave). If the employee returns to medical or pregnancy disability leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's paid status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's thirteen (13) pay period Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to at least fifty percent (50%) allocated full time equivalent in paid status eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month.

18.6.2 Continuation Of Health Benefits Coverage

An employee, who is entitled to continued benefit coverage as specified in Section 18.6 (Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay and 18.6.1 Medical/Pregnancy Disability Leave) must

notify the Auditor-Controller-Treasurer-Tax Collector (ACTTC) no later than five (5) County business days after the first (1st) day of the leave of absence, of the employee's intent to continue insurance coverage. The employee must apply for a leave by completing a Leave of Absence Form.

If the Department authorizes the leave, the Department shall forward the completed Leave of Absence Form to the ACTTC's Office. To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's office no later than the last day of the pay period or the date specified in the notice. If the employee fails to pay the premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount due by the date specified in the reminder notice.

Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical, dental, vision, life insurance and Long-Term Disability coverage shall be terminated. Coverage will not be reinstated until the 1st of the month following return to paid status

18.6.2.1 Part-Time Employees – Health Benefits During Leave Of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans on a prorated basis, as defined in Section 18.2.8. For pay periods with no paid status hours, pro-ration shall be based on the employee's FTE. Part-time employees shall be entitled to participate in Long-Term Disability as specified in Section 18.4 (Long-Term Disability).

18.7 COBRA

The County provides continuation of health benefits at group rates plus two percent (2%) as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revisions where applicable.

18.8 Salary Enhancement Plans

IRS Section 414(h)

All employees who belong to the retirement system shall have their wages adjusted according to Section 414(h)(2) of the Internal Revenue Code which has the effect of deferring Federal and State income taxes on the employee's retirement contributions.

IRS Section 125

Premium Conversion

The County shall continue under IRS Code Section 125, to administer a Health Care Premium Conversion Plan that allows eligible employees to make their required contributions towards health premiums with pre-tax dollars through payroll deduction. The County will make no contribution to this plan, however, it will bear the cost of administering this benefit.

Health Flexible Spending Account

The County provides a Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of employee's qualified medical expenses not reimbursed by the employee's health insurance plan and will be provided to the maximum amount stipulated in the Plan and consistent with the law.

Dependent Care Assistance Program

The County provides a Dependent Care Assistance Program subject to the limitations and maximums as stipulated under law.

All of these plans will be administered by the County in accordance with applicable Federal and State laws as amended and, as such, will not be grievable or arbitrable.

18.9 Plan Documents And Other Controlling Documents

While mention may be made herein of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under County offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the County. The County will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits, benefits administration, or network management. Summary Plan Descriptions and evidence of coverages are available on-line at the following location:

http://hr.sonoma-county.org/documents/open_enrollment_2010-2011/2010-2011_employee_health_welfare_benefits.pdf

18.10 Health And Welfare Benefits Health Care Reform Compliance Reopener

The County and the Association agree to a reopener to make necessary changes to health and welfare benefit eligibility and/or coverage options as required by the Patient Protection and Affordable Health Care Act (PPACA), commonly referred to as Health Care reform, or as required by similar subsequent statutes or regulations implemented during the term of this agreement.

18.11 Effective June 21, 2016, ~~in conjunction with the increased~~ County ~~ceased~~ contributions toward ~~premiums for medical coverage,~~ the Health Reimbursement

Arrangement (HRA) contributions under this Section 18.11 ~~will cease~~. Members will be able to access accumulated funds by submitting eligible expenses for reimbursement, but may not use HRA funds to offset premium costs for County medical coverage.

~~Between December 2, 2015 and June 20, 2016 in accordance with the 2013-2015 MOU, all eligible full and part time employees as defined in Article 3, Section 3.2, enrolled in a County sponsored medical plan received a contribution into a Health Reimbursement Arrangement (HRA) and could participate in the HRA plan based on County medical plan enrollment as described herein. Eligible employees who waived medical coverage were not enrolled in a County sponsored medical plan did not receive a contribution into the HRA.~~

~~County contributions pursuant to this~~ Remaining balances in the active HRA article will continue to be available to Plan participants for reimbursement of eligible medical care expenses as incurred by an eligible employee/retiree or dependent(s) as defined under Internal Revenue Code Sections 105 and 106.

HRA contributions made pursuant to this article are separate and apart from HRA contributions and benefit eligibility criteria for Retiree Medical for employees hired on or after January 1, 2009 pursuant to Article 19, Section 19.5.

The County of Sonoma has established an Active Health Reimbursement Arrangement (HRA) Plan Document which outlines the eligibility provisions of this plan pursuant to current IRS regulations and the County makes no representations or warranties in regard to the tax treatment of the HRA, including whether any portion of the HRA is taxable by the Internal Revenue Service or the Franchise Tax Board.

ARTICLE 20: HOLIDAYS

20.1 Holidays — Paid

The County shall provide full-time and part-time County employees the following paid holidays provided that the employee is in paid status on the employee's regularly scheduled workdays before and after the holiday.

- (1) New Year's Day, January 1*
- (2) Martin Luther King's Birthday, the third Monday in January
- (3) Lincoln's Birthday, February 12 *
- (4) The 3rd Monday in February
- (5) Caesar Chavez Day, March 31*
- ~~(5)~~ The last Monday in May

- (67) Independence Day, July 4th*
- (78) Labor Day, the first Monday in September
- (89) Veteran's Day, November 11th*
- (910) Thanksgiving Day, as designated by the President
- (1011) The day following Thanksgiving Day
- (1112) Christmas Day, December 25*
- (12) (13) _____ Each day formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, thanksgiving or special observance.

*Date Specific Holidays

20.2 Holidays – Day Observed

If a date-specific holiday listed in Section 20.1 falls on a Saturday, the preceding Friday shall be the County observed holiday. If a date specific holiday listed in Section 20.1 falls on a Sunday, the following Monday shall be the County observed holiday. All other date-specific holidays listed in Section 20.1 shall be observed on the date specified in Section 20.1.

20.2.1 Elimination Of Former Section 20.3: Holidays – Floating

~~The parties agree that the elimination of Section 20.3 of this Article 20 will be implemented effective upon approval of the SCLEA MOU by the Board of Supervisors.~~

~~Hours accrued prior to the elimination of former section covering Holidays – Floating Holiday will remain in the employee's Compensatory Bank. Such compensatory time may be taken off on a day mutually agreeable to the employee and the county or paid per Article 14.13 – Requests for Compensatory Time Payments.~~

Each regular, full-time employee will be granted eight floating holiday hours effective the first pay period of each year. The employee must be in paid status on the employee's regularly scheduled workdays before and after using the floating holiday. The timing of the employee's use of the floating holiday shall be subject to advance approval of the Department Head or designee. The floating holiday hours must be taken before the last full pay period of the year, and will not be carried over into the next year. Further, there will be no cash out of floating holiday hours. Floating holiday hours must be taken in no less than 1/10 of an hour increments. Each part-time employee shall be entitled to a prorated number of hours based on allocated FTE at the time of the annual allocation.

20.3 Holidays – Compensation For

A full-time employee whose assigned work schedule does not include either the date specific holiday or the observed holiday, shall elect to receive eight (8) hours of compensatory time or eight (8) hours holiday paid at their base hourly rate. The election to receive eight (8) hours holiday paid will not increase paid status hours for the purposes of overtime in Article 14 Hours and Overtime.

All other full-time employees whose regular assigned work schedule includes the date specific holiday or the observed holiday shall receive their regular eight (8) hours pay at their base hourly rate of pay.

20.4 Holidays – Compensation For –Day Worked

An employee who actually works on either the scheduled holiday or the observed holiday shall be entitled to overtime compensation for the hours actually worked. An employee who works on both the scheduled holiday and the observed holiday shall elect which day shall be at overtime. However, only one (1) day shall be at overtime.

20.5 Holidays – Part-Time Employees

Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour regularly scheduled to be worked based on the employee's ongoing work schedule. If the employee's total hours in paid status (excluding the holiday benefit) *exceed* the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to one-tenth (1/10) of an hour for each hour in paid status (excluding the holiday benefit).

20.6 Holiday Pay Maximum

Holiday pay shall not exceed eight (8) hours for each holiday.

20.7 Holidays – Compensation – Employees On Leave Without Pay

An employee on leave without pay who has paid leave remaining (including vacation, sick leave or compensatory time), shall not be permitted to use that paid leave to demonstrate that the employee was in paid status on the employee's regular scheduled workdays before and after the holiday as required by Section 20.1.

ARTICLE 22: SICK LEAVE AND FAMILY LEAVE

22.1 Sick Leave Accrual

Each full-time employee shall accrue and accumulate sick leave at the rate of 3.680 in-service hours for each completed eighty-hour (80) pay period of service. In-service hours include all hours in paid status, excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees shall be eligible to receive sick leave on a prorated basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees.

When an employee separates from County employment, and returns to County employment within one year from the separation date, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the accrued leave was not otherwise used, paid out, converted to Extra Help sick leave, or converted to service credit. If the termination date is in the middle of the pay period, end of pay period date will apply.

22.2 Sick Leave Use

Earned sick leave credits may, with the approval of the department head, be used by the employee, as outlined below:

22.2.1 Sick Leave Use – Non-FMLA/CFRA/PDL Leave:

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- a. Employee Illness: During the employee's own incapacity due to illness or injury.
- b. Employee Treatment or Examination: During the time needed by the employee to undergo medical or dental treatment or examination.
- c. For Care of a Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section 22.2.1, "family member" is defined as a:
 1. Child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 2. Parent (defined as a biological, foster, or adoptive parent, step parent, or other person who stood in place of a parent to the employee or the employee's spouse or domestic partner when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child.)
 3. Employee's spouse or registered domestic partner, as defined in Appendix E of the MOU;
 4. Grandparent, grandchild, or sibling of the employee or the employee's spouse or registered domestic partner, as defined in Appendix E of the MOU.

Sick leave use for family members listed in this section 22.2.1(c) shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships. "Occurrence" means per illness or related incidents. The 48 hours do not have to be consecutive.

California "Kin Care" (Labor Code 233) provides that an employee may use an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in a six month period, and may be used in the same manner as other sick leave as described in this section 22.2.1. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

- a. Domestic Violence, Sexual Assault, or Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation. Documentation may be required for approval of use of sick leave under this provision, pursuant to section 22.3.1 Documentation Requirements.

22.2.2 Sick Leave Use - FMLA/CFRA/PDL Qualifying Leave

In accordance with The Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick leave credits may, with the approval of the Department Head, be used by an employee as follows:

- a. Employee Illness: During the employee's own incapacity due to illness or injury.
- b. Employee Treatment or Examination: During the time needed by the employee to undergo medical or dental treatment or examination.
- c. Disabled by Pregnancy: When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider, she is unable because of pregnancy to work at all or is unable to perform any one or more of the essential functions of her job or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- d. Care of Family Member: When a child, stepchild, spouse or spouse's parent, or domestic partner, being a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent, is incapacitated by illness or injury and it is necessary for the employee to care for such child, stepchild, spouse, parent of the employee or spouse, or domestic partner Child is defined as biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in place of a

parent, who is either under 18 years of age or an adult dependent child. An adult dependent child is an individual who is 18 years of age or older and who is incapable of self-care because of a mental or physical disability within the meaning of Government Code section 12926(j) and (l).

“Parent” for purposes of this section is defined as biological, foster, or adoptive parent, step parent, a legal guardian or other person who stood in place of a parent to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of a parent to the employee as a child.)

For FMLA/CFRA qualifying events to care for a covered family member incapacitated by injury or illness, employees are allowed to use up to 480 hours of accrued sick leave per eligible event, and not to exceed the number hours authorized by medical certification. CFRA bonding leave does not qualify for use of sick leave.

Information on FMLA/CFRA/PDL eligibility, documentation, and benefit and pay status is provided under Section 22.8 – Family Care and Medical Leave.

22.3 Sick Leave – Required Documentation

22.3.1 Annual Period:

The “annual period” is a calendar year. For new employees who begin mid-year, the annual period begins on the employee’s first day of work, restarts on January 1, and runs on a calendar year basis thereafter.

22.3.2 First Forty-Eight Hours:

The first 48 hours, or number of hours equal to 6 days of the employees regular schedule (whichever is greater), of accrued sick leave used by an employee in each an annual period will be applied to and subject to the provisions of the California paid sick leave laws. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law.

22.3.3 Subsequent Hours:

For use of accrued sick leave beyond the first 48 hours or number of hours equal to six (6) days in the annual period (consecutive or non-consecutive), as described above, a signed medical certification may be required. Reasonable medical certification of incapacity shall be required for sick leave use lasting more than forty-eight (48) consecutive work hours duration, and as required by law under CFRA eligible events.

22.3.4 Reasonable certification may be required, within a reasonable time after the

absence, when an unscheduled absence occurs to obtain relief if the employee is a victim of domestic violence, sexual assault, or stalking, in accordance with Section 12.2.1(d) of this Agreement. Such certification shall be treated as confidential. Certification may be provided directly to Human Resources and shall not be disclosed to any person except to the affected employee, or as provided by law.

22.3.5 FMLA/CFRA/PDL:

If use of accrued sick leave is for an FMLA, CFRA, or PDL qualifying event, medical certification is required, in accordance with the law, and as outlined in the Medical Leave Policy.

22.4 Sick Leave – Conversion At Regular Retirement

Each employee who separates from County service on regular, non-disability retirement shall convert one hundred percent (100%) of all unused sick leave remaining to each employee's credit, at the time of retirement, to retirement service credit as provided by Government Code Section 31641.03, excepting that Extra Help sick leave hours are not eligible for conversion to retirement service credit.

22.5 Sick Leave – Distribution At Death Or Layoff

The County shall pay each employee who separates from County service by death (non-duty related) or layoff, the monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit as of the time of separation, computed on the basis of the employee's base hourly pay. Extra Help sick leave hours are not eligible this provision.

22.6 Sick Leave – Distribution At Disability Retirement Or Duty Related Death

The County shall pay each employee separated from County service by a disability retirement or duty-related death shall be entitled to payment at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation or duty-related death. This Section shall not apply to an employee separated from County service by a service retirement. The County shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit. Extra Help sick leave hours are not eligible this provision.

22.7 Sick Leave – Payoff At Regular Retirement

For each employee who separates from County service on regular non-disability retirement, who reaches 100% of retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee's remaining unused sick leave to service credit under Section 22.4 (Sick Leave – Conversion at Regular Retirement), the County shall pay the employee the monetary equivalent of twenty-five percent (25%) of all unused sick leave retaining to such employee's credit at the time of separation, computed on the basis of the employee's base hourly rate of pay. Extra Help sick leave hours are not eligible this provision.

22.8 Family Care & Medical Leave

22.8.1 Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

22.8.2 FMLA/CFRA Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, a full-time or part-time employee must have been employed by the County for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

22.8.3 Family Care And Medical Leave Entitlement

Subject to the provisions of the this MOU, County policy, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one or more, of the following reasons:

- 22.8.3.1 The birth of a child and to care for the newborn child (FMLA and CFRA);
- 22.8.3.2 The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);
- 22.8.3.3 To care for the employee's child, parent, spouse, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent, or legal guardian. Parent does not include a parent-in-law under this provision .)
- 22.8.3.4 Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of pregnancy, childbirth, or related medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)
- 22.8.3.5 Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been

notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a “rolling” twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

22.8.4 Family Care And Medical Leave To Care For A Covered Servicemember With A Service Injury Or Illness

Subject to the provisions of this MOU, County policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. This 12 month period used under FMLA/CFRA to determine sick leave eligibility is separate from the “annual period” defined in 22.3.1)

22.8.4.1 An eligible employee’s entitlement under Section 22.8.4 is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness. The “single 12-month period” in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered servicemember.

22.8.4.2 During the “single 12-month period” described above, an eligible employee’s FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

22.8.5 Paid status And Benefits

22.8.5.1 Except as provided in this Article, the family care and medical leave will be unpaid. The County will, however, continue to provide County contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks on the same basis as coverage would have been provided had the employee not taken family care and medical leave. The employee will be required to continue to pay the employee’s share of premiums payments, if any.

22.8.5.2 Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 18.6.1 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 22.8 or Section 18.6.1 (Medical/Pregnancy Disability Leave) and the employee wishes

to continue benefit coverage, then Section 18.6.2 (Continuation of Health Benefits Coverage) applies.

22.8.6 Relationship Of Family Care And Medical Leave To Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 22.8.14 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

22.8.7 Relationship To Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

22.8.8 Notice To The County

22.8.8.1 The employee must provide written notice to the County as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonably known 30 calendar days before the leave, then as soon as reasonably practicable.

22.8.8.2 The written notice must inform the County of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

22.8.8.3 The employee shall consult with the County and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

22.8.9 Medical Certification

22.8.9.1 An employee's request for family care and medical leave to care for a child, a spouse, or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the County with recertification by the health care provider.

22.8.9.2 An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

22.8.9.3 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

22.8.9.4 Employees are required to use the medical certification forms available from the County Human Resources Department to meet the certification and recertification requirements of this section.

22.8.10 County's Response To Leave Request

It is the County's responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

22.8.11 Dual Parent Employment

Where both parents are County employees, allowable leave for the birth, adoption, or foster care placement of a child or the care of an employee's ill parent is limited to a total of twelve (12) work weeks in a 12-month period between the two employees. Their family care and medical leave entitlement is not limited or combined for any other qualifying purpose.

22.8.12 Employee's Status On Returning From Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

22.8.13 FMLA/CFRA Procedures, Definitions, And Forms

A description of the required process and procedures to follow for intermittent leave and reduced leave schedules, forms to use when requesting family care and medical leave, and applicable definitions are included in the County Medical Leave Policy and found on the County Human Resources Department website, and are available from the Human Resources Department.

22.8.14 Leaves Of Absence Without Pay Usage Reference Table

Employees will be required to use accrued paid leaves before a leave of absence without pay as shown in the following table:

MOU Section	Sick	Vacation	CTO	Comment
During the employee's own incapacity due to illness or injury.	Yes. You may keep 40 hrs.	No	No	
During the time needed by the employee, or for an employee's family member to undergo medical or dental treatment or examination.	Yes. You may keep 40 hrs.	No	No	
When a woman employee is disabled by pregnancy.	Yes. You may keep 40 hrs.	No	No	
When a family member is incapacitated by illness/injury and the employee must care for him/her, or for care, exam or treatment of a family member*.	Yes. You may keep 40 hrs.	Yes	Yes	You may keep 40 hours in any combination of Vacation & CTO
Non-sick FMLA/CFRA** qualifying event (e.g., child bonding leave)	No	No	No	
Approved undisclosed reason or extended vacation	No	No	No	

*In the event an employee is eligible to receive Paid Family Leave to care for the serious health condition of a family member or to bond with a new child, they will not be required to use sick, vacation or CTO time, while receiving that benefit.

**Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA)

This Section 22.8.14 shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The County may grant additional leave without pay under this Section (22.8.14) provided it is consistent with the applicable provisions of the Sonoma County Civil Service Rules, County leave policies, and other provisions of this memorandum.

22.9 Paid Parental Leave

22.8.1522.9.1 Eligibility

Effective 10/1/18, any permanent or probationary employee who has been continuously employed by the County for at least 12 months prior to the

start of the leave shall be eligible for Paid Parental Leave (PPL) to use within 12 months of the following events:

- Birth of a child of the employee, the employee's spouse, or the employee's domestic partner
- Placement of a child with the employee's family for adoption or foster care

For purposes of PPL, the definition of "parent" and "child" are as defined by the California Family Rights Act.

22.9.2 Benefit and Use

Eligible employees shall be granted 320 PPL hours to use within 12 months of the qualifying event. Part-time employees shall be eligible for a pro-rated number of PPL hours, based on allocated FTE.

PPL is based on a rolling 12 month calendar. No more than 320 PPL hours may be used in any 12 month period.

PPL is based on the employee's hourly wage plus cash allowance. It is considered "paid status" for the purpose of merit, seniority, premiums, vacation and sick leave accrual, and County benefit eligibility and contributions.

PPL is pensionable and counts towards retirement service credit.

PPL may be used in a block of continuous time or as intermittent leaves arranged in advance. Unless approved by the Director of Human Resources, PPL cannot be used retroactively.

Use of PPL shall not be cause for an employee to lose his/her current assignment on a permanent basis; however, assignments may be altered to accommodate the employee's or department's operational needs when working a reduce schedule.

An employee in a disability period following birth of a child must use sick leave down to 40 hours before using PPL.

22.9.3 Coordination of Benefits & Leaves

PPL can be fully integrated with any short-term disability or California Paid Family Leave program. STD and PFL will not reduce PPL leave entitlement. For time covered by FMLA/CFRA job protected leave for bonding, PPL must be used prior to other accrued leave or Leave Without Pay. If an employee has exhausted FMLA/CFRA entitlements for reasons

other than bonding, PPL must be used prior to Leave Without Pay for arranged leaves for the purpose of bonding. PPL does not need to be used when an employee is on leave for reasons other than bonding. To the extent FRA leave is available, it will run concurrently with PPL.

22.9.4 —Implementation

For qualifying events occurring after 10/1/2017, PPL may be applied to any remaining CFRA eligible bonding hours still available to the employee after the program effective date.

ARTICLE 34 – FULL UNDERSTANDING, MODIFICATION, ACKNOWLEDGMENT

34.1 Full Understanding

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein.

All other prior or existing understandings or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

34.2 Acknowledgment

Except as provided herein, it is agreed and understood that the parties have met and conferred in accordance with their obligations under State law and the County's Employee Relations Policy in reaching this agreement and neither party shall be obligated to meet and confer over any provision of this agreement during its term.

34.3 Meet And Confer During Term Of Memorandum

- a. If the County proposes during the term of this Memorandum to adopt a policy or course of action on matters within the scope of representation as defined by State law that are not covered by this Agreement, it will provide the Association with written notice of the proposed policy or course of action and offer to meet and confer over the proposal in accordance with State law, the County's Employee Relations Policy (ERP), and with the provisions provided in (c) below.
- b. The County and Association agree to meet and confer in accordance with State law, the ERP, and the provisions provided in (c) below if the County's proposal(s) include matters within the scope of representation in one (1) or more of the following matter:
 1. The assignment of groups of employees to work hours, work shifts and/or work schedules. An example of such a change would be if the County proposed to change the work schedule of employees in the Sheriff's Detention Division from a 4/10 to a 5/8 schedule.

2. The assignment of employees between departments as a result of reorganization or a change in the mission or program of the department(s) involved.
 3. The use and assignment of County vehicles and/or personal vehicles of employees for work-related purposes.
- c. The provisions of this subsection (c) apply to the meet and confer process applicable to County proposals on matters within the scope of representation as described in Subsections (a) and (b) above.

The County will provide written notice to the Association describing the proposed change. Upon request of the Association, the County will provide all relevant information it has pertaining to the proposal as required by the MMBA.

The Association will have up to fifteen (15) calendar days from when it received the notice to inform the County in writing if it desires to meet and confer over the proposal. If the Association fails to notify the County within the fifteen (15) days, the County may implement the proposal without any further obligation to meet and confer with the Association.

If the Association notifies the County within fifteen (15) calendar days of its desire to meet and confer, then the County and the Association shall meet and confer in good faith over the proposal and all identified impacts arising from the proposal.

Unless extended by mutual written agreement of the parties, the pre-impasse period for meeting and conferring pursuant to this Section 34.3 shall be thirty-five (35) business days from when the Association was properly notified of the proposal by the County. If an agreement is not reached by the thirty-fifth (35th) business day from the date the Association was notified, either party may declare an impasse by filing with the other party a written declaration of impasse and request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be held within two (2) business days, at which time the County shall present an impasse statement including the proposal that it proposes to implement after the completion of the post-impasse process required by law and this Section 34.3 should further discussions fail to produce an agreement.

If an agreement is not reached at the impasse meeting, the dispute shall be submitted to mediation. If the parties fail to resolve the dispute through mediation within the timelines set forth in the MMBA, , the matter may be submitted to "fact finding" In accordance with the provisions and timelines of the MMBA. Section 34.3.b(2) is not subject to the grievance procedure of this agreement (Article 30) in any way except for an allegation that the County failed to provide the required notice or acted to implement the change before the procedures required by this section were completed. Any ruling by an arbitrator under this Section 34.3.b(2) that is adverse to the County shall be limited to ordering the County to comply with the notice and/or time limits specified above.

34.4 Written Modifications Required

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the Association and the County, unless made and executed in writing by the parties, and if required, approved and implemented by the Board of Supervisors.

34.5 No Limitation On Authority Of Civil Service Commission

Nothing in this Agreement shall be construed to limit or remove the existing or future jurisdiction or authority of the Civil Service Commission as provided in Ordinance No. 305-A as amended, or as provided in the Rules adopted there under.

34.6 Non-Precedence

The waiver of any breach, term, or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

34.7 Side Letters

All side letters or other agreements not attached to or incorporated into this Agreement are no longer valid. This MOU constitutes the entire agreement between the Association and the County.

34.8 Favored Nation Clause – Reopener

If, during the term of this extension another bargaining unit other than 49 (Board of Supervisors), 50 (Administrative Management), and 52 (Department Heads) receives an increase or improvement in compensation or other economic benefits that is greater than agreed to by SCLEA, the County agrees to open the MOU and meet and confer with SCLEA on the subject of compensation.

FOR COUNTY OF SONOMA

TEAM MEMBERS:

Richard Bolanos

Richard C. Bolanos *Richard Bolanos*
9/20/18

FOR SONOMA COUNTY LAW

ENFORCEMENT ASSOCIATION

Dennis Wallach *9/20/18*

Dennis Wallach

**Tentative Agreement between
SCLEA and the County of Sonoma
9/20/2018**

ARTICLE 19 – MEDICAL BENEFITS FOR FUTURE RETIREES

19.1 Retiree Medical Coverage

~~Effective June 1, 2009, an e~~Eligible retirees and eligible dependent(s) (as defined below) may ~~be, but are not require to~~ enroll ~~ed~~ in a County offered medical plan as described in Section 19.24. Retirees who enroll in a County offered medical plan are ~~but is~~ allowed only to enroll either as a subscriber in a County offered medical plan or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee/retiree is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one (1) employee or retirees' plan (i.e., a retiree and his or her dependents cannot be covered by more than one (1) County-offered plan). All retirees and eligible dependents who enroll in a County offered medical plan are responsible for all costs including medical plan and Medicare Part B premiums.

An eligible dependent is (as defined in each plan document/summary plan description):

- Either the retiree's spouse or registered domestic partner; or
- A child based on your plan's age limits or a disabled dependent child regardless of age; ~~or-~~
- Upon the death of an eligible retiree, an eligible surviving dependent who was either enrolled in, or waived coverage at the time of the retiree's death.

19.2 County Contribution Toward Retiree Medical Plans – Employees Hired Before January 1, 2009

a. Eligibility:

In order to be eligible for this benefit, the retiree must have:

1. Completed at least ten (10) years of consecutive regular full-time paid County of Sonoma service employment. The equivalent worked or purchased regular part-time County service time can be counted toward the ten (10) years. However, any miscellaneous purchased service time such as extra help, contract, and leave of absence service time does not count toward this eligibility requirement, and
2. Have been a contributing member of the Sonoma County Employees' Retirement Association (SCERA) for the same time period, and
3. Retire directly from Sonoma County service, and

~~4. Current retirees receiving a County contribution for retiree medical based on eligibility at the time of their retirement who do not meet the 10 year requirement as listed above are grandfathered in at the eligibility at the time of their retirement.~~

~~5.4. Laid-Off & Restored Employees. Employees who were employed by the County prior to January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 19.2 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit. To the extent allowed by law they shall not be eligible for the benefits described in Article 19.3 (County Contribution toward Retiree Medical Plans — Employees Hired On or After January 1, 2009 — Effective January 1, 2009).~~

b. County Contribution:

~~The County shall contribute toward the cost of County offered medical plans for any eligible retiree whether or not the retiree covers eligible dependent(s), the same amount as it contributes toward the cost of County offered medical plans for active unrepresented Administrative Management employees (bargaining unit 50) in the Salary Resolution, but at no time during the term of this agreement shall the County contribution towards medical be less than \$500.00 a month. Any additional medical contributions provided only to retirees along with any eligibility requirements to receive those contributions shall be conferred as prescribed in the Salary Resolution.~~

Effective upon adoption of the MOU extension by the Board of Supervisors, for future retirees who meet the eligibility criteria in Art. 19.2(a) above, the County will contribute a flat \$500 per month into the Retiree Health Reimbursement Account, commencing upon the first month of the employee's retirement date.

~~c. — Additional Dependents:~~

~~Retirees eligible under this section, may enroll eligible dependent(s) in the County offered medical plan elected by the retiree but the retiree is responsible for all premium costs in excess of the County's contribution.~~

19.3 County Contribution Toward Retiree Medical Plans — Employees Hired On Or After January 1, 2009 — Effective January 1, 2009

For employees hired on or after January 1, 2009, the County shall contribute to a Defined Contribution retiree medical benefit plan for each eligible employee in the form of a deposit into Health Reimbursement Arrangement (HRA) account, as described below. Any eligible retiree and eligible dependent(s), as defined below, may enroll in a County offered medical plan, but the retiree is responsible for all

costs (including County offered retiree medical plan and Medicare Part B premiums).

a. Eligibility:

1. An employee must have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the eligibility period described below.
2. Regular full-time employees and part-time employees in an allocated position of .5 full-time equivalent (FTE) or greater, hired on or after January 1, 2009 are eligible to receive a County HRA contribution, if they have completed two (2) full years of consecutive Sonoma County regular service (excluding overtime) in paid status.
3. If an employee separates employment before meeting the eligibility requirement, the employee shall receive no benefit.
4. Laid Off & Restored Employees. Employees who were employed by the County on or after January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 19.3 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit.

b. County Contribution:

1. Initial County Contribution:

- A) On the first pay date following completion of the eligibility requirements, regular full-time employees shall receive a lump sum contribution of \$2,400 deposited into an HRA account established in their name. Thereafter, contributions will be made each pay period based on the actual hours worked during that pay period.
- B) The lump sum contribution amount for regular part-time employees shall be pro-rated based on their allocated position only (e.g., a regular employee in a 0.5 full-time equivalent (FTE) allocated position will receive a lump sum contribution of \$1,200 deposited into their HRA account).

2. Regular County Contribution:

After the initial contribution (defined above) is made, the County shall contribute \$.58 per paid status hour (no more than eighty (80) hours biweekly), not including overtime, for each eligible employee. For a full-time employee, this equates to approximately \$100 per month or \$1,200 per year, after the initial eligibility period is met.

3. Access To Account Balance:

- A) Participants may access the balance in their Retiree HRA account upon termination of employment and attainment of age fifty (50) or upon retirement from the Sonoma County Retirement System, whichever is earlier.
- B) Participants may defer accessing the account balance to any time beyond the earliest date described in (a).
- C) Amounts that remain in the account balance are available to reimburse the participant for the same permitted medical expenses for the spouse and any other eligible dependents, ~~covered under the retiree medical plan subject to the limitations and maximums as stipulated by law~~, however, federal regulations at this time do not permit the inclusion of expenses for domestic partners.

4. Survivors of eligible retirees with account balances:

- A) Spouses and eligible dependent children or dependent adults that are disabled may continue to access account balances after the death of the retiree subject to the limitations and maximums as stipulated by law.
- B) Domestic partners are not permitted access to the account balances of the participant at this time by virtue of restrictions in the federal regulations that govern these types of accounts.

5. Forfeiture of account balance:

- A) If an active employee dies prior to retirement, the amount of account balance is available to participating spouses and dependents to reimburse them for medical expenses permitted under the relevant section of the Internal Revenue code.
- B) Account balances in part or in total for active participants or retirees without any eligible spouse or dependent or unused account balances after the death of the last eligible spouse or dependent will be forfeited and returned to all other active and retired participants in the form of a dividend allocated in direct proportion to the amount to be distributed divided by the total account balance for all participants applied to each individual account balance. These distributions will occur within one hundred and twenty (120) days after the annual certified audit of the plan is submitted to the administrator and the County.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

Hired Before January 1, 2009

Upon the death of a retiree ~~enrolled in a County offered retiree medical plan~~, the County will continue to pay the County's Retiree HRA contribution toward the medical plan premium costs in the same manner as if the retiree had survived:

An One eligible surviving dependent ~~will be allowed to continue their coverage under the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:~~

(1) ~~Have~~ has been an eligible dependent of a retiree who was eligible to receive a Retiree HRA contribution ~~toward a County offered retiree medical plan~~ under Section 19.4 2(b) prior to the death of the retiree, ~~and~~

(2) ~~Either be enrolled or have waived coverage at the time of the retiree's death.~~

~~Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of County's contribution.~~

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

19.5 ~~Surviving Dependent~~ ~~County Contribution For Employees Hired On Or After January 1, 2009~~

~~Upon the death of a retiree enrolled in the Defined Contribution retiree medical benefit plan (as defined in Section 19.5), eligible surviving dependents may continue participation in the County offered medical plan but remain responsible for all costs (including premiums).~~

~~To be eligible, a surviving dependent must either be enrolled or have a waiver on file with the County, at the time of the retiree's death.~~

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

19.5. ~~County HRA Contribution – Full Obligation~~

For bargaining unit members hired before January 1, 2009, the County contributions to the Retiree HRA account described in Article 19.2 constitute the County's entire obligation towards medical benefits upon termination and/or retirement and the parties agree that no other retiree medical benefits exist.

For bargaining unit members hired on or after January 1, 2009, the County contributions to the employee's County HRA account described in Article 19.3 constitutes the County's entire obligation toward medical benefits upon termination and/or retirement and the parties agree that no other retiree medical benefits exist.

FOR COUNTY OF SONOMA

TEAM MEMBERS:

Richard C. Bolanos

Richard C. Bolanos

Richard Bolanos

9/20/18

FOR SONOMA COUNTY LAW

ENFORCEMENT ASSOCIATION

Dennis Wallach 9/20/18

Dennis Wallach



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Andy Yeung ASA, MAAA, FCA, EA
Vice President & Actuary
ayeung@segalco.com

VIA E-MAIL and USPS

September 19, 2018

Ms. Julie Wyne
Chief Executive Officer
Sonoma County Employees' Retirement Association
433 Aviation Boulevard, Suite 100
Santa Rosa, CA 95403-1069

**Re: Sonoma County Employees' Retirement Association (SCERA)
Disclosure under Government Code Section 31515.5 in compliance with
Section 23026 – SCLEA**

Dear Julie:

As requested, we are providing this letter with our analysis of the impact of several proposed changes in elements of pay and their potential impact on cost to provide benefits through SCERA as required under California Government Code Section 31515.5 in compliance with Section 23026.

BACKGROUND

We have been asked to prepare a Disclosure for the above Government Code Sections regarding salary changes proposed for 83 General County and 434 Safety County members covered under Sonoma County Law Enforcement Association (SCLEA). The proposed changes in salaries and benefits that we have reviewed were provided by the County and are outlined in Exhibit 1 attached.

Prior to authorizing changes in salaries or benefits, we understand that the above Government Code Sections require certain disclosures be provided, including an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system.

RESULTS

After reviewing the proposed salary increases for employees covered under SCLEA as provided by the County and outlined in Exhibit 1, we have concluded that the assumptions applied in the December 31, 2016 Valuation to develop the employer costs for the 2018/2019 Fiscal Year for

the General County and Safety County membership groups, are sufficient to cover the costs of the proposed salary increases under item 1 for the two groups. Further, the savings from the proposed salary increases are sufficient to cover the increase in the County's normal cost contributions due to the paid parental leave under item 2.

General County

The proposed salary increases under item 1, as described herein, would decrease the General County total employer and employee normal cost by approximately \$2,500 in the first year. When averaged over Plans A and B, a General County employee is expected to pay about 43% of the total normal cost¹, resulting in a decrease to the employer's normal cost contribution by roughly \$1,500. Additionally, the proposed salary increases would decrease the General County Unfunded Actuarial Accrued Liability (UAAL) by \$33,000, which translates to a decrease in the amortization payment by approximately \$2,000 in the first year, for a total employer contribution decrease of about \$3,500.

The proposed paid parental leave under item 2 would increase the General County total employee and employer normal cost contributions by approximately \$3,000 in the first year. When averaged over Plans A and B, a General County employee is expected to pay about 43% of the total normal cost¹, resulting in an increase to the employer's normal cost contribution by roughly \$1,500. The contribution decrease of about \$3,500 calculated above is sufficient to cover the increase in employer normal cost contributions due to the paid parental leave for a net total employer contribution decrease of about \$2,000.

Safety County

The proposed salary increases under item 1, as described herein, would decrease the Safety County total employer and employee normal cost by approximately \$57,000 in the first year. When averaged over Plans A and B, a Safety County employee is expected to pay about 35% of the total normal cost², resulting in a decrease to the employer's normal cost contribution by roughly \$37,000. Additionally, the proposed salary increases would decrease the Safety County UAAL by \$800,000, which translates to a decrease in the amortization payment by approximately \$57,000 in the first year, for a total employer contribution decrease of about \$94,000.

The proposed paid parental leave under item 2 would increase the Safety County total employee and employer normal cost contributions by approximately \$22,000 in the first year. When averaged over Plans A and B, a Safety County employee is expected to pay about 35%

¹ The 43% of the total normal cost expected to be paid by the General County employees reflects payment of 50% of the Normal Cost by Plan B members, however, for Plan A members it has been calculated prior to reflecting any additional contributions (i.e., above those determined under the County Employees Retirement Law of 1937 for Plan A members) that may have been agreed to be paid by those employees covered under SCLEA.

² The 35% of the total normal cost expected to be paid by the Safety County employees reflects payment of 50% of the Normal Cost by Plan B members, however, for Plan A members it has been calculated prior to reflecting any additional contributions (i.e., above those determined under the County Employees Retirement Law of 1937 for Plan A members) that may have been agreed to be paid by those employees covered under SCLEA.

of the total normal cost², resulting in an increase to the employer's normal cost contribution by roughly \$14,000. The contribution decrease of about \$94,000 calculated above is sufficient to cover the increase in employer normal cost contributions due to the paid parental leave for a net total employer contribution decrease of about \$80,000.

ANALYSIS

Exhibit 1 (attached) outlines the proposed changes to the elements of pay. For those changes of pay elements that are deemed to be pensionable, we have included our analysis below.

Pensionable Elements of Pay

The employer costs developed in our Actuarial Valuation and Review as of December 31, 2016 includes a 3.50% annual wage growth assumption that is applied to project all future salary amounts for pension purposes.

General County

In Exhibit 1 we have listed the two items and the associated increase in the proposed pensionable elements of pay. The total increase in General County salary for item 1 is expected to be approximately \$189,833. This is equivalent to \$2,287 each over the 83 General SCLEA positions that have been communicated to us by the County. Even though we do not have complete data as to the exact employees who would be eligible for the proposed changes, if we take the average salary increase stated above of \$2,287 and divide it by the average General SCLEA member salary of \$69,909 (as provided by the County), we estimate an average increase in salary of 3.27% as a result of the proposed changes. This increase is less than our 3.50% wage increase assumption by 0.23%. Please refer to the Results section of this letter for the contribution decrease from these salary changes.

Also in Exhibit 1 we have listed the estimated increase in pensionable pay for item 2. In our December 31, 2016 valuation, the normal cost rates have been calculated assuming all members would work prospectively on a full time basis. In practice, if members subsequently take an unpaid leave then the County would recognize a normal cost contribution savings during that time (as no such contributions would be made). Under the proposed paid parental leave, a portion of the leave that would previously have been unpaid will now be paid by the County. We have estimated this increase in pay to be \$14,285, as detailed in Exhibit 1. Since the total normal cost contribution for a General County member (weighted for Plan A and Plan B members) is 19.39%, then the additional total normal cost contributions as a result of this proposed increase would be approximately \$3,000. Please refer to the Results section of this letter for the derivation of the employer contribution increase due to the paid parental leave.

Safety County

In Exhibit 1 we have listed the two items and the associated increase in the proposed pensionable elements of pay. The total increase in Safety County salary for item 1 is expected to be approximately \$997,484. This is equivalent to \$2,298 each over the 434 Safety SCLEA

positions that have been communicated to us by the County. Even though we do not have complete data as to the exact employees who would be eligible for the proposed changes, if we take the average salary increase stated above of \$2,298 and divide it by the average Safety SCLEA member salary of \$79,850 (as provided by the County), we estimate an average increase in salary of 2.88% as a result of the proposed changes. This increase is less than our 3.50% wage increase assumption by 0.62%. Please refer to the Results section of this letter for the contribution decrease from these salary changes.

Also in Exhibit 1 we have listed the estimated increase in pensionable pay for item 2. In our December 31, 2016 valuation, the normal cost rates have been calculated assuming all members would work prospectively on a full time basis. In practice, if members subsequently take an unpaid leave then the County would recognize a normal cost contribution savings during that time (as no such contributions would be made). Under the proposed paid parental leave, a portion of the leave that would previously have been unpaid will now be paid by the County. We have estimated this increase in pay to be \$82,807, as detailed in Exhibit 1. Since the total normal cost contribution for a Safety County member (weighted for Plan A and Plan B members) is 26.40%, then the additional total normal cost contributions as a result of this proposed increase would be approximately \$22,000. Please refer to the Results section of this letter for the derivation of the employer contribution increase due to the paid parental leave.

Non-Pensionable Elements of Pay

It is our understanding that SCERA and the County have rendered a determination that Items 3 - 6 in Exhibit 1 are non-pensionable elements of pay. Therefore, these items will not have any impact on the level of benefits and will not increase the employer cost of the plan.

The undersigned is a member of the American Academy of Actuaries and I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.

Please let us know if you have any questions on this information.

Sincerely,



Andy Yeung

EK/bbf
Enclosure

Exhibit 1

Summary of Elements of Pay – SCLEA

Item	Pensionable Elements of Pay		
		Eligible Employee Count	Estimated Amount
1	One time lump sum	General: 82.5 Safety: 433.5	General ³ : \$189,833 Safety ³ : \$997,484
2	Paid parental leave	General: 4 Safety: 20.3	General ⁴ : \$14,285 Safety ⁵ : \$82,807
	Non-Pensionable Elements of Pay		
3	8 hours of holiday time on Cesar Chavez day		
4	8 hours of floating holiday time each calendar year		
5	Increase in County's contributions for Medical Premiums		
6	Increase in County's contributions for Dental Premiums		

³ The estimated cost for item 1 was provided by the County.

⁴ The cost for item 2 has been estimated by Segal using the following data items and formula: (i) number of eligible employees taking this leave of 4 (as provided by the County) times (ii) the average General SCLEA member salary of \$69,909 (as provided by the County) times (iii) the ratio of the number of hours of paid parental leave to the full-time equivalent number of hours (i.e., eight 40-hour weeks over 2088 hours) times (iv) 33.3% (i.e., the amount of leave that would have otherwise been unpaid).

⁵ The cost for item 2 has been estimated by Segal using the following data items and formula: (i) number of eligible employees taking this leave of 20.3 (as provided by the County) times (ii) the average Safety SCLEA member salary of \$79,850 (as provided by the County) times (iii) the ratio of the number of hours of paid parental leave to the full-time equivalent number of hours (i.e., eight 40-hour weeks over 2088 hours) times (iv) 33.3% (i.e., the amount of leave that would have otherwise been unpaid).



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MEMORANDUM

To: Marcia Chadbourne
County of Sonoma

From: Thomas M. Morrison, Jr.

Date: September 19, 2018

Re: **Retiree Health (OPEB) Plan
Alternative Plan Design to the June 30, 2017 Valuation Under GAS 74/75**

In the attached exhibits, we have provided the liability summaries for the following current and alternative plan designs for the active members from the SCLEA group bargaining units. The calculations are consistent with our memo as of May 7, 2018 and are based on the June 30, 2017 Actuarial Valuation under GAS 74/75. These calculations are provided in compliance with California Government Code §7507. Note that the employees in the SCLEA bargaining unit #0041 group are hired after January 1, 2009 and are not impacted by the alternative plan design.

CURRENT PLAN

Post July 1, 2016 Group
(For eligible retirees hired prior to January 1, 2009 and retired on or after July 1, 2016)

For eligible retirees hired prior to January 1, 2009 with 10 years of service, the County provides a payment of \$500/month, provided the retiree enrolls in a County-provided medical plan, plus a Medicare Part B reimbursement of \$96.40/month. In addition, for all eligible retirees, the County provides an implicit subsidy.

ALTERNATIVE 1

Post July 1, 2016 Group
(For eligible retirees hired prior to January 1, 2009 and retired on or after July 1, 2016)

For eligible retirees hired prior to January 1, 2009 with 10 years of service the County provides:

- Payment of \$500/month with no medical enrollment requirement.
- Continued implicit subsidy, allowing retirees under age 65 to purchase health insurance from the County at blended active/retiree rates.
- No Medicare Part B reimbursement.

The Total OPEB Liability for the SCLEA group slightly decreased by \$234,768, from \$28,784,143 to \$28,549,375.

CONCLUSION

Exhibit 1 shows the comparison of cost of the proposed plan to the current plan for the SCLEA group bargaining units. Except as noted above, the results are based on the data, actuarial cost method, and other assumptions used in the June 30, 2017 actuarial valuation, using census data as of June 30, 2016. Exhibit 1 shows the liability summaries for the current plan, including the SCARE* Settlement agreement and alternative plan designs as outlined in the proposed Tentative Agreement between the County of Sonoma and the SCLEA group. Exhibit 2 shows the actuarial assumptions used in the current plan. Exhibit 3 shows a summary of current plan provisions. Exhibit 4 shows a summary of participant data used in our analysis.

The calculations in this memo were prepared under the supervision of Harold Cooper, FSA, MAAA. We look forward to discussing any questions or comments you may have.

Please feel free to contact us if you would like to discuss this further.

TJH/bbf
Attachment

cc: Harold Cooper
Robert Mitchell

* Sonoma County Association of Retired Employees vs. County of Sonoma

EXHIBIT 1**Comparison of Current and Alternative Plan Designs**

**SUMMARY OF VALUATION RESULTS FOR ACTIVE MEMBERS AS OF JUNE 30, 2016
USING METHODS AND ASSUMPTIONS PRESCRIBED BY GAS 74/75 AND A MEASUREMENT DATE OF JUNE 30, 2017**

SCLEA 0030			
OPEB Liability	Plan Provisions Reflected in Valuation as of June 30, 2017⁽¹⁾	Valuation Based Upon Alternative 1⁽²⁾	Difference
Implicit Subsidy Liability	\$8,540,162	\$8,540,162	\$0
Medicare Part B Liability	1,242,656	0	(1,242,656)
Cash Subsidy Liability	<u>12,611,583</u>	<u>13,683,880</u>	<u>1,072,297</u>
Total OPEB Liability	\$22,394,401	\$22,224,042	(\$170,359)

SCLEA 0040			
OPEB Liability	Plan Provisions Reflected in Valuation as of June 30, 2017⁽¹⁾	Valuation Based Upon Alternative 1⁽²⁾	Difference
Implicit Subsidy Liability	\$548,075	\$548,075	\$0
Medicare Part B Liability	164,263	0	(164,263)
Cash Subsidy Liability	<u>1,202,786</u>	<u>1,342,953</u>	<u>140,167</u>
Total OPEB Liability	\$1,915,124	\$1,891,028	(\$24,096)

SCLEA 0070			
OPEB Liability	Plan Provisions Reflected in Valuation as of June 30, 2017⁽¹⁾	Valuation Based Upon Alternative 1⁽²⁾	Difference
Implicit Subsidy Liability	\$1,789,364	\$1,789,364	\$0
Medicare Part B Liability	223,491	0	(223,491)
Cash Subsidy Liability	<u>2,461,763</u>	<u>2,644,941</u>	<u>183,178</u>
Total OPEB Liability	4,474,618	\$4,434,305	(\$40,313)

⁽¹⁾ All future retirees on or after 7/1/2016 and hired before 2009: Up to \$500/month if enrollment in a County medical plan. Continued Medicare Part B reimbursement of \$96.40 and implicit subsidy, allowing retirees under age 65 to purchase health insurance at blended active/retiree rates.

⁽²⁾ All future retirees on or after 7/1/2016 and hired before 2009: \$500/month with no medical enrollment requirement. Removed the Medicare Part B reimbursement of \$96.40, continue implicit subsidy, allowing retirees under age 65 to purchase health insurance at blended active/retiree rates.

EXHIBIT 1**Comparison of Current and Alternative Plan Designs (Continued)**

The Net OPEB liability was measured as of June 30, 2017.

Actuarial assumptions: The total OPEB liability was determined by an actuarial valuation as of June 30, 2017 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Investment rate of return on Plan assets	6.50%, net of OPEB plan investment expense, including inflation
Other assumptions	See analysis of actuarial experience shown in the January 1, 2012 through December 31, 2014 Actuarial Experience Study dated October 2, 2015 and the Economic Actuarial Assumption Study for December 31, 2015 Actuarial Valuation dated September 30, 2015 for the Sonoma County Employees' Retirement Association (SCERA).

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which the expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, is used in the derivation of the long-term expected investment rate of return assumption.

Discount rate: The discount rates used to measure the total OPEB liability was 3.78% as of June 30, 2017. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates proportional to the actuarially determined contribution rates. For this purpose, employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries are not included. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members through the fiscal year ending June 30, 2025.

EXHIBIT 2**Actuarial Assumptions Current Plan**

Rationale for Demographic and Noneconomic Assumptions:

The information and analysis used in selecting each demographic (mortality, retirement, disability and turnover) assumption that has a significant effect on this actuarial valuation is shown in the experience study for the Sonoma County Employees' Retirement Association, using experience from January 1, 2012 through December 31, 2014.

The information and analysis used in selecting the salary scale and inflation is shown in the Economic Actuarial Assumption Study dated September 30, 2015 for the Sonoma County Employees' Retirement Association's December 31, 2015 Actuarial Valuation.

Post-Retirement Mortality Rates:

Healthy Retirement:

For General Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP2014D set back one year for males and set forward one year for females.

For Safety Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP2014D set back one year.

Disabled Retirement:

Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP20142D set forward five years.

For Safety Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP20142D set forward four years.

The mortality tables shown above were determined so as to reasonably reflect future mortality improvement, based on a review of the mortality experience in the January 1, 2012 – December 31, 2014 Actuarial Experience Study.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Termination Rates Before Retirement:**Mortality Rates:**

Age	Rate (%)			
	General		Safety	
	Male	Female	Male	Female
30	0.02	0.01	0.02	0.01
35	0.03	0.01	0.03	0.01
40	0.03	0.02	0.03	0.02
45	0.05	0.03	0.05	0.03
50	0.08	0.06	0.08	0.06
55	0.14	0.09	0.14	0.09
60	0.23	0.12	0.23	0.12

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Disability Rates:

Age	Rate (%)	
	General⁽¹⁾	Safety⁽²⁾
20	0.05	0.06
25	0.05	0.16
30	0.08	0.38
35	0.13	0.65
40	0.18	0.90
45	0.29	1.60
50	0.38	2.30
55	0.43	2.80
60	0.51	0.00

⁽¹⁾ 50% of General disabilities are assumed to be service connected disabilities. The other 50% are assumed to be non-service connected disabilities.

⁽²⁾ 95% of Safety disabilities are assumed to be service connected disabilities. The other 5% are assumed to be non-service connected disabilities.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Withdrawal Rates:

Years of Service	Rate (%)	
	Withdrawal (< 5 Years of Service)	
	General	Safety
0	6.0	4.0
1	4.0	2.4
2	3.0	1.6
3	2.5	1.6
4	2.0	1.6

Age	Rate (%)	
	Withdrawal (5+ Years of Service)	
	General	Safety
20	1.50	1.60
25	1.50	1.60
30	1.50	1.26
35	1.05	0.70
40	0.60	0.34
45	0.48	0.14
50	0.34	0.00
55	0.24	0.00
60	0.14	0.00

No withdrawal is assumed after a member is assumed to retire.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Termination Rates Before Retirement:**Vested Termination Rates:**

Rate (%)		
Vested Termination (<5 Years of Service)		
Years of Service	General	Safety
0	6.25	6.00
1	5.50	4.00
2	4.00	4.00
3	3.00	4.00
4	3.00	4.00

Rate (%)		
Vested Termination (5+ Years of Service)		
Age	General	Safety
20	3.00	4.00
25	3.00	4.00
30	3.00	3.40
35	3.00	2.10
40	2.40	1.05
45	2.00	0.60
50	2.00	0.00
55	1.70	0.00
60	1.50	0.00

No vested termination is assumed after a member is assumed to retire.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Retirement Rates:

Age	Rate (%)					
	General			Safety		
	Plan A Before 30 Years	Plan A 30 or More Years	Plan B	Plan A Before 30 Years	Plan A 30 or More Years	Plan B
50	7.0	10.0	0.0	14.0	10.0	4.0
51	7.0	10.0	0.0	16.0	12.0	5.0
52	7.0	12.0	4.0	16.0	18.0	6.0
53	8.0	16.0	1.5	18.0	25.0	6.0
54	9.0	20.0	2.5	24.0	50.0	8.0
55	10.0	25.0	2.5	30.0	100.0	20.0
56	10.0	30.0	4.5	30.0	100.0	15.0
57	10.0	30.0	5.5	25.0	100.0	15.0
58	15.0	30.0	6.5	25.0	100.0	20.0
59	20.0	40.0	7.5	25.0	100.0	20.0
60	25.0	40.0	8.5	100.0	100.0	100.0
61	25.0	45.0	9.5	100.0	100.0	100.0
62	30.0	45.0	14.5	100.0	100.0	100.0
63	30.0	45.0	16.5	100.0	100.0	100.0
64	30.0	45.0	19.0	100.0	100.0	100.0
65	30.0	45.0	24.0	100.0	100.0	100.0
66	40.0	45.0	20.0	100.0	100.0	100.0
67	40.0	50.0	20.0	100.0	100.0	100.0
68	50.0	50.0	20.0	100.0	100.0	100.0
69	80.0	80.0	20.0	100.0	100.0	100.0
70	100.0	100.0	100.0	100.0	100.0	100.0

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Future Benefit Accruals:	1.0 year of service per year.
Unknown Data for Members:	Same as those exhibited by members with similar known characteristics. If not specified, members are assumed to be male.
Definition of Active Members:	First day of pay period following employment.
Net Investment Return on Plan Assets:	6.50%, net of investment expenses.
Net Investment Return on Non-Plan Assets	3.58% (Based on the Bond Buyer 20-Bond GO Index as of 6/29/17)
Actuarial Value of Assets:	Market value of assets
Data:	Detailed census data and financial data for postemployment benefits were provided by the County of Sonoma.
Actuarial Cost Method:	Entry Age, Level % of pay
Measurement Date:	June 30, 2017
Census Date:	June 30, 2016
Annual Inflation Rate:	3.00%
Annual Payroll Growth:	3.50%

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Annual Rate of Compensation Increase (%)

Salary Scale:

Inflation: 3.00% per year; plus “Across the Board” salary increases of 0.50% per year; plus Merit and Promotion increases as follows:

Years of Service	General	Safety
0	6.00	8.50
1	5.00	4.75
2	3.75	3.75
3	2.50	2.75
4	1.50	1.75
5+	0.50	0.50

Administrative Expenses:

HMOs

Administrative expenses were included in the premiums, not valued separately.

County Plan

An annual ASO fee for Fiscal Year 2016-2017 of \$322 per retired life was valued.

Other

We include any expense associated with benefits (ASO, for example) or any administrative fees paid out of an OPEB trust. In accordance with the GASB Implementation Manual, we do not include County personnel or system costs to operate the plan.

Marital Status:

At the time of retirement, 50% of male employees and 30% of female employees are assumed to have spouses who elect coverage.

Spouse Age Difference:

Husbands are assumed to be 3 years older than their wives.

Participation:

Active employees hired before January 1, 2009 with medical coverage, 90% are assumed to continue medical coverage at retirement.

Active employees hired on and after January 1, 2009, 0% are assumed to elect medical coverage at retirement.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

**Health Care Cost
Subsidy Trend Rates:**

Health care trend measures the anticipated overall rate at which health plan costs are expected to increase in future years. Trend rates are used to increase the stated subsidies into the future. For example, if the County Plan drug cost for the plan year 2016-2017 was \$1,000, the assumed cost for 2017-2018 would be \$1,075 [(\$1,000 x (1+7.50%))].

Year Ending June 30	County Health Plan Prescription Drug	County Health Plan Medical	HMO	Medicare Part B Premium*
2017	7.50%	8.50%	**	0.00%
2018	7.00%	8.00%	6.75%	0.00%
2019	6.50%	7.50%	6.50%	0.00%
2020	6.00%	7.00%	6.25%	0.00%
2021	5.50%	6.50%	6.00%	0.00%
2022	5.00%	6.00%	5.75%	0.00%
2023	5.00%	5.50%	5.50%	0.00%
2024	5.00%	5.00%	5.25%	0.00%
2025 and later	5.00%	5.00%	5.00%	0.00%

* *Note that we have assumed that under the new plan, Sonoma County will not increase its reimbursement beyond the 2008 calendar year premium level of \$96.40.*

***Varies based on actual renewal.*

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Plan Design:

Development of plan liabilities was based on the substantive plan of benefits in effect as described in Exhibit III.

Per Capita Cost Development:*Blue Cross (Medical and Drugs)*

Per capita claims costs were based on actual paid claim experience furnished by the County for the period July 1, 2013 through June 30, 2016. Claims were separated by plan year and participant status (Medicare vs. Non-Medicare), then adjusted as follows:

- paid claims were multiplied by a factor to yield an estimate of incurred claims,
- total claims were divided by the number of adult members to yield a per capita claim,
- the per capita claim was trended to the midpoint of the valuation year at assumed trend rates, and
- the per capita claim was adjusted for the effect of any plan changes.

Per capita claims for each plan year were then combined by taking a weighted average. The weights used in this average account for a number of factors including each plan year's volatility of claims experience and distance to the valuation year. Actuarial factors were then applied to the weighted average cost to estimate individual retiree and spouse costs by age and by gender.

HMO Plan (Medical and Drugs)

Per capita costs were based on the actual HMO monthly premiums. Actuarial factors were applied to the non-Medicare premiums to estimate individual retiree and spouse costs by age and by gender.

Other

The monthly subsidy for Medicare Part B premiums for the year 2016-17 was \$96.40, resulting in an annualized premium of \$1,157.

EXHIBIT 2

Actuarial Assumptions Current Plan (Continued)

Per Capita Costs (continued)

Age	Kaiser Permanente Traditional HMO				Kaiser Permanente Hospital Services DHMO			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$9,068	\$10,329	\$6,334	\$8,294	\$8,516	\$9,700	\$5,949	\$7,789
55	10,769	11,119	8,476	9,600	10,114	10,442	7,960	9,016
60	12,790	11,985	11,347	11,134	12,011	11,255	10,656	10,457
64	14,673	12,714	14,324	12,531	13,780	11,940	13,452	11,769
65	3,785	3,217	3,785	3,217	N/A	N/A	N/A	N/A
70	4,387	3,467	4,387	3,467	N/A	N/A	N/A	N/A
75	4,727	3,732	4,727	3,732	N/A	N/A	N/A	N/A
80	5,090	4,023	5,090	4,023	N/A	N/A	N/A	N/A

Age	Kaiser Permanente Deductible First DHMO				Sutter			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$7,196	\$8,196	\$5,026	\$6,581	\$9,265	\$10,554	\$6,472	\$8,474
55	8,546	8,823	6,726	7,618	11,004	11,361	8,660	9,809
60	10,149	9,510	9,004	8,835	13,068	12,245	11,593	11,376
64	11,644	10,089	11,366	9,944	14,992	12,990	14,635	12,804
65	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
70	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
75	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
80	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

EXHIBIT 2

Actuarial Assumptions Current Plan (Continued)

Per Capita Costs (continued)

Age	Western Health Advantage				UHC-AARP			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$8,635	\$9,835	\$6,031	\$7,897	N/A	N/A	N/A	N/A
55	10,255	10,587	8,071	9,141	N/A	N/A	N/A	N/A
60	12,178	11,412	10,804	10,602	N/A	N/A	N/A	N/A
64	13,972	12,106	13,639	11,932	N/A	N/A	N/A	N/A
65	N/A	N/A	N/A	N/A	\$2,614	\$2,222	\$2,614	\$2,222
70	N/A	N/A	N/A	N/A	3,030	2,395	3,030	2,395
75	N/A	N/A	N/A	N/A	3,265	2,578	3,265	2,578
80	N/A	N/A	N/A	N/A	3,516	2,779	3,516	2,779

Age	County Plan							
	Medical				Drug			
	Retiree		Spouse		Retiree		Spouse	
Male	Female	Male	Female	Male	Female	Male	Female	
50	\$10,064	\$11,464	\$7,030	\$9,205	\$3,047	\$3,470	\$2,128	\$2,786
55	11,953	12,340	9,407	10,655	3,618	3,736	2,848	3,225
60	14,195	13,301	12,593	12,357	4,297	4,026	3,812	3,741
64	16,285	14,111	15,898	13,908	4,930	4,271	4,812	4,210
65	1,799	1,529	1,799	1,529	5,103	4,338	5,103	4,338
70	2,085	1,648	2,085	1,648	5,915	4,675	5,915	4,675
75	2,247	1,774	2,247	1,774	6,374	5,032	6,374	5,032
80	2,419	1,912	2,419	1,912	6,864	5,425	6,864	5,425

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

**Retiree Health Insurance Premiums
Used in the June 30, 2016 Valuation**

For retirees in pay status, we use the relevant premiums provided on participant records. In cases where the carrier elections are unknown, we will assume the participant elects carriers in the same proportion as current retirees in that group. The table below shows the distribution of medical insurance carriers for retirees as of June 30, 2016 and premium rates for the premium year ending May 31, 2017.

Carrier	Under Age 65			
	Election Percent			
	Assumed		2016-2017	2017-2018
County Health Plan PPO	17%	Single	\$1,296.18	N/A
		Participant + 1	2,547.92	N/A
County Health Plan EPO	5%	Single	1,067.38	N/A
		Participant + 1	2,085.06	N/A
Kaiser Permanente (California) Traditional HMO	63%	Single	695.44	\$754.14
		Participant + 1	1,390.90	1,508.29
Kaiser Permanente (California) Hospital Service DHMO	4%	Single	559.94	607.20
		Participant + 1	1,119.88	1,214.40
Kaiser Permanente (California) Deductible First DHMO	4%	Single	519.60	563.45
		Participant + 1	1,039.20	1,126.91
Sutter Health Plan HMO	7%	Single	575.06	575.06
		Participant + 1	1,150.20	1,150.20
Western Health Advantage HMO	0%	Single	667.36	694.38
		Participant + 1	1,334.72	1,388.78

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Retiree Health Insurance Premiums Used in the June 30, 2016 Valuation (continued)

	Age 65 and Over		
	Election Percent	Single Party Over 65	
Carrier	Assumed	2016-2017	2017-2018
County Health Plan PPO	35%	N/A	N/A
County Health Plan EPO	0%	N/A	N/A
Kaiser Senior Advantage	45%	\$325.59	\$322.33
UHC AARP*	20%	\$217.84	N/A
<i>* Average based on premiums for various areas, as reported for current retirees.</i>			

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Dental Subsidy

Because most retirees are assumed to pay the full cost of dental insurance, dental benefits will not be included in this valuation. County paid dental coverage will not be valued as the number of current and future retirees eligible for this benefit is de-minimis.

Medicare Part B Subsidy

We have assumed that the County of Sonoma will reimburse the basic monthly premium of \$96.40 for 2009 and thereafter with no future increases. We have assumed that retirees will pay any additional premium.

In addition, employees hired after December 31, 2008 will not receive County paid reimbursement for Medicare Part B premiums.

EXHIBIT 3**Summary of Current Plan**

This exhibit summarizes the major benefit provisions as included in the valuation. To the best of our knowledge, the summary represents the substantive plans as of the measurement date. It is not intended to be, nor should it be interpreted as, a complete statement of all benefit provisions.

Eligibility:

Participant must retire directly from County service, covered under a medical plan of the County at the time of retirement, and be eligible to receive a monthly pension from the Sonoma County's Employees Retirement Association (SCERA) defined benefit pension plan at the time of retirement.

- For retirees hired prior to January 1, 2009 and retired after June 30, 2016 with 10 years of service is required to receive County subsidy of up to \$500 per month.
- For Employees hired after December 31, 2008 will not be eligible for the \$500 per month subsidy or the Medicare Part B Subsidy. They will continue to receive the implicit subsidy.
- For retirees hired prior to January 1, 2009 and retired by June 30, 2016 with 10 years of service is required to receive County
 - Subsidized (up to \$500 per month contribution) medical coverage from June 1, 2016 through May 31, 2026
 - Subsidized (up to \$200 per month contribution) medical coverage from June 1, 2026 through May 31, 2041

Effective April 10, 2007, certain identified disability retirees were subject to the same service requirements as regular retirees.¹

In the case of a line-of-duty death, dependents of the deceased law enforcement member(s) are eligible to receive County-subsidized medical coverage.²

¹ *Certain identified disability retirees offered medical benefits prior to 2007 were allowed to keep this coverage with a reduced subsidy, even if they did not meet the 10-year requirement.*

² *Pursuant to California Labor Code §4856.*

EXHIBIT 3**Summary of Current Plan (Continued)**

Benefit Types:	<p>Retirees are eligible for medical and drug benefits provided under two self-insured indemnity plans administered by Anthem Blue Cross (County Health Plan PPO or County Health Plan EPO). In addition, retirees not yet eligible for Medicare can enroll in any of three Kaiser plans, any of three Sutter Health plans, or any of three Western Health Advantage plans, while retirees eligible for Medicare can enroll in a Kaiser HMO or a UHC AARP HMO. Medicare Part B premiums are reimbursed by the County to eligible retired members at a fixed contribution of \$96.40 per month, but not to dependents.</p> <p>In addition, retirees are eligible for dental benefits from Delta Dental at full cost to the retiree. Since these benefits are fully paid by the retirees, they have been excluded from this valuation.</p>
Duration of Coverage:	Except as noted above, lifetime, subject to continuing support by the Board of Supervisors
Dependent Benefits:	Same as retirees
Dependent Coverage:	Benefits are available for dependents. However, the County does not subsidize coverage for all dependents, except as noted in footnote 2 on the prior page.
County Contributions Toward Benefit:	<p>Retirees may elect to enroll in any County offered medical plan and shall pay for all costs in excess of the County contribution dollar amount. For plans with premiums under the dollar subsidy level, the County will pay the full cost of the coverage up to that subsidy level per month.</p> <p>Most retirees are responsible for the full cost of dental coverage. Therefore, no retiree dental costs have been reflected in this valuation.</p>
Medicare Integration for the PPO Plan:	Carve-out method in which the plan benefit is first determined without regard to Medicare payments, and is then reduced by the amount of such payment

EXHIBIT 4**Summary of Participant Data**

	June 30, 2016		
	SCLEA 0030	SCLEA 0040	SCLEA 0070
Active Participants*			
Number	246	24	48
Average age	44.6	49.6	43.7
Average years of service	14.2	10.0	15.6
Average expected retirement age	54.8	58.7	54.3

** Actives hired prior to January 1, 2009*



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors of the County of Sonoma

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Human Resources

Staff Name and Phone Number:

Carol Allen 707-565-2549

Supervisorial District(s):

All

Title: Memorandum of Understanding Extension between the County of Sonoma and the Sonoma County Public Defenders Investigators Association and Government Code 7507 disclosure

Recommended Actions:

- A. Adopt a Resolution approving an extension to the Memorandum of Understanding ("MOU") between the County of Sonoma and the Sonoma County Public Defender Investigators Association ("SCPDIA") for the period June 18, 2018 through July 17, 2019.
- B. Receive and review a Tentative Agreement for the modification of Article 16 (Medical Benefits for Future Retirees) of the Memorandum of Understanding ("MOU") between the County and SCPDIA for the period of October 9, 2018, through June 17, 2019, so that the Board is informed to receive an actuarial valuation of the impact of proposed changes in retiree medical benefits for SCPDIA members of bargaining units 55 and 56, pursuant to California Government Code Section 7507.

Executive Summary:

Representatives from the County and SCPDIA met and conferred and reached a tentative agreement regarding the terms and conditions of employment for an extension of the MOU (hereafter referred to as Tentative Agreement 1 (Attachment A)).

Representatives from the County and SCPDIA also met and conferred and reached a tentative agreement regarding certain changes to retiree medical benefits for SCPDIA members of bargaining units 55 and 56, as specified in Article 16 (Medical Benefits for Future Retirees) of the MOU (hereafter referred to as Tentative Agreement 2 (Attachment B)).

SCPDIA membership has voted and ratified the tentative agreements.

This item contains details of the Tentative Agreements between the County and SCPDIA, as well as required reports and actuarial evaluations conducted by Segal Consulting, the designated actuary for the Sonoma County Employee's Retirement Association ("SCERA"), to ensure compliance with the law.

Segal Consulting's actuarial valuation estimates the impact of Tentative Agreement 1, in accordance with California Government Code Sections 31515.5 and 23026 (Attachment C).

This item also includes the actuary's informational valuation estimates of the impact of Tentative Agreement 2 and the potential extension to the SCPDIA MOU to the County's total Other Post-Employment Benefits liability as a decrease of \$7,848, and the overall amount changes from \$423,343 to \$415,495 for this bargaining group (Attachment D). Staff will return to the Board of Supervisors, with an Actuary from Segal Consulting, on October 9, 2018, to discuss the OPEB valuation pursuant to California Government Code section 7507.

Discussion:

Given the fiscal uncertainty caused by the October 9, 2017, Sonoma Complex fires, the County met and conferred with SCPDIA for a proposed extension of the MOU. The County and SCPDIA tentatively agreed on terms and conditions, salary, and benefits for an extension of the MOU. The SCPDIA comprises 8 employees. Following is a brief summary of the updated SCPDIA MOU provisions negotiated in the tentative agreements.

Tentative Agreement 1, Extension of the MOU:

Term of MOU:

June 18, 2018, through June 17, 2019.

One Time Lump Sum Pensionable Payment:

Effective the pay period beginning October 23, 2018, and contingent on approval from the Sonoma County Board of Supervisors on or before September 25, 2018, each regular, full time employee in paid status as of November 5, 2018, shall receive a one-time, non-recurring, pensionable payment in the amount of \$2,888 dollars to be paid on November 14, 2018.

Health & Welfare Benefits for Active Employees:

Effective the pay period beginning September 11, 2018, for coverage beginning October 3, 2018, the County will contribute up to a maximum of the following amounts based on level of coverage for employees enrolled in County offered medical coverage for any eligible full-time regular employee and their dependent(s) as follows:

- Employee Only: \$629 per month
- Employee + 1: \$1,257 per month
- Family: \$1,779 per month

Effective the pay date of October 3, 2018, and continuing beyond the term of the MOU extension, the employee contribution to dental premiums will be suspended, resuming October 1, 2020. The

suspension of the employee contribution is contingent on the Board's approval of this MOU extension on or before September 25, 2018.

Vacation Accrual and Compensatory Time Off:

Effective upon final adoption of the MOU extension, the maximum Compensatory Time Off ("CTO") cap will be increased from 80 hours to 120 hours.

Holidays:

Each bargaining unit member will be granted eight (8) floating holiday hours each calendar year. The floating holidays may be taken, with prior approval, at any time during the calendar year but may not be carried over into the next calendar year. There will be no cash out of unused floating holiday hours.

Employees will receive an eight (8) hour Cesar Chavez holiday on March 31st of each year, to honor and celebrate his important work on civil rights for laborers, particularly in the Latino community.

Paid Parental Leave:

Effective November 14, 2018, for eligible events that occur on or after Board adoption of the MOU, any permanent or probationary employee who has been continuously employed by the County for at least 12 months prior to the start of the leave shall be eligible for 320 hours of Paid Parental Leave within 12 months of the birth of a child or placement of a child with the employee for adoption or foster care. Part-time employees shall be eligible for this benefit based on pro-rated hours.

Favored Nation Clause:

If, during the term of the MOU extension another bargaining unit other than 0049 (Board of Supervisors), 0050 (Administrative Management), and 0052 (Department Heads) receives an increase or improvement in compensation or other economic benefits that is greater than agreed to by SCPDIA the County agrees to open the MOU and meet and confer with SCPDIA on the subject of compensation.

Comparison Agencies:

All classifications within SCPDIA-represented bargaining units will utilize the following for comparable agency purposes: Alameda County, Contra Costa County, Marin County, Napa County, Sacramento County, San Mateo County, San Luis Obispo County, Santa Clara County, Santa Cruz County, Solano County, and the City of Santa Rosa.

Government Code Compliance Requirements:

Cal Gov't Code §23026 and Cal Gov't Code §31515.5

Various provisions of the California Government Code require certain disclosures before the Board can adopt changes in salaries or benefits, with additional disclosure required for changes in pension and other post-employment benefits. Any changes in salaries and benefits must be adopted at a public meeting of the Board (Cal Gov't Code §23026). Notice of the consideration of such increases must be provided prior to the meeting and shall include "an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system." (Cal Gov't Code §31515.5).

Based on the letter received from Segal Consulting (Attachment C), the proposed one-time, pensionable lump-sum payment and the costs of the Paid Parental Leave program are within the future years' 3.5% annual wage increase assumptions applied in the December 31, 2015 actuarial valuation; and therefore, Segal's analysis states that the proposed changes will not materially impact the ongoing cost of the plan and funding status of the Sonoma County Retirees Association ("SCERA").

Tentative Agreement 2: Article 16 – Medical Benefits for Future Retirees:

Effective November 14, 2018, Article 16 (Medical Benefits for Future Retirees) is modified to remove any and all references to contributions for active unrepresented Administrative Management employees in the County Salary Resolution No. 95-0926. Future retirees will no longer be required to enroll in a County offered medical plan to receive a County contribution toward retiree medical benefits. The County will contribute a flat \$500 per month into a Health Reimbursement Arrangement Account ("HRA") on behalf of eligible bargaining unit members hired before January 1, 2009, and who retire after November 14, 2018. For bargaining unit members hired on or after January 1, 2009, the County will contribute the same amounts to the HRA as are currently specified in Article 16.3 (County Contribution Toward Retiree Medical Plans – Employees Hired On Or After January 1, 2009 – Effective January 1, 2009) of the MOU. The County's contributions to medical benefits for future retirees will be deposited directly into an HRA as described in Article 16 of the MOU. To offset the County's cost change associated with the benefit change discussed above, SCPDIA agrees to the County discontinuing the Medicare Part B reimbursement of \$96.40 per month from the County to bargaining unit members hired before January 1, 2009 and who retire after November 14, 2018.

Cal Gov't Code §7507

When considering changes in retirement benefits or other postemployment benefits, the Board "shall secure the services of an actuary to provide a statement of actuarial impact upon future annual costs, including normal cost and any additional accrued liability, before authorizing changes to public retirement benefits or other postemployment benefit." The statement of actuarial impacts shall be provided by an enrolled actuary and shall be made public at least two weeks before the adoption of the increase in benefits.

The Tentative Agreement on changes to Article 16 (Medical Benefits for Future Retirees) (Attachment B) of the MOU proposes to change the Other Post-Employment Benefits provided to current retirees who were hired prior to January 1, 2009, and who retire on or after November 14, 2018. The County engaged Segal Consulting to complete the valuation as required by law. The valuation provides an actuarial analysis of the impact to the County's OPEB liability for retiree medical costs resulting from changes to Article 16 of the MOU with SCPDIA (Attachment D). The valuation was based on the data and assumptions applied in the June 30, 2018 actuarial valuation, the latest valuation completed for the County. The actuary's valuation estimates the impact of the tentative agreement and potential changes to Article 16 of the SCPDIA MOU to the County's Total Other Post-Employment Benefits will result in a decrease of \$7,848, and the overall amount changes from \$423,343 to \$415,495 for this bargaining group (Attachment D)

The Board will be asked to adopt the Tentative Agreement on changes to Article 16 (Medical Benefits for Future Retirees) at the October 9, 2018, Board of Supervisor's meeting, pursuant to the aforementioned Government Code requirements. Also, the County Administrators' Office will submit a document to the

Board at the October 9, 2018, Board of Supervisor’s meeting, to acknowledge its understanding of this item’s effects on retirement benefits or OPEB.

Prior Board Actions:

May 24, 2016, Board adopted the SCPDIA MOU, Resolution #16-0215

Strategic Plan Alignment Goal 3: Invest in the Future

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	\$1,043	\$10,880	\$9,002
Additional Appropriation Requested	\$34,412		
Total Expenditures	\$35,455	\$10,880	\$9,002

Funding Sources

General Fund/WA GF	\$35,455	\$10,880	\$9,002
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$35,455	\$10,880	\$9,002

Narrative Explanation of Fiscal Impacts:

The MOU extension (Attachment A) and Tentative Agreement on Article 16 (Attachment B) represent a total estimated operational cost increase, above the adopted budget, of \$34,412 in fiscal year 18/19, which includes an estimated on-going operational cost of \$8,376 associated with the augmented premium contribution and the new parental leave program.

All of the total 18/19 projected increased costs are within the General Fund. Additional FY 18/19 budgetary appropriations will be included in the First Quarter Budget Adjustment to align with the adjusted labor costs, if the extension is approved.

Staffing Impacts

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

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- | |
|--|
| <ol style="list-style-type: none">1. Resolution2. Attachment A: Tentative Agreement between the County of Sonoma and SCPDIA for an extension to the MOU3. Attachment B: Tentative Agreement between the County of Sonoma and SCPDIA to modify Article 16 (Medical Benefits for Future Retirees) of the MOU4. Attachment C: Segal Actuarial Valuation – GC 31515.5 and GC 230265. Attachment D: Segal Actuarial Valuation – GC 7507 |
|--|

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



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

4/5 Vote Required

**Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California,
Extending the Memorandum of Understanding Between The County Of Sonoma And the
Sonoma County Public Defender Investigator's Association, For The Period of June 18, 2018,
through June 17, 2019.**

Whereas, the Sonoma County Public Defender Investigator's Association ("SCPDIA") is a recognized employee organization representing bargaining units 55 and 56; and

Whereas, the County of Sonoma ("County") met and conferred with representatives of SCPDIA to negotiate a twelve-month extension to the Memorandum of Understanding ("MOU"); and

Whereas, the SCPDIA membership ratified the terms of the tentative agreement ("TA") to be recommended to the Board of Supervisors for approval; and

Whereas, the terms and conditions of the TA are within the prescribed authority of this Board; and

Whereas, the County has satisfied its obligation under California Government Code section 3505 and the County Employee Relations Policy to meet and confer over the terms and conditions of employment contained in the recommended MOU extension; and

Whereas, the Board has met all legal requirements under California Government Code Sections 23026, 31515.5, 7507, 31516; and

Whereas, the proposed changes to the SCPDIA MOU do not include changes in retirement benefits or other postemployment benefits that will materially impact the ongoing cost of the plan and funding status of the Sonoma County Employee's Retirement Association ("SCERA"); and

Whereas, the proposed changes to the SCPDIA MOU will result in an actuarially estimated decrease to the county's Total Other Post-Employment Benefits liability; and

Resolution #

Date:

Page 2

Whereas, written confirmation of the Board's compliance with California Government Code Sections 31515.5, 23026, and 7507 from the Segal Company is included in Attachment C and Attachment D, and incorporated by reference herein.

Now, Therefore, Be It Resolved that this Board hereby approves this Tentative Agreement (Attachment A) setting the terms and conditions of the MOU extension between the County and the SCPDIA, which is attached and incorporated by reference herein.

Be It Further Resolved that the terms and conditions of the MOU shall be in full force and effect from June 18, 2018 through June 17, 2019, except as specified otherwise in the MOU.

Be It Finally Resolved that the County Administrator, Director of Human Resources, and Auditor-Controller-Treasurer-Tax Collector have the authority to take any necessary administrative actions to implement the provisions of this resolution, including the authority to execute administrative changes to plan documents and MOUs as needed and/or make corrections of a non-financial nature.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE COUNTY OF SONOMA

AND

**THE SONOMA COUNTY PUBLIC DEFENDER
INVESTIGATORS' ASSOCIATION**

~~2016-2018~~ - ~~2018~~2019

UNIT 55 and 56

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF SONOMA
AND THE
SONOMA COUNTY PUBLIC DEFENDER INVESTIGATORS' ASSOCIATION**

PREAMBLE

This agreement between the duly appointed representatives of Sonoma County, hereinafter referred to as "County", and the Sonoma County Public Defender Investigators' Association, hereinafter referred to as the "Association", contains the agreement of each concerning wages, hours and other terms and conditions of employment for the term of this Memorandum of Understanding effective with the Board of Supervisors approval.

The parties jointly agree to recommend to the County Board of Supervisors the adoption of this successor Memorandum of Understanding. This Memorandum shall apply only to those classifications listed under Article 2, Recognition.

ARTICLE 1 - TERM

1.1 Effective Dates

The following items shall constitute the wages, hours and other terms and conditions for employees in classifications as listed in Article 2 of this Memorandum of Understanding. The parties agree that all changes contained herein will become effective upon approval by the Board of Supervisors on September 25, 2018, unless otherwise specified. This Memorandum shall expire and otherwise fully terminate at 11:59 p.m. on June 17, 20182019.

1.2 Notice for Successor Memorandum

In the event either party desires to negotiate a successor Memorandum of Understanding, that party shall serve on the other party, its written request to commence negotiations. The request shall be served at least six (6) months before the expiration of this Memorandum specified in Section 1.1 – i.e. no later than December 17, 20172018.

ARTICLE 7 - SALARIES AND ADMINISTRATION OF THE SALARY SCHEDULE

7.1 Salaries

- a. Salary scales shall be specified in Appendix A for each classification contained within the unit represented by the Association.
- ~~b. Effective with the first full pay period that begins after Board adoption, the County shall increase by three percent (3.0%) the A-I Step of each scale in the Salary Table specified in Appendix A and attached to this Agreement.~~
- ~~c. Effective with the first pay period after March 1, 2017, the County shall increase by three percent (3.0%) the A-I Step of each scale in the Salary Table specified in Appendix A and attached to this Agreement.~~

~~d~~b. Hourly Cash Allowance

Effective the first full pay period closest to May 19, 2009, the County shall pay each permanent full and part time employee, in addition to their hourly regular earning rate from the salary schedule, a cash allowance of \$3.45 per pay status hour that the employee is in paid status excluding overtime, up to maximum of 80 hours in a pay period (or approximately a maximum of \$600 per month).

Such hourly cash allowance is compensation for services rendered in that pay period and shall be taken into account for the purposes of computing employees' final compensation for pension purposes, as well as all usual taxation as their regular earning rate from the salary schedule. It shall not be included on the salary schedule and shall not be impacted by future increases on the salary schedule. It is not intended as a supplement toward medical, dental, or any other insurance or benefit.

7.2 Salary Upon Employment

Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater than the minimum rate shall be within the limits of the salary scale for the class.

7.3 Advanced Step Upon Employment

In exceptional cases after reasonable effort has been made to obtain employees for a particular class at the minimum rate, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a rate higher than the minimum upon recommendation of the Department Head with approval of the County.

7.4 Reappointment Consideration

Any full-time or part-time employee who resigns in good standing, and who is reappointed on a full-time or part-time basis in the same class or a closely related class in the same salary scale or in a lower salary scale within two years after resignation may, upon approval by the County, be paid at any step in the appropriate salary scale, but not less than two steps below the step paid at the time of resignation. Approval of the County is only required if the person is rehired at a step which exceeds step paid at the time of resignation.

7.5 Extra-Help to Permanent Appointment

An extra-help employee who is appointed to an allocated part-time or full-time position in any class and without a break in service, shall be paid at a step which is nearest in amount to that of the step received in the class held immediately prior to such appointment. Employment at a higher salary step not to exceed the maximums of the scale may be authorized upon recommendation of the Department Head.

7.6 Salary Upon Restoration

Any full-time or part-time employee displaced, laid off, or voluntarily demoted in lieu of layoff and reappointed within two years in the same class from which separated or in a closely related class in the same salary scale, or in a lower salary scale than the class from which separated shall be paid at the salary step closest to but not exceeding the step of the applicable scale paid at the time of displacement, layoff or voluntary demotion. Such employee shall be considered for merit increase when the employee's total hours in pay status before and after separation and restoration equal the number of hours required for merit increase.

7.7 Salary Upon Promotion

Except as otherwise provided herein, any full or part-time employee who is promoted to a position in a class allocated to a higher salary scale than the class from which the employee was promoted shall receive the salary step rate of the appropriate scale which would constitute an increase of salary most closely equivalent to but not less than five (5) percent of the employee's salary step rate before promotion, but not less than the minimum salary scale of the new class nor greater than the maximum salary of the new class.

If a promotion occurs on the same day a merit increase is due and approved, the merit increase shall be computed first and subsequently the increase due to promotion.

An employee who is promoted shall be considered for a merit increase when the employee's total hours in pay status, exclusive of overtime subsequent to promotion, equals 1040 hours. The effective date of the merit increase shall be in accordance with Article 7.21.

7.8 Advanced Salary Upon Promotion

Upon promotion of a full-time or part-time employee to a new class, the Human Resources Director may recommend to the County Administrator that the person being promoted shall receive a rate of pay which is higher than that to which the employee is entitled, but which in no way exceeds the top of the scale.

7.9 Salary Upon Demotion During Probation

Any full-time or part-time employee who, during the employee's probationary period, is demoted to a class which the employee formerly occupied in good standing during the same period of continuous employment in paid or unpaid status shall have the employee's salary reduced to the salary the employee would have received if the employee had remained in the lower class throughout the employee's period of service in the higher class. The employee's eligibility for merit advancement shall be determined as if the employee had remained in the lower class throughout the period of service in the higher class.

7.10 Salary Upon Involuntary Demotion

A full or part-time employee, to whom the circumstances described in Article 7.9 do not apply, who is demoted involuntarily to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted shall have the employee's salary reduced to the salary in the scale for the new class next lower than, or not more than five (5) percent lower than the salary received before demotion, except that such employee shall not be paid more than the maximum of the scale of the class to which the employee is demoted. The employee's eligibility for merit advancement shall not change as a result of demotion.

7.11 Salary Upon Voluntary Demotion

A full or part-time employee, to whom the circumstances described in Article 7.9 above do not apply, who is demoted voluntarily or who is displaced as a result of layoff to a position in a class which is allocated to a lower salary scale than the class from which the employee is demoted, or displaced as a result of layoff shall receive the highest salary step in the scale for the new class which does not exceed the salary received before demotion or displacement but not exceeding the maximum of the salary scale for the new class. The employee's eligibility for merit advancement shall not change as a result of demotion or displacement.

7.12 Salary Upon Reappointment from Voluntary Demotion

Any full-time or part-time employee who is demoted voluntarily and who is reappointed on a full-time or part-time basis in the same class within two years, shall be reappointed at either the same step the employee received at the time of demotion or the salary step nearest the amount of the employee's present salary step, whichever is greater.

7.13 Salary Upon Transfer

A full-time or part-time employee who transfers from one allocated position to another allocated position in the same job class shall be placed at the same salary step which the employee was receiving prior to the transfer. A full or part-time employee who transfers from one allocated position in a job class to another allocated position in a closely related job class for which s/he possesses the minimum qualifications shall be paid at the step in the new scale nearest in amount to what the employee received prior to transfer.

A closely related job class is defined as a job class that has sufficiently similar duties and minimum qualifications to make a change of status compatible with Merit System Standard, and has a salary scale that is within four (4) percent above or below the employee's current job classification's salary scale.

7.14 Salary Upon Reallocation of Class

An employee in a position in a class which is reallocated from one salary scale to another shall continue to receive the same salary step.

7.15 Salary Upon Reclassification of Position - Same Salary

Whenever a position is reclassified to a class which is allocated to the same salary range, the incumbent shall retain the same salary step received prior to the reclassification if the incumbent is appointed to fill the position.

7.16 Salary Upon Reclassification of Position - Higher Salary

Except as otherwise provided herein, whenever a position is reclassified to a class which is allocated to a higher salary scale, the salary of the incumbent shall be as provided in Article 7.7 if the incumbent is appointed to fill the position.

7.17 Salary Upon Reclassification of Position - Lower Salary

Whenever a position is reclassified to a class which is allocated to a lower salary scale, the salary of the incumbent shall be as provided by Article 7.11, if the incumbent is appointed to fill the position. Whenever the effect of reclassification is to reduce the salary of an incumbent, the Board of Supervisors may, upon recommendation by the Director of Human Resources, direct that the incumbent shall continue to receive the previously authorized salary until termination of employment in the position, or until a percentage increase in pay may be authorized, whichever first occurs. Appropriate records shall show such an incumbent as being paid at a special fixed rate (Y rate) of the salary scale for the employee's class.

7.18 Merit Advancement Within Salary Ranges

Merit increases within a scale shall not be automatic. They shall be based upon merit and shall require a written performance evaluation with a minimum satisfactory overall rating. An employee with a less than satisfactory overall rating on the employee's most recent performance evaluation shall not be eligible for a merit increase until the employee receives an overall rating of satisfactory. The performance evaluation shall be reviewed by the employee's department head or Department Head and approved in writing prior to the granting of any merit increase. Merit increases shall be made within the appropriate salary scale for the class by computing the new salary step rate which is most closely equivalent to five percent (5%) higher than the previous base hourly rate.

7.19 Performance Appraisals

Performance appraisals of full-time and part-time employees which deny a merit salary increase or have an overall rating of "unsatisfactory" may be grieved at the employee's

option through the 3rd step of the Grievance Procedure established under this Memorandum for a final decision.

7.20 Salary Upon Advancement Within a Range

Each employee shall be considered for an initial merit increase when the employee's total hours in pay status within the same class exclusive of overtime equals 1040 hours. Thereafter, an employee shall be considered for subsequent merit increases when the employee accumulates 2080 hours pay status, exclusive of overtime.

7.21 Effective Date of Merit Increase

The effective date of the merit increase shall be the start of the work day during which the employee becomes eligible for the merit increase.

7.22 Salary Upon Temporary Promotion

An employee assigned by the Department Head to perform the full range of duties of a higher classification to fill a vacancy caused by resignation, termination, promotion or an extended leave of absence, who meets the minimum qualifications for the higher classification, shall be paid according to the salary of the scale for the new class which would constitute an increase in salary at the step most closely equivalent to five (5) percent greater than the employee's salary before promotion, but not less than minimum salary of the new class, nor greater than the maximum salary of the new class. The employee shall receive this salary as long as the employee continues to serve in such assignment and shall be entitled to receive increases for the position in accordance with the merit increase section of this Memorandum as though the employee had been appointed on the day that the employee began to receive the salary designated for the position. All other benefits to which an employee is entitled under the terms of this MOU shall continue and no additional benefits will be provided to employees temporarily assigned to a higher class.

7.23 Initial Salary Adjustments

The County and the Association agree that, following the Association's ratification of the new Memorandum, the Board of Supervisors will implement any changes in the Memorandum effective September 10, 2013, or as otherwise specified herein.

The County will adjust the payroll to reflect the negotiated salary scale changes effective with the pay period starting on the dates shown in Section 7.1 Salaries.

7.24 One-Time, Lump Sum, Non-Recurring, ~~Non~~-Pensionable Payments

Effective the first full-pay period after Board approval beginning October 23, 2018, contingent on Union ratification of the successor MOU and approval by the Sonoma County Board of Supervisors on or before September 25, 2018, each regular, full time employee in paid status as of November 5, 2018, shall receive a one-time, lump sum non-recurring, ~~non~~-pensionable payment in the amount of one-two thousand three-eight hundred and thirty-seventy-eight dollars (\$13372,888) ~~will to be paid to employees in active status as of on the last day of the pay period and prorated based on FTE~~ November 14, 2018.

The above amounts shall be prorated for eligible part time employees ~~in accordance with Section 15.2.6 of the MOU~~ based on their allocated full-time equivalent (FTE) as of the last day of the pay period.

The one-time payments will be subject to all applicable federal, state and local tax withholdings. The payments will not be included in wages for computations of overtime, ~~pension, and~~ benefits, or for any other purpose.

7.25 Comparison Agencies

Unless mutually agreed to, all classifications within bargaining units 55 and 56 shall utilize the following for comparable agency purposes:

Alameda County, Contra Costa County, Marin County, Napa County, Sacramento County, San Mateo County, San Luis Obispo County, Santa Clara County, Santa Cruz County, Solano County, and the City of Santa Rosa shall be included as comparable agencies.

For purposes of understanding market data in applicable classification studies, top-step salary of comparable job classifications within the composite list of eleven agencies will be determined, then the two agencies showing the highest and lowest top-step salary will be removed from the calculation. At least four match classes must exist in order to conclude there is sufficient market data.

ARTICLE 13 - HOURS AND OVERTIME

13.1 Application

This article is intended only as a basis for outlining standards for hours of work, work schedules and a basis for calculating overtime payments. Hours specified under types of employment indicate a commitment by the County to the normal maximum hours each employee is to be regularly scheduled, as long as there is sufficient work.

13.2 Types of Employment

Full-Time

An allocated position which is regularly scheduled for 80 hours of work in a bi-weekly pay period.

Part-Time

An allocated position which is regularly scheduled for less than 80 hours of work in a bi-weekly pay period.

Extra-help

A non-allocated assignment of duties which are defined in the Civil Service Rules.

13.3 Work Schedules

The County reserves the right to establish and modify individual work schedules consistent with this Memorandum.

13.4 Flex-Time Schedule

The County reserves the right to utilize a flex-time schedule. Employees assigned to a flex-time schedule will be eligible for overtime only when the hours worked exceed 80 in a pay period or as otherwise required by law. The County reserves the right to discontinue the flex-time schedule and reassign an employee to a normal daily work schedule based on the operational needs of the department.

13.5 Posting of Work Schedules

For the convenience of employees, work schedules will be posted in advance.

13.6 Work Schedule Change

The County reserves the right to establish and modify work schedules. Except in cases where emergency operations require less notice, a notice of change in an individual's work schedule arising from other than transfer or promotion shall be given to the affected

employee not less than seven (7) calendar days prior to the effective date of the schedule change. Failure to give the seven (7) day notice to a full-time employee shall entitle the affected employee to overtime compensation for all hours actually worked on the new schedule until seven (7) calendar days' notice is given. If any full-time employee has been given seven (7) calendar days advance notice of a shift change and the shift change results in the employee doubling back to work the new shift after leaving the work site, all hours worked on the new shift within the employee's same work day as the former shift will be paid at the employee's base rate, not at overtime, except as otherwise required by law. Part-time employees shall not be paid overtime for changes in schedule unless it results in an employee working over a normal work shift (8 or 10 or more hours) in a regular work day or over 80 hours in a pay period. The term "emergency operations" shall be construed to mean the performance of County functions or services necessary, in the opinion of the County, to protect or preserve the lives, safety, health, or property of the County or the public it serves, but "emergency operations" shall not be construed to mean situations where the County knew in advance of non-emergency situations and could have reasonably planned for any work schedule change necessary to adequately cope with the situation.

13.7 Statutory Overtime for the Non-Exempt Employee

Overtime for the non-exempt employee is divided into statutory overtime and non-statutory overtime. Statutory overtime is overtime that is required by law. Currently, for the non-sworn, non-exempt employee it is defined as all hours worked in excess of 40 hours in a regular 7 day work period. Statutory overtime for the sworn, non-exempt employee is defined as all hours worked in excess of 86 hours in a 14 day work period (which currently coincides with the pay period).

13.8 Non-Statutory Overtime

Non-statutory overtime for the non-sworn, non-exempt employee is defined as hours in paid status in excess of 40 hours in a 7 day work period. For the sworn, non-exempt employee and for the exempt employee, non-statutory overtime is defined as hours in paid status in excess of 80 in a regular 14 day work period. Non-statutory overtime for all employees is also defined as hours in paid status in excess of the normal full-time daily work shift established by the Department Head or any other circumstance except Article 13.6 where overtime pay is provided in this Memorandum.

13.9 Assignment of Overtime

A Department Head may require and authorize an employee to work overtime if such overtime is essential to the continuing efficient operation of the department in which the employee works. No employee shall work overtime unless authorized by the employee's designated supervisor.

13.10 Overtime Earned

Statutory overtime shall be earned at the rate of one and one half (1-1/2) hours for each one (1) hour of overtime worked. Non-statutory overtime shall be earned at the rate of one (1) hour for each one (1) hour of overtime worked.

13.11 Overtime Compensation

Exempt employees shall be compensated for accrued overtime either in cash at the employee's base hourly rate or as compensatory time off. Non-exempt employees shall first be compensated for statutory overtime in cash at the employee's regular rate of pay. Additional overtime earned by the non-exempt employee shall be compensated either in cash at the employee's base hourly rate or as compensatory time off. The employee assigned to overtime shall make a choice whether to be compensated in cash or in compensatory time until a maximum of forty (40) hours of compensatory time have been accrued. The Department Head in each County department has the right to specify how an employee will be compensated for overtime after (40) hours of compensatory time have been accumulated and until a maximum of eighty (~~80~~120) hours of compensatory time have been accumulated. When eighty (~~80~~120) hours of compensatory time are accumulated, the department will compensate the employee in cash for any additional overtime worked.

13.12 Approval for Compensatory Time Off

No employee shall take compensatory time off without prior approval of the employee's Department Head. The Department Head shall attempt to schedule such time off at the time agreeable to the employee.

13.13 Requests for Compensatory Time Payments

Each employee may request payment for any or all of the employee's current balance of compensatory time off with the employee's normal pay for any pay period.

13.14 Compensatory Time Payment at Separation

Each employee who is separated from County service shall be entitled to payment for accrued compensatory time at the employee's base hourly rate at the time of the employee's separation.

13.15 Half-Time Pay Provision

If overtime compensation causes an employee's total regular hours in a pay period to be less than the employee's ongoing schedule then the overtime hours shall be compensated at straight time and the employee shall receive half-time compensation at the base hourly rate in cash or in compensatory time off, in accordance with 13.11.

13.16 Overtime Not Cumulative

Overtime eligibility provisions are not cumulative. An employee shall not be entitled to multiple overtime compensation even though more than one overtime condition in this Memorandum may apply.

13.17 Non-Applicability of FLSA

In the event FLSA is rendered inapplicable to the County, either by legislative or judicial action, then the County shall, from the effective date of such action, consider all overtime as non-statutory and assign all employees to a 14-day regular work period.

ARTICLE 15 - HEALTH & WELFARE BENEFITS FOR ACTIVE EMPLOYEES

15.1 Active Employee Health Plans

An eligible employee and eligible dependent(s) (as defined below), are allowed only to enroll either as a single subscriber in a County offered medical, dental, vision plan and/or dependent life insurance, or as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If an employee is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one employee or retirees' plan (i.e., an employee and his or her dependents cannot be covered by more than one County offered health plan).

An eligible employee is:

- A County of Sonoma probationary or regular full-time or probationary or regular part-time employee (refer to Section 15.2.8 regarding plans offered and pro-ratation of benefits for part-time employees).

An eligible dependent is (as defined in each plan document/summary plan description):

- Either the employee's spouse or domestic partner; or
- A child based on your plan's age limits or a disabled dependent child regardless of age.

15.2 Participation in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans
Election to participate in a County offered health plan will take place within the first 31 days following date of appointment to permanently allocated position of .40 FTE or greater or it shall be made during an annual open-enrollment period.

The effective date of benefits will be the first of the month following date of initial eligibility.

Effective the pay period beginning June 21, 2016 for coverage beginning July 1, 2016, health plan coverage will be paid on a semi-monthly basis (24 payments per year).

15.2.1 County Offered Medical Plans

The County will offer at least three medical plans: County Health Plan PPO, County Health Plan EPO, and Kaiser HMO (\$10 co-pay) Plan. The benefit provisions, co-payments and deductibles of each plan are outlined in the Summary Plan Description or Evidence of Coverage.

Specific reference to a vendor does not obligate the County to continue to offer a medical plan offered by a specific vendor. The County may change health insurance carrier(s) and/or network provider(s), provided the plan design(s) are substantially equivalent.

15.2.2 County Contribution Toward Medical for Active Employee Medical Benefits

~~Effective May 24, 2016 for coverage through June 30, 2016 the County shall contribute towards the cost of County offered medical plan for any eligible employee and their eligible dependent(s), in the following manner:~~

~~The County shall contribute a flat dollar amount not to exceed \$229.98 per pay period (\$500 per month) toward the cost of any County offered medical plans for any eligible full-time regular employee and their eligible dependent(s).~~

~~This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).~~

Effective the pay period beginning ~~June-September 2111, 2016~~2018, for coverage beginning ~~July-October 13, 2016~~2018, the County shall contribute up to maximum of the following amounts based on level of coverage for employees enrolled in County-offered medical coverage for any eligible full-time regular employee and their eligible dependent(s). ~~The amounts listed below shall include the conversion of the current County HRA contributions for active employees in Section 15.11 to medical contributions.~~

Employee only	\$557,629 per month (\$278,314.50 semi-monthly)
Employee plus one	\$1,113,125 per month (\$556,628.50 semi-monthly)
Family	\$1,575,179 per month (\$787,889.50 semi-monthly)

This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).

~~Effective the pay period beginning May 23, 2017, with the intent to have premiums paid in the pay period(s) required for coverage to be effective June 1, 2017, the County shall contribute up to a maximum of the following amounts based on the level of coverage for employees enrolled in County-offered medical coverage for any eligible full-time regular employee and their eligible dependent(s).~~

Employee only	\$580 per month (\$290 semi-monthly)
Employee plus one	\$1,158 per month (\$579 semi-monthly)
Family	\$1,638 per month (\$819 semi-monthly)

~~This is the full and total contribution amount the County will contribute toward medical benefits for active regular employees and their dependent(s).~~

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 15.2.6 (Part-Time Employee Health Benefits).

15.2.3 Dental Benefits

The County offers dental and orthodontic benefits to full and part-time regular employees and their eligible dependent(s). Benefit provisions, co-payments, and deductibles are outlined in the Summary plan Description or Evidence of Coverage. The employee contribution(s) will be:

\$13.04 semi-monthly(\$26.09/month)

The semi-monthly deduction is effective the pay period beginning June 21, 2016 for coverage beginning July 1, 2016.

The County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 15.2.6.

Effective the pay period of October 3, 2018, and continuing beyond the term of this MOU extension, the employee contribution shall be suspended, resuming October 1, 2020. The suspension of the employee contribution is contingent on Union ratification of the successor MOU and approval by the Sonoma County Board of Supervisors on or before September 25, 2018.

15.2.4 Vision Benefits

The County provides vision benefits to full time active employees and their dependent(s) and computer vision care benefits to full-time active employees, with no employee contribution. Part-time employees will automatically be enrolled in the vision benefit and the County shall contribute to part-time eligible employees on a pro-rated basis, in accordance with Section 15.2.6. Benefit provisions, co-payments, and deductibles are outlined in the Summary Plan Description or Evidence of Coverage.

15.2.5 Life Insurance

The County provides a basic term-life insurance plan for an allocated full-time equivalent position of sixty (60) hours or more (.75 FTE or more) with no employee contribution. Effective May 24, 2016, the life insurance coverage amount will be an amount equal to one (1) times the employee's base salary. Enrollment in basic life insurance is automatic, based on eligibility.

Each eligible and enrolled employee may purchase through payroll deduction dependent coverage of \$5,000 for each eligible dependent. Benefit provisions are outlined in the Summary Plan Description or Evidence of Coverage.

Eligible employees may purchase additional life insurance for themselves at their own expense upon initial eligibility or during the annual open enrollment period specified in Section 15.2 (Participation in County Offered Health (Medical, Dental, Vision, Life Insurance) Plans. Effective the first pay period following a special enrollment (June 21, 2016), the employee may purchase supplemental coverage in increments of \$10,000, not to exceed the maximum of \$500,000 which includes the County paid basic term life insurance plan and supplemental coverage purchased by the employee, in accordance with the insurance carrier's policy. Members will be responsible for paying any increased cost for the benefits. Participating employees and the County will be required to follow the insurance company's contracted requirements with respect to maximum amounts and the necessity for evidence of insurability in order to be eligible to receive the benefit as may be amended from time to time and may be based on actual participation by County employees in the program. An employee enrolled in supplemental coverage who moves from one age bracket to the next will have to pay the rate of the higher age bracket beginning the January of the year in which the employee moves to the higher age bracket.

Effective June 21, 2016 members enrolled in supplemental coverage who make no changes to their supplemental coverage during open enrollment will automatically have their supplemental coverage amount adjusted to the nearest, lower, multiple of \$10,000 below current coverage. Members will be responsible for paying any increased cost for the benefits.

15.2.6 Part-Time Employee Health Benefits

Part-time employees in allocated positions of thirty-two (32) hours or more biweekly (0.40 FTE minimum) shall be eligible to participate in the County's medical, dental and vision plans, and the County's contribution toward their premiums shall be pro-rated. Pro-ration shall be based on the number of pay status hours in the pay period, excluding overtime. Employees working less than 32 hours bi-weekly and receiving benefits, prior to the implementation of the Human Resources Management System (HRMS), will be grandfathered and remain eligible to receive pro-rated benefits.

- a. A part-time employee covered under this MOU, whose allocated position is .75 FTE or greater bi-weekly, shall receive medical, dental and vision coverage as if the part-time employee were a full-time employee. Said part-time employee shall

receive life insurance and long-term disability insurance in accordance with the employee's FTE.

- b. Except for part-time (.75 FTE+) employees referred to in this Section 15.2.6(b) part-time employees shall not be eligible to participate in the County's life insurance program.

15.3 Employee Assistance Program

The County shall continue the current level of benefits under the Employee Assistance Program (EAP) for all represented employees during the term of this Memorandum.

Effective June 1, 2016, the Employee Assistance Program will be enhanced to six (6) face-to-face clinical consultations per incident per benefit period.

15.4 Long-Term Disability (LTD)

The County shall provide and pay the premium for a Long-term Disability (LTD) benefit, as described in the applicable plan document to all full and part-time employees (.0.4 FTE minimum) who meet the eligibility requirements. The benefit waiting period is the longer of 60 days or the period you elect to receive paid leave. Employees eligible to receive LTD benefits are not required to exhaust sick leave before receiving LTD benefits, but an employee who chooses to use sick leave or other paid leave after the 60th day of disability is not eligible to receive any LTD benefits until the employee stops using paid leaves. LTD benefits cannot be supplemented with any paid leave. LTD benefits will be offset by any applicable income, such as, short-term disability benefits, retirement benefits, social security, and social security disability benefits, as outlined in the Plan Document.

15.4.1 Claims Disputes over LTD

The claims dispute process is described in the Summary Plan Description or Evidence of Coverage. Human Resources Risk Management Division will assist employees with claims dispute processing.

15.5 Workers' Compensation Claims Disputes

Any dispute by an employee over a claim processed through workers' compensation shall be resolved solely through the appropriate appeal procedures of that system and may not be the subject of a grievance through this Memorandum.

15.5.1 Workers' Compensation Temporary Disability – Supplementing with Paid Leave

An employee not entitled to the benefits of Labor Code Section 4850 who is absent from work by reasons of industrial injury, compensable by temporary disability shall supplement such compensation with enough paid leaves to increase his/her gross earnings to equal his/her regular base salary as follows:

- All sick leave shall be taken until the remaining sick leave balance is forty (40) hours or less.
- Once the sick leave balance is forty (40) hours or less, the employee may elect to supplement by taking any combination of the remaining sick leave, vacation, and/or compensatory time off up to his/her base salary.
- Employees whose sick leave balance is forty (40) hours or less may also elect not to supplement at all.

An employee shall accrue vacation leave and sick leave only during such portion of absence from work due to industrial injury for which the employee uses previously earned vacation leave, sick leave or compensatory time off.

15.6 Health Benefits During Leaves of Absence – Non-Medical Leaves Without Pay

If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will cease to pay its normal benefit contributions. The employee must pay the total benefit premiums if the employee desires to continue any coverage. If an employee is on an unpaid absence or goes on leave without pay, either of which reduces the employee's time in pay status to not less than fifty percent (50%) of the employee's allocated full-time equivalent (FTE) in a pay period, the County will continue to pay its normal benefit contributions.

15.6.1 Medical/Pregnancy Disability Leave

When an employee exhausts all but forty (40) hours of sick leave and goes on medical or pregnancy disability leave without pay, the County will make its normal contribution to the employee's medical, dental, vision care, life insurance and LTD benefits for a period not to exceed thirteen (13) pay periods per disability. Beginning with the fourteenth (14th) pay period, the employee will be entitled to continue coverage through COBRA Continuation of Coverage and is responsible for making a timely election and paying COBRA premiums by the due date. Prior to the exhaustion of the thirteen (13) pay periods, the County will

provide reasonable advance notice of the employee's obligations regarding the opportunity to continue employee-paid benefits.

An employee who returns to work from medical or pregnancy disability leave without pay prior to the exhaustion of the thirteen (13) pay periods of entitlement under this Article shall not have the thirteen (13) pay period entitlement reduced for any pay period in which the employee is in pay status for at least fifty percent (50%) of the employee's allocated full-time equivalent as specified in this Section 15.6.1 (Medical or Pregnancy Disability Leave). If the employee returns to medical or pregnancy disability leave without pay for the same condition, the thirteen (13) pay period time frame will continue where it left off and will be reduced only for those pay periods when the employee's pay status hours fall below fifty percent (50%) of the allocated full-time equivalent.

The County's thirteen (13) pay period Leave without pay benefit entitlement shall run concurrent with Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL).

The employee's entitlement under COBRA law begins when the employee is no longer eligible for a county contribution toward medical benefits. When the employee returns to at least fifty percent (50%) allocated full-time equivalent in pay status, eligibility for a county contribution toward health benefits is regained. Benefit coverage begins the first of the following month.

15.6.2 Continuation of Health Benefits Coverage

An employee who is entitled to continued benefit coverage as specified in 15.6 (Health Benefits During Leaves of Absence-Non-Medical Leaves Without Pay) and 15.6.1 (Health Benefits During Leaves of Absence-Non-Medical Leaves Without Pay) must notify the Auditor-Controller-Treasurer-Tax Collector (ACTTC), no later than five (5) County business days after the first (1st) day of the leave of absence, of the employee's intent to continue insurance coverage. The employee must apply for a leave by completing a Leave of Absence Form.

If the Department authorizes the leave, the Department shall forward the completed Leave of Absence Form to the ACTTC's Office. To assure continued insurance coverage, premiums shall be paid by the employee to the ACTTC's Office no later than the last day of the pay period or the date specified in the notice. If the employee fails to pay the

premium by the last day of the pay period, he/she will receive one (1) reminder notice. In order to prevent a lapse in coverage due to non-payment, the employee shall pay a \$25.00 late charge in addition to the premium amount due by the date specified in the reminder notice.

Only one (1) reminder notice will be sent. If the employee fails to make proper payment within 30 days of the first due date, the employee's continued medical, dental, vision, life insurance and LTD coverage shall be terminated. Coverage will not be reinstated until the 1st of the month following return to paid status.

15.6.2.1 Part-Time Employees – Health Benefits During Leave of Absence

Part-time employees shall be eligible to participate in the medical benefit plans and/or the dental plans on a prorated basis, as defined in Section 15.2.8 (Part-Time Employees – Health Benefits). For pay periods with no pay status hours, pro-ration shall be based on the employee's FTE.

15.7 COBRA

The County provides continuation of health benefits at group rates plus 2% as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, including any applicable subsequent amendments or revisions where applicable.

15.8 Salary Enhancement Plans

IRS Section 414 (h)

All employees who belong to the retirement system shall have their wages adjusted according to Section 414(h) (2) of the Internal Revenue Code which has the effect of deferring Federal and State income taxes on the employee's retirement contributions.

IRS Section 125

Premium Conversion

The County shall continue under IRS Code Section 125 to administer a Health Care Premium Conversion Plan that allows eligible employees to make their required contributions towards health premiums with pre-tax dollars through payroll deduction. The County will make no contribution to this plan, however, it will bear the cost of administering this benefit.

Health Flexible Spending Account

The County provides a Health Flexible Spending Account (FSA) to enable eligible employees to set aside pre-tax dollars for reimbursement of employee's qualified medical expenses not reimbursed by the employee's health insurance plan and will be provided to the maximum amount stipulated in the Plan and consistent with the law.

Dependent Care Assistance Program

The County provides a Dependent Care Assistance Program (DCAP) subject to the limitations and maximums as stipulated under law.

All of these plans will be administered by the County in accordance with applicable Federal and State laws as amended and, as such, will not be subject to Article 28 (Grievance Procedure) of the Memorandum.

15.9 Plan Documents and Other Controlling Documents

While mention may be made in this MOU of various provisions of benefit programs, specific details of benefits (including disputes and/or appeals) provided under County offered health plans shall be governed solely by the plan documents or insurance contracts and/or policies maintained by the County. The County will bear no responsibility for resolving disputes/appeals between an employee and a contracted health plan vendor. Within this section, vendor refers to insurance company, Knox-Keene organizations licensed in the state of California to provide health benefits administration, or network management. Summary Plan Descriptions and evidence of coverages are available on-line at the following location:

[http://hr.sonoma-county.org/documents/open%20enrollment 2010-2011/20102011_employee_health_welfare_benefits.pdf](http://hr.sonoma-county.org/documents/open%20enrollment%202010-2011/20102011_employee_health_welfare_benefits.pdf)

15.10 Health And Welfare Benefits Health Care Reform Compliance Reopener

The County and the Association agree to a reopener to make necessary changes to health and welfare benefit eligibility and/or coverage options as required by the Patient Protection and Affordable Health Care Act (PPACA), commonly referred to as Health Care reform, or as required by similar subsequent statutes or regulations implemented during the term of this agreement.

15.11 Health Reimbursement Arrangement Contribution

Effective the pay period beginning on June 21, 2016, the County ~~shall ceased~~ contributions to the HRA account described in this section. ~~Effective the pay period~~

~~beginning June 21, 2016, the County will instead convert such HRA contributions into medical insurance premiums as described in 15.2.2.~~

~~Through June 20, 2016, all eligible full and part time employees as defined in Article 3, Section 3.2, enrolled in a County sponsored medical plan will receive a contribution into a Health Reimbursement Arrangement (HRA) and can participate in the HRA plan based on County medical plan enrollment as described herein. Eligible employees who waive medical coverage and are not enrolled in a County sponsored medical plan will not receive a contribution into the HRA.~~

~~The County will contribute the amount specified in the table below, per pay status hour to a maximum of 80 hours per biweekly pay period. The County will contribute to eligible part time employees on a pro-rated basis in accordance with Section 15.2.6.~~

Effective 5/12/2015 – 6/20/16

Coverage Level	Per Pay Status Hour	Monthly Equivalent
EE+1	\$.97	\$169
EE+2	\$2.67	\$465

~~County contributions pursuant to this~~Remaining balances in the active HRA ~~article will will continue to~~ be available to Plan participants for reimbursement of eligible medical care expenses as incurred by an eligible employee/retiree or dependent(s) as defined under the Internal Revenue Code Sections 105 and 106. Effective June 21, 2016 active employee post-tax medical premiums are not eligible for reimbursement.

HRA contributions made pursuant to this article are separate and apart from HRA contributions and benefit eligibility criteria for Retiree Medical for employees hired on or after January 1, 2009 pursuant to Article 16, Section 16.3. The parties agree that the health benefits in this Article 15 are available only to active employees. When this MOU ends on June 17, ~~2018~~2019, the parties agree that the health benefits in this Article 15 are subject to negotiations for a successor MOU.

The County of Sonoma Health Reimbursement Arrangement (HRA) Plan Document will be amended as required to reflect the above HRA contribution and benefit eligibility criteria for active employees.

The County of Sonoma has established an Active Health Reimbursement Arrangement

(HRA) Plan Document which outlines the eligibility provisions of this plan pursuant to current IRS regulations and the County makes no representations or warranties in regard to the tax treatment of the HRA, including whether any portion of the HRA is taxable by the Internal Revenue Service or the Franchise Tax Board.

ARTICLE 17 - HOLIDAYS

The County shall provide full-time and part-time employees the following paid holidays provided that the employee is in paid status on the employee's regularly scheduled workdays before and after the holiday.

17.2 Scheduled Holidays

- (1) New Year's Day, January 1*
- (2) Martin Luther King's Birthday, the third Monday in January
- (3) Lincoln's Birthday, February 12*
- (4) President's Day (The 3rd Monday in February)
- (5) Caesar Chavez Day, March 31*
- ~~(6)~~ Memorial Day (The last Monday in May)
- ~~(7)~~ Independence Day, July 4th*
- ~~(8)~~ Labor Day, (The first Monday in September)
- ~~(9)~~ Veteran's Day, November 11*
- ~~(10)~~ Thanksgiving Day, as designated by the President
- ~~(11)~~ The day following Thanksgiving Day
- ~~(12)~~ Christmas Day, December 25*
- ~~(13)~~ Each day formally recognized by the Board of Supervisors of the County of Sonoma as a day of mourning, thanksgiving or special observance.

* Date Specific Holidays

17.3 Day Observed

If a date specific holiday listed in Section 17.2 falls on a Saturday, the preceding Friday shall be the County observed holiday. If a date specific holiday listed in Section 17.2 falls on a Sunday, the following Monday shall be the County observed holiday. All other date specific holidays shall be observed on the date specified in Articles 17.2.

17.3.1 Elimination of Former Section 17.3: Floating Holiday

~~The parties agree that the elimination of former section 17.3 of this article~~

~~17 will be implemented effective upon approval of the SCPDIA MOU by the Board of Supervisors.~~

~~Hours accrued prior to the elimination of former section covering Floating Holidays will remain in the employee's Compensatory Bank. Such compensatory time may be taken off on a day mutually agreeable to the employee and the County or paid per article 13.13 Requests for Compensatory Time Payments.~~

Each regular, full-time employee will be granted eight floating holiday hours effective the first pay period of each year. The employee must be in paid status on the employee's regularly scheduled workdays before and after using the floating holiday. The timing of the employee's use of the floating holiday shall be subject to approval of the Department Head or designee. The floating holiday hours must be taken before the last full pay period of the year, and will not be carried over into the next year. Further, there will be no cash out of floating holiday hours. Floating holiday hours must be taken in no less than 1/10 of an hour increments. Each part-time employee shall be entitled to a prorated number of hours based on allocated FTE at the time of the annual allocation.

17.4 Compensation for Holidays

A full-time employee whose assigned work schedule does not include either the date specific holiday or the observed holiday, shall observe the holiday (and not work) on one of the employee's regularly scheduled work days during the same pay period as the County observed holiday or during the pay period immediately preceding or following the same pay period as the County observed holiday. All other full-time employees whose regular assigned work schedule includes either the date-specific holiday or the observed holiday shall receive their regular eight (8) hours pay at their base hourly rate of pay.

17.5 Compensation for Holidays - Day Worked

An employee who actually works on either the scheduled holiday or the observed holiday shall be entitled to overtime compensation for the hours actually worked. An employee who works on both the scheduled holiday and the observed holiday shall elect which day shall be at overtime. However, only one day shall be at overtime.

17.6 Part-Time Employees

Any part-time employee shall, for each holiday in the pay period, receive holiday pay equivalent to 1/10 of an hour for each hour regularly scheduled to be worked based on

the employee's ongoing work schedule. If the employee's total hours in paid status (excluding the holiday benefit) exceed the hours regularly scheduled to be worked, the employee shall receive holiday pay equivalent to 1/10 of an hour for each hour in paid status (excluding the holiday benefit).

17.7 Holiday Pay Maximum

Holiday pay shall not exceed 8 hours for each holiday.

17.8 Holidays – Compensation – Employees on Leave Without Pay

An employee on leave without pay who has paid leave remaining (including vacation, sick leave or compensatory time), shall not be permitted to use that paid leave to demonstrate that the employee was in paid status on the employee's regularly scheduled workdays before and after the holiday.

ARTICLE 19 - SICK LEAVE

19.1 Sick Leave Benefit for Employees in Allocated Positions

19.1.1 Accrual Rate

Each full-time employee in a regular, allocated position, shall accrue and accumulate sick leave at the rate of 3.680 in-service hours for each completed eighty (80) paid in-service hours. In-service hours include all hours in pay status excluding overtime. This accrual rate shall be adjusted to reflect any unpaid time in each pay period. Part-time employees, in allocated positions, shall be eligible to receive sick leave on a pro rata basis. Usage and accrual of said benefits shall be governed by the same rules and regulations applicable to full-time employees.

19.1.2 Accrual – Restoration of Accrued Time:

When an employee separates from County employment, and returns to regular County employment within one year from the separation date, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the time was not otherwise used, paid out, or converted to service credit. If the separation date is in the middle of the pay period, end of pay period date will apply.

19.1.3 Change in Employment Status – Extra Help to Allocated

Extra Help to Allocated Position: For an Extra Help employee who begins an allocated assignment within one year of separation of an Extra Help assignment, any accrued and unused Extra-Help sick leave hours on account will carry forward with the employee. If the

separation date is in the middle of the pay period, pay period end date will apply. Hours carried forward may be used, subject to the following restrictions:

1. Extra Help sick leave hours must be used prior to using sick leave accrued as a regular employee;
2. Extra Help sick leave hours have no cash value; and
3. Extra Help hours are not eligible for conversion to service credit at regular retirement (pursuant to Section 19.4).

The employee's annual period will be changed to the date they start in the new position.

19.2 Sick Leave Use

Earned sick leave credits may, with the approval of the Department Head, be used by the employee, as outlined below:

19.2.1 Sick Leave Use – Non- FMLA/CFRA/PDL Leave:

Accrued sick leave for incidents other than FMLA/CFRA/PDL qualifying events may be used as follows:

- A. Employee Illness: during the employee's own incapacity due to illness or injury;
- B. Employee Treatment or Examination: during the time needed by the employee to undergo medical or dental treatment or examination;
- C. For Care of a Family Member: For diagnosis, care or treatment of an existing health condition of, or preventative care for the employee family member. For leave under this section 19.2.1, "family member" is defined as a:
 1. child (defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, regardless of age or dependency status);
 2. parent (defined as a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in place of a parent when the employee was a minor child);
 3. employee's spouse or registered domestic partner;
 4. grandparent, grandchild, or sibling of the employee or the

employee's spouse or registered domestic partner.

Sick leave use for family members listed 19.2.1c shall not exceed forty-eight (48) hours per occurrence unless extended by joint action of the employee's Department Head and the Director of Human Resources by reason of exceptional hardships. "Occurrence" means per illness or related incidents. The 48 hours do not have to be consecutive.

California "Kin Care" (Labor Code 233) provides that an employee may use an amount of paid sick leave each calendar year that is equal to the amount of time that would normally accrue in six month period, and may be used in the same manner as other sick leave described in this section 19.2.1. Kin Care provisions run concurrent with other protected leaves and do not extend the maximum period of leave to which the employee is entitled to under FMLA or CFRA.

D. Domestic Violence, Sexual Assault, or Stalking: When an employee is a victim of domestic violence, sexual assault or stalking, to work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of themselves or their child(ren); to seek medical attention for injuries caused by domestic violence, sexual assault or stalking; obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking; obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; participate in safety planning or take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation. Documentation may be required for approval of use of sick leave under this provision, pursuant to section 19.3 Sick Leave Documentation.

19.2.2 Sick Leave Use - FMLA/CFRA/PDL Qualifying Leave:

In accordance with The Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and the Pregnancy Disability Act (PDA) earned sick

leave credits may, with the approval of the Department Head, be used by an employee as follows:

- a. Employee Illness: During the employee's own incapacity due to illness or injury.
- b. Employee Treatment or Examination: During the time needed by the employee to undergo medical or dental treatment or examination.
- c. Disabled by Pregnancy: When a woman employee is disabled by pregnancy, which means that in the opinion of her health care provider, she is unable because of pregnancy to work at all or is unable to perform any one of more of the essential functions of her job or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- d. Care of Family Member: When a child, stepchild, spouse or spouse's parent or domestic partner being a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption, or the employee's parent, is incapacitated by illness or injury and it is necessary for the employee to care for such child, stepchild, spouse or parent of the employee or spouse or domestic partner.

Child is defined as biological, adopted, or foster child, stepchild, legal ward, or a child to who the employee stands in place of a parent, who is either under 18 years of age or an adult dependent child. An adult dependent child is an individual who is 18 years of age or older and who is incapable of self-care because of a mental or physical disability within the meaning of Government Code section 12926(j) and (l).

Parent for purposes of this Section is defined as biological, foster, adoptive, step-parent, legal guardian or person who stood place of a parent to the employee when the employee was a child. A biological or legal relationship is not necessary for a person to have stood in place of parent to the employee when the employee was a child.

For FMLA/CFRA qualifying events to care for a covered family member incapacitated by illness or injury under this paragraph (d), employees are allowed

to use up to 480 hours of accrued sick leave per eligible event, and not to exceed the number of hours authorized by medical certification. CFRA bonding leave does not qualify for use of sick leave.

Information on FMLA/CFRA/PDL eligibility, documentation, and benefit and pay status is provided under Section 19.8 – Family Care and Medical Leave.

19.3 Sick Leave –Documentation

19.3.1 Annual Period – Allocated Employees:

“Annual period” is a twelve month period beginning with the employee’s first day of work in an allocated assignment and resets to January 1st thereafter. (This is not the same as the annual calendar used under FMLA/CFRA/PDL qualifying events.)

19.3.2 First Forty-Eight Hours:

For new employees, the first 48 hours, or number of hours equal to 6 days of the employees regular schedule (whichever is greater), of accrued sick leave used by an employee in the first annual period will be applied to and subject to the provisions of the California paid Sick Leave law until January 1st and on a calendar year basis thereafter. During this period, if the need for paid sick leave is foreseeable, the employee shall provide reasonable advanced notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. If the County has reasonable suspicion of sick leave abuse, a signed medical certification may be required for each use of accrued sick leave to the extent permissible by law.

19.3.3 Subsequent Hours:

For use of accrued sick leave beyond the first 48 hours or number of hours equal to six (6) days in the annual or calendar period (consecutive or non-consecutive), as described above, a signed medical certification may be required for each use of accrued sick leave. Reasonable medical certification of shall be required for sick leave use of more than 48 consecutive work hour’s duration.

19.3.4 FMLA/CFRA/PDL:

If use of accrued sick leave is for an FMLA, CFRA, or PDL qualifying event, medical certification is required, in accordance with the law, and as outlined in the Medical Leave Policy.

19.4 Restoration of Accrued Sick Leave

When an employee separates from County employment, and returns to County employment within one year from the separation date, any accrued sick leave remaining on account will be restored to the employee upon rehire, provided the accrued leave was not otherwise used, paid out or converted to service credit. If the termination date is in the middle of the pay period, end of pay period date will apply.

19.5 Sick Leave Conversion at Regular Retirement

Each employee who separates from County service on regular, non-disability retirement shall convert one hundred percent (100%) of unused sick leave remaining to each employee's credit at the time of retirement to retirement service credit as provided by Government Code Section 31641.03.

19.6 Sick Leave – Distribution at Death or Layoff

The County shall pay each employee who separates from County service by death (non-duty related) or layoff, the monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit as of the time of separation, computed on the basis of the employee's base hourly pay.

19.7 Sick Leave Distribution at Disability Retirement or Duty-Related Death

The County shall pay each employee separated from County service by a disability retirement or duty related death payment at such employee's base hourly rate for all unused sick leave remaining to such employee's credit as of the time of separation or duty related death. This section shall not apply to an employee separated from County service by a service retirement. The County shall not pay an employee under this Section for any sick leave hours donated to the employee by other employees under a catastrophic leave benefit.

19.8 Sick Leave – Payoff At Regular Retirement

For each employee who separates from County service on regular non-disability Retirement, who reaches 100% of retirement benefit allowed by law, and who is prevented by law from converting some or all of the employee's remaining unused sick leave to service credit under Section 19.4 (Sick Leave – Conversion at Regular Retirement), the

County shall pay the employee the monetary equivalent of twenty-five percent (25%) of all unused sick leave remaining to such employee's credit at the time of separation, computed on the basis of the employee's base hourly rate of pay.

19.9 Family Care and Medical Leave

19.9.1 Each eligible employee is entitled to family care and medical leave as provided by the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), as amended. The leaves under FMLA and CFRA will run concurrently to the extent permitted by law.

19.9.2 FMLA/CFRA Eligibility

To be eligible for family care and medical leave, on the date on which leave is to begin, a full-time or part-time employee must have been employed by the County for at least twelve (12) months, which need not be consecutive, and have actually worked at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

19.9.3 Family Care And Medical Leave Entitlement

Subject to the provisions of the this MOU, County policy, and state and federal law, including the federal FMLA and the CFRA, an eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12) month period for any one or more, of the following reasons:

- 19.9.3.1 The birth of a child and to care for the newborn child (FMLA and CFRA);
- 19.9.3.2 The placement with the employee of a child for adoption or foster care and care for the newly placed child (FMLA and CFRA);
- 19.9.3.3 To care for the employee's child, parent, spouse, or domestic partner (CFRA only) who has a serious health condition. (Child is defined as biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis who is under 18 years of age or an adult dependent child. Parent is defined as biological, foster or adoptive parent, stepparent, or legal guardian. Parent does not include a parent-in-law under this provision.)
- 19.9.3.4 Because of an employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, except for disability on account of pregnancy, childbirth, or related

medical conditions, which is covered by pregnancy disability leave. (Pregnancy disability counts toward only California Pregnancy Disability Leave (PDL) and FMLA leave.)

- 19.9.3.5 Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a U.S. National Guard or Reserve member on active duty (or has been notified of an impending call or order to active duty status) in support of a contingency operation (FMLA only).

The twelve (12) month period for FMLA/CFRA purposes is determined by a "rolling" twelve (12) month period measured backwards from the date an employee first uses FMLA/CFRA leave.

19.9.4 Family Care And Medical Leave To Care For A Covered Service member With A Service Injury Or Illness

Subject to the provisions of this MOU, County policy, and state and federal law, including the FMLA, an eligible employee may take FMLA leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. (This 12 month period used under FMLA/CFRA to determine sick leave eligibility is separate from the "annual period" defined in 19.3.1).

- 19.9.4.1 An eligible employee's entitlement under Section 19.9.4 is limited to a total of twenty-six (26) workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. The "single 12-month period" in which the 26-weeks-of-leave-entitlement described in this begins on the first day an employee takes leave to care for the covered service member.

- 19.9.4.2 During the "single 12-month period" described above, an eligible employee's FMLA leave entitlement is limited to a combined total of twenty-six (26) workweeks of FMLA leave for any qualifying reason.

19.9.5 Pay Status And Benefits

- 19.9.5.1 Except as provided in this Article, the family care and medical leave will be unpaid. The County will, however, continue to provide County contributions toward the health plan premium during the period of family care and medical leave for up to twelve (12) work weeks on the same basis as coverage would have been provided had the employee not

taken family care and medical leave. The employee will be required to continue to pay the employee's share of premium payments, if any.

19.9.5.2 Nothing in this Section shall preclude the use of medical or pregnancy disability leave in Section 15.6.1 (Medical/Pregnancy Disability Leave) when the employee is medically incapacitated or disabled. If an employee does not qualify for continued benefits under this Section 19.9 or Section 15.6.1 (Medical/Pregnancy Disability Leave) and the employee wishes to continue benefit coverage, then Section 15.6.2 (Continuation of Health Benefits Coverage) applies.

19.9.6 Relationship Of Family Care And Medical Leave To Other Leaves

Any leave of absence that qualifies as family care and medical leave and is designated as family care and medical leave will be counted as running concurrently with any other paid or unpaid leave to which the employee may be entitled for the same qualifying reason. Section 19.8.14 identifies accrued paid leave which an employee may be required to use concurrently with unpaid family care and medical leave.

19.9.7 Relationship To Pregnancy Disability Leave

The family care and medical leave provided under this section is in addition to any leave taken on account of disability due to pregnancy, childbirth, or related medical conditions for which an employee may be qualified under state law.

19.9.8 Notice To The County

19.9.8.1 The employee must provide written notice to the County as far in advance of the leave as possible and as soon as the employee reasonably knows of the need for the leave. If the need for the leave is foreseeable based on an expected birth, placement of a child for adoption or foster care or planned medical treatment, the notice must be provided at least 30 calendar days in advance of the leave, or if not reasonably known 30 calendar days before the leave, then as soon as reasonably practicable.

19.9.8.2 The written notice must inform the County of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

19.9.8.3 The employee shall consult with the County and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize disruption to department operations.

19.9.9 Medical Certification

19.9.9.1 An employee's request for family care and medical leave to care for a child, a spouse, or a parent who has a serious health condition shall be supported by a certification issued by the health care provider of the individual requiring care. If additional leave is required after the expiration of the time originally estimated by the health care provider, the employee shall provide the County with recertification by the health care provider.

19.9.9.2 An employee's request for family care and medical leave because of employee's own serious health condition shall be supported by a certification issued by the employee's health care provider.

19.9.9.3 As a condition of an employee's return from leave taken because of the employee's own serious health condition, the employee is required to obtain certification from the employee's care provider that the employee is able to resume work.

19.9.9.4 Employees are required to use the medical certification forms available from the County Human Resources Department to meet the certification and recertification requirements of this section.

19.9.10 County's Response To Leave Request

It is the County's responsibility to designate leave, paid or unpaid, as family and medical leave-qualifying and to notify the employee of the designation.

19.9.11 Dual Parent Employment

Where both parents are County employees, allowable leave for the birth, adoption, or foster care placement of a child or the care of an employee's ill parent is limited to a total of twelve (12) work weeks in a 12-month period between the two employees. Their family care and medical leave entitlement is not limited or combined for any other qualifying purpose.

19.9.12 Employee's Status On Returning From Leave

Except as provided by law, on return from family care and medical leave, an employee is entitled to be returned to the same or equivalent position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee has no right to return to the same position. Use of family care and medical leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA/CFRA leave.

19.9.13 FMLA/CFRA Procedures, Definitions, and Forms

A description of the required process and procedures to follow for intermittent leave and reduced leave schedules, forms to use when requesting family care and medical leave, and applicable definitions are included in the County Medical Leave Policy and found on the County Human Resources Department website, and are available from the Human Resources Department.

19.9.14 Leaves of Absence Without Pay Usage Reference Table

Employees will be required to use accrued paid leaves before a leave of absence without pay as shown in the following table:

MOU Section	Sick	Vacation	CTO	Comment
During the employee's own incapacity due to illness or injury.	Yes. You may keep 40 hrs.	No	No	
During the time needed by the employee to undergo medical or dental treatment or examination.	Yes. You may keep 40 hrs.	No	No	
When a woman employee is disabled by pregnancy.	Yes. You may keep 40 hrs.	No	No	
When the employee's family member is incapacitated by illness/injury and the employee must care for him/her or for care, exam or treatment of a family member.*	Yes. You may keep 40 hrs.	Yes	Yes	You may keep 40 hours in any combination of Vacation & CTO
Section 19.9.3 Non-sick FMLA/CFRA** qualifying event (e.g., child bonding leave)	No	No	No	See Section 15.6
Approved undisclosed reason or	No	Yes	Yes	Must use all

MOU Section	Sick	Vacation	CTO	Comment
extended vacation				Vac. & /CTO

*In the event an employee is eligible to receive Paid Family Leave to care for the serious health condition of a family member or to bond with a new child, they will not be required to use sick, vacation or CTO time, while receiving that benefit.

**Family and Medical Leave Act (FMLA)/California Family rights Act (CFRA)

19.9.15 This Section 19.9 shall be interpreted as the legal minimum family care and medical leave available to eligible employees. The County may grant additional leave without pay under this Section (19.9) provided it is consistent with the applicable provisions of the Sonoma County Civil Service Rules, County leave policies, and other provisions of this memorandum.

22.10 Paid Parental Leave

22.10.1 Eligibility

Effective 10/1/18, any permanent or probationary employee who has been continuously employed by the County for at least 12 months prior to the start of the leave shall be eligible for Paid Parental leave (PPL) to use within 12 months of the following events:

- Birth of a child of the employee, the employee's spouse, or the employee's domestic partner.
- Placement of a child with the employee's family for adoption or foster care.

For the purposes of PPL, the definition of "parent" and "child" are as defined by the California Family Rights Act.

22.10.2 Benefit and Use

Eligible employees shall be granted 320 PPL hours to use within 12 months of the qualifying event. Part-time employees shall be eligible for a pro-rated number of PPL hours based on allocated FTE.

PPL is based on a rolling 12 month calendar. No more than 320 PPL hours may be used in any 12 month period.

PPL is based on the employee's hourly wage plus cash allowance. It is considered "paid status" for the purposes of merit, seniority, premiums, vacation and sick leave accrual, and County benefit eligibility and

contributions.

PPL is pensionable and counts towards retirement service credit.

PPL may be used in a block of continuous time or as intermittent leaves arranged in advance. Unless approved by the Director of Human Resources, PPL cannot be used retroactively.

Use of PPL shall not be cause for an employee to lose his/her current assignment on a permanent basis; however, assignments may be altered to accommodate the employee's or department's operational needs when working a reduced schedule.

An employee in a disability period following birth of a child must use sick leave down to 40 hours before using PPL.

22.10.3 Coordination of Benefits & Leaves

PPL can be fully integrated with any short-term disability or California Paid Family Leave program. STD and PFL will not reduce PPL leave entitlement. For time covered by FMLA/CFRA job protected leave for bonding, PPL must be used prior to other accrued leave or Leave Without Pay. If an employee has exhausted FMLA/CFRA entitlements for reasons other than bonding, PPL must be used prior to Leave Without Pay for arranged leaves for the purpose of bonding. PPL does not need to be used when an employee is on leave for reasons other than bonding. To the extent FRA leave is available, it will run concurrently with PPL.

22.10.4 Implementation

For qualifying events occurring after 10/1/2017, PPL may be applied to any remaining CFRA eligible bonding hours still available to the employee after the program effective date.

ARTICLE 29 - FULL UNDERSTANDING, MODIFICATION, ACKNOWLEDGMENT

29.1 Full Understanding

This Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein. All other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

29.2 Acknowledgment

Except as provided herein, it is agreed and understood that the parties have met and conferred in accordance with their obligations under State law and the County's Employee

Relations Policy in reaching this agreement and neither party shall be obligated to meet and confer over any provision of this agreement during its term.

29.3 Meet and Confer During Term of Memorandum

- a. If the County proposes during the term of this Memorandum to adopt a policy or course of action on matters within the scope of representation as defined by State law that are not covered by this Agreement, it will provide the Association with written notice of the proposed policy or course of action and offer to meet and confer over the proposal in accordance with state law, the County's Employee Relations Policy (ERP), and with the provisions provided in (c) below.

- b. The County and Association agree to meet and confer in accordance with state law, the ERP, and the provisions provided in (c) below if the County's proposals include matters within the scope of representation in one (1) or more of the following matters:
 1. The assignment of groups of employees to work hours, work shifts and/or work schedules. An example of such a change would be if the County proposed to change the work schedule of employees from a 4/10 to a 5/8 schedule.

 2. The assignment of employees between departments as a result of reorganization or a change in the mission or program of the department(s) involved. An example of such a change would be if the County proposed to move the Investigator staff from the Public Defender Department to the Social Services Department.

 3. The use and assignment of county vehicles and/or personal vehicles of employees for work-related purposes. An example of such a change would be if the county proposed to assign all Investigators to take-home County vehicles.

The provisions of this subsection (c) apply to the meet and confer process applicable to County proposals on matters within the scope of representation as described in subsections (a) and (b) above.

The County will provide written notice to the Association describing the proposed change. Upon request of the Association, the County will provide all relevant information it has pertaining to the proposal as required by the Meyers-Milias-Brown Act (MMBA).

The Association will have up to fifteen (15) calendar days from when it received the notice to inform the County in writing if it desires to meet and confer over the proposal. If the Association fails to notify the County within the fifteen (15) days, the County may implement the proposal without any further obligation to meet and confer with the Association.

If the Association notifies the County within fifteen (15) calendar days of its desire to meet and confer, then the County and the Association shall meet and confer in good faith over the proposal and all identified impacts arising from the proposal.

Unless extended by mutual written agreement of the parties, the pre-impasse period for meeting and conferring pursuant to this Section 29.3 shall be thirty-five (35) business days (Monday through Friday) from when the Association was properly notified of the proposal by the county. If an agreement is not reached by the 35th business day from the date the Association was notified, either party may declare an impasse by filing with the other party a written declaration of impasse and request for an impasse meeting, together with a statement of its position on all disputed issues. An impasse meeting shall then be held within two business days, at which time the County shall present an impasse statement including the proposal that it proposes to implement after the completion of the post-impasse process required by law and this Section 29.3 should further discussions fail to produce an agreement.

If an agreement is not reached at the impasse meeting, the dispute shall be submitted to mediation. If the parties fail to resolve the dispute through mediation within the timelines set forth in the MMBA, the matter may be submitted to fact finding in accordance with the provisions and timelines of the MMBA.

This Article 29.3 is not subject to the grievance procedure of this agreement (Article 27) in any way except for an allegation that the County failed to provide the required notice or acted to implement the change before the procedures required by this section were completed. Any ruling by an arbitrator under this Article 29.3 that is adverse to the County shall be limited to ordering the County to comply with the notice and/or time limits specified above.

29.4 Written Modifications Required

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the Association and the County, unless made and executed in writing by the parties, and if required, approved and implemented by the Board of Supervisors.

29.5 No Limitation on Authority of Civil Service Commission

Nothing in this Agreement shall be construed to limit or remove the existing or future jurisdiction or authority of the Civil Service Commission as provided in Ordinance No. 305-A as amended, or as provided in the Rules adopted thereunder.

29.6 Non-Precedence

The waiver of any breach, term, or condition of this Memorandum of Understanding by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

29.7 Side Letters

All side letters or other agreements not attached to or incorporated into this Memorandum are no longer valid. This MOU constitutes the entire agreement between the Association and the County.

28. Favored Nation Clause – Reopener

If, during the term of this extension another bargaining unit other than 49 (Board of Supervisors), 50 (Administrative Management), and 52 (Department Heads) receives an increase or improvement in compensation or other economic benefits that is greater than agreed to by SCLEA, the County agrees to open the MOU and meet and confer with SCLEA on the subject of compensation.

COUNTY OF SONOMA

SONOMA COUNTY PUBLIC DEFENDER
INVESTIGATORS' ASSOCIATION

Carol Allen 9/20/18
CAROL ALLEN

Matt Byrne
MATT BYRNE

Jeremie Jenkins 9/20/18
Jeremie Jenkins

**Tentative Agreement between
 SCPDIA and the County of Sonoma County
 9/20/2018**

ARTICLE 16 – MEDICAL BENEFITS FOR FUTURE RETIREES

16.1 Retiree Medical Coverage

~~a. Effective June 1, 2009, an eligible retiree~~s and eligible dependent(s) (as defined below) may ~~be, but are not required to~~ enrolled in a County offered medical plan as described in Section 16.4-2. Retirees who enroll in a County offered medical plan are but is allowed only to enroll either as a subscriber in a County offered medical plan or, as the dependent spouse/domestic partner of another eligible County employee/retiree, but not both. If ~~an employee/~~retiree is also eligible to cover their dependent child/children, each child will be allowed to enroll as a dependent on only one (1) employee or retirees' plan (i.e., a retiree and his or her dependents cannot be covered by more than one County-offered health plan.) All retirees and eligible dependents who enroll in a County offered medical plan are responsible for all costs including medical plan and Medicare Part B premiums.

An eligible dependent is (as defined in each plan document/summary plan description):

- Either the retiree's spouse or registered domestic partner (requires signed domestic partner affidavit filed with the County); or
- An unmarried child based on your plan's age limits or a disabled dependent child regardless of age; or
- Upon the death of an eligible retiree, an eligible surviving dependent who was either enrolled in, or waived coverage at the time of the retiree's death.

16.2 County Contribution Toward Retiree Medical Plans – Employees Hired Before January 1, 2009

~~Effective June 1, 2009:~~

- a. Eligibility: In order to be eligible for this benefit, the retiree must have:
- 1) Completed at least 10 years of consecutive regular full-time paid County of Sonoma service employment. The equivalent worked or purchased

regular part-time County service time can be counted toward the 10 years. However, any miscellaneous purchased service time such as extra help, contract, and leave of absence service time does not count toward this eligibility requirement, and

2) Have been a contributing member of the Sonoma County Employees' Retirement Association (SCERA) for the same time period, and

3) Retire directly from Sonoma County service, and

~~4) Current retirees receiving a County contribution for retiree medical based on eligibility at the time of their retirement who do not meet the 10 year requirement as listed above are grandfathered in at the eligibility at the time of their retirement.~~

5)4) Laid-Off & Restored Employees.

Employees who were employed by the County prior to January 1, 2009, but who were laid off thereafter shall be eligible for the benefits described in this Article 16.2 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit. ~~To the extent allowed by law they shall not be eligible for the benefits described in Article 19.3 (County Contribution toward Retiree Medical Plans—Employees Hired On or After January 1, 2009—Effective January 1, 2009).~~

b. County Contribution:

~~The County shall contribute toward the cost of County offered medical plans for any eligible retiree whether or not the retiree covers eligible dependent(s), the same amount as it contributes toward the cost of County offered medical plans for active unrepresented administrative management employees (bargaining unit 50) in the Salary Resolution. Any additional medical contributions provided only to retirees along with any eligibility requirements to receive those contributions shall be conferred as prescribed in the Salary Resolution. The retiree is responsible for all costs (including premiums) that exceed the total County contribution.~~

Effective upon adoption of the MOU extension by the Board of Supervisors, for

future retirees who meet the eligibility criteria in Article 16.2(a) above, the County will contribute a flat \$500 per month into the Retiree Health Reimbursement Account, commencing upon the first month of the employee's retirement date.

~~c. Additional Dependents~~

~~Retirees eligible under this section, may enroll eligible dependent(s) in the County offered medical plan elected by the retiree but the retiree is responsible for all premium costs in excess of the County's contribution.~~

16.3 County Contribution Toward Retiree Medical Plans – Employees Hired On or After January 1, 2009 – Effective January 1, 2009

For employees hired on or after January 1, 2009, the County shall contribute to a Defined Contribution retiree medical benefit plan for each eligible employee in the form of a deposit into Health Reimbursement Arrangement (HRA) account, as described below. Any eligible retiree and eligible dependent(s), as defined below, may enroll in a County offered medical plan, but the retiree is responsible for all costs (including County offered retiree medical plan and Medicare Part B premiums).

a. Eligibility

- 1) An employee must have been a contributing member (or a contribution was made on their behalf) of the Sonoma County Employees' Retirement Association (SCERA) for the eligibility period described below.
- 2) Regular full-time employees and part-time employees in an allocated position of .5 full-time equivalent or greater, hired on or after January 1, 2009 are eligible to receive a County HRA contribution, if they have completed two (2) full years of consecutive Sonoma County regular service (excluding overtime) in pay status.
- 3) If an employee separates employment before meeting the eligibility requirement, the employee shall receive no benefit.
- 4) Laid Off & Restored Employees. Employees who were employed by the County on or after January 1, 2009, but who were laid off thereafter shall

be eligible for the benefits described in this Article 16.3 provided that they are subsequently restored to County employment, pursuant to Civil Service Rule 11.4, rejoin the County retirement system, and are otherwise eligible for retiree medical benefits under this section. The break in service caused by the layoff shall be bridged upon restoration such that, although no service time is earned during the break, consecutive service is restored for eligibility for this benefit.

b. County Contribution:

1) Initial County Contribution:

- A. On the first pay date following completion of the eligibility requirements, regular full-time employees shall receive a lump sum contribution of \$2,400 deposited into an HRA account established in their name. Thereafter, contributions will be made each pay period based on the actual hours worked during that pay period.
- B. The lump sum contribution amount for regular part-time employees shall be pro-rated based on their allocated position only (e.g., a regular employee in a 0.5 full-time equivalent allocated position will receive a lump sum contribution of \$1,200 deposited into their HRA account).

2) Regular County Contribution:

After the initial contribution (defined above) is made, the County shall contribute \$0.58 per pay status hour (no more than eighty (80) hours biweekly), not including overtime, for each eligible employee. For a full time employee, this equates to approximately \$100 per month or \$1,200 per year, after the initial eligibility period is met.

3) Access to Account Balance:

- A. Participants may access the balance in their Retiree HRA account upon termination of employment and attainment of age 50 or upon retirement from the Sonoma County Retirement System, whichever is earlier.
- B. Participants may defer accessing the account balance to any time beyond the earliest date described in (a).
- C. Amounts that remain in the account balance are available to reimburse the participant for the same permitted medical expenses

for the spouse and any other eligible dependents, ~~covered under the retiree medical plan~~, however, federal regulations do not permit the inclusion of expenses for domestic partners.

- 4) Survivors of eligible retirees with account balances:
 - A. Spouses and eligible dependent children or dependent adults that are disabled may continue to access account balances after the death of the retiree.
 - B. Domestic partners are not permitted access to the account balances of the participant by virtue of restrictions in the federal regulations that govern these types of accounts.
- 5) Forfeiture of account balance:
 - A. If an active employee dies prior to retirement, the amount of account balance is available to participating spouses and dependents to reimburse them for medical expenses permitted under the relevant section of the Internal Revenue code.
 - B. Account balances in part or in total for active participants or retirees without any eligible spouse or dependent or unused account balances after the death of the last eligible spouse or dependent will be forfeited and returned to all other active and retired participants in the form of a dividend allocated in direct proportion to the amount to be distributed divided by the total account balance for all participants applied to each individual account balance. These distributions will occur within 120 days after the annual certified audit of the plan is submitted to the administrator and the County.

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

16.4 Surviving Dependent – County Contribution ~~beginning June 1, 2009~~ for Employees Hired before January 1, 2009

Upon the death of a retiree ~~enrolled in a County offered retiree medical plan~~, the County will continue to pay the County's Retiree HRA contribution ~~toward the medical plan premium costs in the same manner as if the retiree had survived.~~

A one eligible surviving dependent ~~will be allowed to continue their coverage under~~

~~the same circumstances and with the same County contribution as if the retiree had survived. To be eligible, a surviving dependent must meet each of the following criteria:~~

- ~~(1) Have has been an eligible dependent of a retiree who was eligible to receive a Retiree HRA contribution ~~toward a County offered retiree medical plan~~ under Section 16.4 2(b) prior to the death of the retiree, ~~and~~~~
- ~~(2) Either be enrolled or have waived coverage at the time of the retiree's death.~~

~~Any additional surviving eligible dependent(s) enrolled under the retiree's medical plan at the time of the retiree's death, may continue participation in the County offered medical plan but remain responsible for all premium costs in excess of County's contribution.~~

~~16.5 Surviving Dependent – County Contribution for Employees hired On or After January 1, 2009~~

~~Upon the death of a retiree enrolled in the Defined Contribution retiree medical benefit plan (as defined in Section 16.3), eligible surviving dependents may continue participation in the County offered medical plan but remain responsible for all costs (including premiums).~~

~~To be eligible, surviving dependents must either be enrolled or have a waiver on file with the County, at the time of the retiree's death.~~

This benefit will be subject to regulation under section 105(b) of the Internal Revenue Code and subject to revenue rulings for these types of plans as promulgated.

16.5 County HRA Contribution – Full Obligation

For bargaining unit members hired before January 1, 2009, the County contributions to the Retiree HRA account described in Article 16.2 constitute the County's entire obligation towards medical benefits upon termination and/or retirement and the parties agree that no other medical benefits exist.

For bargaining unit members hired on or after January 1, 2009, the County

contributions to the employee's County HRA account described in Article 16.3 constitutes the County's entire obligation toward medical benefits upon termination and/or retirement and the parties agree that no other retiree medical benefits exist.

FOR COUNTY OF SONOMA

TEAM MEMBERS:

Carol Allen 9/20/18

Carol Allen

Leanne Oakes 9/20/18
Leanne Oakes

FOR SONOMA COUNTY PUBLIC DEFENDER

INVESTIGATORS ASSOCIATION

Matt Byrne

Matt Byrne



100 Montgomery Street Suite 500 San Francisco, CA 94104-4308
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Andy Yeung ASA, MAAA, FCA, EA
Vice President & Actuary
ayeung@segalco.com

VIA E-MAIL and USPS

September 19, 2018

Ms. Julie Wyne
Chief Executive Officer
Sonoma County Employees' Retirement Association
433 Aviation Boulevard, Suite 100
Santa Rosa, CA 95403-1069

**Re: Sonoma County Employees' Retirement Association (SCERA)
Disclosure under Government Code Section 31515.5 in compliance with
Section 23026 – SCPDIA**

Dear Julie:

As requested, we are providing this letter with our analysis of the impact of several proposed changes in elements of pay and their potential impact on cost to provide benefits through SCERA as required under California Government Code Section 31515.5 in compliance with Section 23026.

BACKGROUND

We have been asked to prepare a Disclosure for the above Government Code Sections regarding salary changes proposed for 8 General County members covered under Sonoma County Public Defenders Investigator Association (SCPDIA). The proposed changes in salaries and benefits that we have reviewed were provided by the County and are outlined in Exhibit 1 attached.

Prior to authorizing changes in salaries or benefits, we understand that the above Government Code Sections require certain disclosures be provided, including an explanation of the financial impact that the proposed benefit change or salary increase will have on the funding status of the county employees' retirement system.

RESULTS

After reviewing the proposed salary increases for employees covered under SCPDIA as provided by the County and outlined in Exhibit 1, we have concluded that the assumptions applied in the December 31, 2016 Valuation to develop the employer costs for the 2018/2019

Fiscal Year for the General County membership group, are sufficient to cover the costs of the proposed salary increases under item 1 for this group. Further, the savings from the proposed salary increases are sufficient to cover the increase in the County's normal cost contributions due to the paid parental leave under item 2.

The proposed salary increases under item 1, as described herein, would decrease the General County total employer and employee normal cost by approximately \$2,000 in the first year. When averaged over Plans A and B, a General County employee is expected to pay about 43% of the total normal cost¹, resulting in a decrease to the employer's normal cost contribution by roughly \$1,000. Additionally, the proposed salary increases would decrease the General County Unfunded Actuarial Accrued Liability (UAAL) by \$23,000, which translates to a decrease in the amortization payment by approximately \$1,500 in the first year, for a total employer contribution decrease of about \$2,500.

The proposed paid parental leave under item 2 would increase the General County total employee and employer normal cost contributions by approximately \$500 in the first year. When averaged over Plans A and B, a General County employee is expected to pay about 43% of the total normal cost, resulting in an increase to the employer's normal cost contribution by roughly \$250. The contribution decrease of about \$2,500 calculated above is sufficient to cover the increase in employer normal cost contributions due to the paid parental leave for a net total employer contribution decrease of about \$2,250.

ANALYSIS

Exhibit 1 (attached) outlines the proposed changes to the elements of pay. For those changes of pay elements that are deemed to be pensionable, we have included our analysis below.

Pensionable Elements of Pay

The employer costs developed in our Actuarial Valuation and Review as of December 31, 2016 includes a 3.50% annual wage growth assumption that is applied to project all future salary amounts for pension purposes.

In Exhibit 1 we have listed the two items and the associated increase in the proposed pensionable elements of pay. The total increase in General County salary for item 1 is expected to be approximately \$23,102. This is equivalent to \$2,888 each over the 8 General SCPDIA positions that have been communicated to us by the County. Even though we do not have complete data as to the exact employees who would be eligible for the proposed

¹ The 43% of the total normal cost expected to be paid by the General County employees reflects payment of 50% of the Normal Cost by Plan B members, however, for Plan A members it has been calculated prior to reflecting any additional contributions (i.e., above those determined under the County Employees Retirement Law of 1937 for Plan A members) that may have been agreed to be paid by those employees covered under SCPDIA.

changes, if we take the average salary increase stated above of \$2,888 and divide it by the average General SCPDIA member salary of \$114,963 (as provided by the County), we estimate an average increase in salary of 2.51% as a result of the proposed changes. This increase is less than our 3.50% wage increase assumption by 0.99%. Please refer to the Results section of this letter for the contribution decrease from these salary changes.

Also in Exhibit 1 we have listed the estimated increase in pensionable pay for item 2. In our December 31, 2016 valuation, the normal cost rates have been calculated assuming all members would work prospectively on a full time basis. In practice, if members subsequently take an unpaid leave then the County would recognize a normal cost contribution savings during that time (as no such contributions would be made). Under the proposed paid parental leave, a portion of the leave that would previously have been unpaid will now be paid by the County. We have estimated this increase in pay to be \$2,349, as detailed in Exhibit 1. Since the total normal cost contribution for a General County member (weighted for Plan A and Plan B members) is 19.39%, then the additional total normal cost contributions as a result of this proposed increase would be approximately \$500. Please refer to the Results section of this letter for the derivation of the employer contribution increase due to the paid parental leave.

Non-Pensionable Elements of Pay

It is our understanding that SCERA and the County have rendered a determination that Items 3 – 6 in Exhibit 1 are non-pensionable elements of pay. Therefore, these items will not have any impact on the level of benefits and will not increase the employer cost of the plan.

The undersigned is a member of the American Academy of Actuaries and I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.

Please let us know if you have any questions on this information.

Sincerely,



Andy Yeung

EK/bbf
Enclosure

Exhibit 1

Summary of Elements of Pay – SCPDIA

Item	Pensionable Elements of Pay		
		Eligible Employee Count	Estimated Amount
1	One time lump sum	General: 8	General ² : \$23,102
2	Paid parental leave	General: 0.4	General ³ : \$2,349
	Non-Pensionable Elements of Pay		
3	8 hours of holiday time on Cesar Chavez day		
4	8 hours of floating holiday time each calendar year		
5	Increase in County's contributions for Medical Premiums		
6	Increase in County's contributions for Dental Premiums		

² The estimated cost for item 1 was provided by the County.

³ The cost for item 2 has been estimated by Segal using the following data items and formula: (i) number of eligible employees taking this leave of 0.4 (as provided by the County) times (ii) the average General SCPDIA member salary of \$114,963 (as provided by the County) times (iii) the ratio of the number of hours of paid parental leave to the full-time equivalent number of hours (i.e., eight 40-hour weeks over 2088 hours) times (iv) 33.3% (i.e., the amount of leave that would have otherwise been unpaid).

MEMORANDUM

To: Marcia Chadbourne
County of Sonoma

From: Thomas M. Morrison, Jr.

Date: September 19, 2018

Re: **Retiree Health (OPEB) Plan
Alternative Plan Design to the June 30, 2017 Valuation Under GAS 74/75**

In the attached exhibits, we have provided the liability summaries for the following current and alternative plan designs for the active members from the Sonoma County Public Defender Investigator Association (SCPDIA) bargaining unit. The calculations are consistent with our memo as of May 7, 2018 and are based on the June 30, 2017 Actuarial Valuation under GAS 74/75. These calculations are provided in compliance with California Government Code §7507.

CURRENT PLAN

Post July 1, 2016 Group

(For eligible retirees hired prior to January 1, 2009 and retired on or after July 1, 2016)

For eligible retirees hired prior to January 1, 2009 with 10 years of service, the County provides a payment of \$500/month, provided the retiree enrolls in a County-provided medical plan, plus a Medicare Part B reimbursement of \$96.40/month. In addition, for all eligible retirees, the County provides an implicit subsidy.

ALTERNATIVE 1

Post July 1, 2016 Group

(For eligible retirees hired prior to January 1, 2009 and retired on or after July 1, 2016)

For eligible retirees hired prior to January 1, 2009 with 10 years of service the County provides:

- Payment of \$500/month with no medical enrollment requirement.
- Continued implicit subsidy, allowing retirees under age 65 to purchase health insurance from the County at blended active/retiree rates.

- No Medicare Part B reimbursement.

The Total OPEB Liability for the SCPDIA bargaining unit slightly decreased by \$7,848, from \$423,343 to \$415,495.

CONCLUSION

Exhibit 1 shows the comparison of cost of the proposed plan to the current plan for the Sonoma County Public Defender Investigator Association bargaining unit. Except as noted above, the

Marcia Chadbourne
County of Sonoma
September 19, 2018
Page 2

results are based on the data, actuarial cost method, and other assumptions used in the June 30, 2017 actuarial valuation, using census data as of June 30, 2016. Exhibit 1 shows the liability summaries for the current plan, including the SCARE* Settlement agreement and alternative plan designs as outlined in the proposed Tentative Agreement between the County of Sonoma and the Sonoma County Public Defender Investigator Association. Exhibit 2 shows the actuarial assumptions used in the current plan. Exhibit 3 shows a summary of current plan provisions. Exhibit 4 shows a summary of participant data used in our analysis.

The calculations in this memo were prepared under the supervision of Harold Cooper, FSA, MAAA. We look forward to discussing any questions or comments you may have.

Please feel free to contact us if you would like to discuss this further.

TJH/
Attachment

cc: Harold Cooper
Robert Mitchell

* Sonoma County Association of Retired Employees vs. County of Sonoma

EXHIBIT 1**Comparison of Current and Alternative Plan Designs**

**SUMMARY OF VALUATION RESULTS FOR ACTIVE MEMBERS AS OF JUNE 30, 2016
USING METHODS AND ASSUMPTIONS PRESCRIBED BY GAS 74/75 AND A MEASUREMENT DATE OF JUNE 30, 2017**

**Sonoma County Public Defender Investigator Association
(SCPDIA 0055)**

OPEB Liability	Plan Provisions Reflected in Valuation as of June 30, 2017⁽¹⁾	Valuation Based Upon Alternative 1⁽²⁾	Difference
Implicit Subsidy Liability	\$122,071	\$122,071	\$0
Medicare Part B Liability	36,939	0	(36,939)
Cash Subsidy Liability	<u>264,333</u>	<u>293,424</u>	<u>29,091</u>
Total OPEB Liability	\$423,343	\$415,495	(\$7,848)

⁽¹⁾ All future retirees on or after 7/1/2016 and hired before 2009: Up to \$500/month if enrollment in a County medical plan. Continued Medicare Part B reimbursement of \$96.40 and implicit subsidy, allowing retirees under age 65 to purchase health insurance at blended active/retiree rates.

⁽²⁾ All future retirees on or after 7/1/2016 and hired before 2009: \$500/month with no medical enrollment requirement. Removed the Medicare Part B reimbursement of \$96.40, continue implicit subsidy, allowing retirees under age 65 to purchase health insurance at blended active/retiree rates.

EXHIBIT 1**Comparison of Current and Alternative Plan Designs (Continued)**

The Net OPEB liability was measured as of June 30, 2017.

Actuarial assumptions: The total OPEB liability was determined by an actuarial valuation as of June 30, 2017 using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.00%
Investment rate of return on Plan assets	6.50%, net of OPEB plan investment expense, including inflation
Other assumptions	See analysis of actuarial experience shown in the January 1, 2012 through December 31, 2014 Actuarial Experience Study dated October 2, 2015 and the Economic Actuarial Assumption Study for December 31, 2015 Actuarial Valuation dated September 30, 2015 for the Sonoma County Employees' Retirement Association (SCERA).

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which the expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before investment expenses, is used in the derivation of the long-term expected investment rate of return assumption.

Discount rate: The discount rates used to measure the total OPEB liability was 3.78% as of June 30, 2017. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates proportional to the actuarially determined contribution rates. For this purpose, employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Projected employer contributions that are intended to fund the service costs for future plan members and their beneficiaries are not included. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments for current plan members through the fiscal year ending June 30, 2025.

EXHIBIT 2**Actuarial Assumptions Current Plan**

Rationale for Demographic and Noneconomic Assumptions:

The information and analysis used in selecting each demographic (mortality, retirement, disability and turnover) assumption that has a significant effect on this actuarial valuation is shown in the experience study for the Sonoma County Employees' Retirement Association, using experience from January 1, 2012 through December 31, 2014.

The information and analysis used in selecting the salary scale and inflation is shown in the Economic Actuarial Assumption Study dated September 30, 2015 for the Sonoma County Employees' Retirement Association's December 31, 2015 Actuarial Valuation.

Post-Retirement Mortality Rates:

Healthy Retirement:

For General Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP2014D set back one year for males and set forward one year for females.

For Safety Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP2014D set back one year.

Disabled Retirement:

Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP20142D set forward five years.

For Safety Members: Headcount-Weighted RP-2014 Healthy Annuitant Table projected 20 years with the two-dimensional scale MP20142D set forward four years.

The mortality tables shown above were determined so as to reasonably reflect future mortality improvement, based on a review of the mortality experience in the January 1, 2012 – December 31, 2014 Actuarial Experience Study.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Termination Rates Before Retirement:**Mortality Rates:**

Age	Rate (%)			
	General		Safety	
	Male	Female	Male	Female
30	0.02	0.01	0.02	0.01
35	0.03	0.01	0.03	0.01
40	0.03	0.02	0.03	0.02
45	0.05	0.03	0.05	0.03
50	0.08	0.06	0.08	0.06
55	0.14	0.09	0.14	0.09
60	0.23	0.12	0.23	0.12

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Disability Rates:

Age	Rate (%)	
	General⁽¹⁾	Safety⁽²⁾
20	0.05	0.06
25	0.05	0.16
30	0.08	0.38
35	0.13	0.65
40	0.18	0.90
45	0.29	1.60
50	0.38	2.30
55	0.43	2.80
60	0.51	0.00

⁽¹⁾ 50% of General disabilities are assumed to be service connected disabilities. The other 50% are assumed to be non-service connected disabilities.

⁽²⁾ 95% of Safety disabilities are assumed to be service connected disabilities. The other 5% are assumed to be non-service connected disabilities.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Withdrawal Rates:

Years of Service	Rate (%)	
	Withdrawal (< 5 Years of Service)	
	General	Safety
0	6.0	4.0
1	4.0	2.4
2	3.0	1.6
3	2.5	1.6
4	2.0	1.6

Age	Rate (%)	
	Withdrawal (5+ Years of Service)	
	General	Safety
20	1.50	1.60
25	1.50	1.60
30	1.50	1.26
35	1.05	0.70
40	0.60	0.34
45	0.48	0.14
50	0.34	0.00
55	0.24	0.00
60	0.14	0.00

No withdrawal is assumed after a member is assumed to retire.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Termination Rates Before Retirement:**Vested Termination Rates:**

Rate (%)		
Vested Termination (<5 Years of Service)		
Years of Service	General	Safety
0	6.25	6.00
1	5.50	4.00
2	4.00	4.00
3	3.00	4.00
4	3.00	4.00

Rate (%)		
Vested Termination (5+ Years of Service)		
Age	General	Safety
20	3.00	4.00
25	3.00	4.00
30	3.00	3.40
35	3.00	2.10
40	2.40	1.05
45	2.00	0.60
50	2.00	0.00
55	1.70	0.00
60	1.50	0.00

No vested termination is assumed after a member is assumed to retire.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Retirement Rates:

Age	Rate (%)					
	General			Safety		
	Plan A Before 30 Years	Plan A 30 or More Years	Plan B	Plan A Before 30 Years	Plan A 30 or More Years	Plan B
50	7.0	10.0	0.0	14.0	10.0	4.0
51	7.0	10.0	0.0	16.0	12.0	5.0
52	7.0	12.0	4.0	16.0	18.0	6.0
53	8.0	16.0	1.5	18.0	25.0	6.0
54	9.0	20.0	2.5	24.0	50.0	8.0
55	10.0	25.0	2.5	30.0	100.0	20.0
56	10.0	30.0	4.5	30.0	100.0	15.0
57	10.0	30.0	5.5	25.0	100.0	15.0
58	15.0	30.0	6.5	25.0	100.0	20.0
59	20.0	40.0	7.5	25.0	100.0	20.0
60	25.0	40.0	8.5	100.0	100.0	100.0
61	25.0	45.0	9.5	100.0	100.0	100.0
62	30.0	45.0	14.5	100.0	100.0	100.0
63	30.0	45.0	16.5	100.0	100.0	100.0
64	30.0	45.0	19.0	100.0	100.0	100.0
65	30.0	45.0	24.0	100.0	100.0	100.0
66	40.0	45.0	20.0	100.0	100.0	100.0
67	40.0	50.0	20.0	100.0	100.0	100.0
68	50.0	50.0	20.0	100.0	100.0	100.0
69	80.0	80.0	20.0	100.0	100.0	100.0
70	100.0	100.0	100.0	100.0	100.0	100.0

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Future Benefit Accruals:	1.0 year of service per year.
Unknown Data for Members:	Same as those exhibited by members with similar known characteristics. If not specified, members are assumed to be male.
Definition of Active Members:	First day of pay period following employment.
Net Investment Return on Plan Assets:	6.50%, net of investment expenses.
Net Investment Return on Non-Plan Assets	3.58% (Based on the Bond Buyer 20-Bond GO Index as of 6/29/17)
Actuarial Value of Assets:	Market value of assets
Data:	Detailed census data and financial data for postemployment benefits were provided by the County of Sonoma.
Actuarial Cost Method:	Entry Age, Level % of pay
Measurement Date:	June 30, 2017
Census Date:	June 30, 2016
Annual Inflation Rate:	3.00%
Annual Payroll Growth:	3.50%

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Annual Rate of Compensation Increase (%)

Salary Scale:

Inflation: 3.00% per year; plus “Across the Board” salary increases of 0.50% per year; plus Merit and Promotion increases as follows:

Years of Service	General	Safety
0	6.00	8.50
1	5.00	4.75
2	3.75	3.75
3	2.50	2.75
4	1.50	1.75
5+	0.50	0.50

Administrative Expenses:*HMOs*

Administrative expenses were included in the premiums, not valued separately.

County Plan

An annual ASO fee for Fiscal Year 2016-2017 of \$322 per retired life was valued.

Other

We include any expense associated with benefits (ASO, for example) or any administrative fees paid out of an OPEB trust. In accordance with the GASB Implementation Manual, we do not include County personnel or system costs to operate the plan.

Marital Status:

At the time of retirement, 50% of male employees and 30% of female employees are assumed to have spouses who elect coverage.

Spouse Age Difference:

Husbands are assumed to be 3 years older than their wives.

Participation:

Active employees hired before January 1, 2009 with medical coverage, 90% are assumed to continue medical coverage at retirement.

Active employees hired on and after January 1, 2009, 0% are assumed to elect medical coverage at retirement.

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

**Health Care Cost
Subsidy Trend Rates:**

Health care trend measures the anticipated overall rate at which health plan costs are expected to increase in future years. Trend rates are used to increase the stated subsidies into the future. For example, if the County Plan drug cost for the plan year 2016-2017 was \$1,000, the assumed cost for 2017-2018 would be \$1,075 [(\$1,000 x (1+7.50%))].

Year Ending June 30	County Health Plan Prescription Drug	County Health Plan Medical	HMO	Medicare Part B Premium*
2017	7.50%	8.50%	**	0.00%
2018	7.00%	8.00%	6.75%	0.00%
2019	6.50%	7.50%	6.50%	0.00%
2020	6.00%	7.00%	6.25%	0.00%
2021	5.50%	6.50%	6.00%	0.00%
2022	5.00%	6.00%	5.75%	0.00%
2023	5.00%	5.50%	5.50%	0.00%
2024	5.00%	5.00%	5.25%	0.00%
2025 and later	5.00%	5.00%	5.00%	0.00%

* *Note that we have assumed that under the new plan, Sonoma County will not increase its reimbursement beyond the 2008 calendar year premium level of \$96.40.*

***Varies based on actual renewal.*

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Plan Design:

Development of plan liabilities was based on the substantive plan of benefits in effect as described in Exhibit III.

Per Capita Cost Development:*Blue Cross (Medical and Drugs)*

Per capita claims costs were based on actual paid claim experience furnished by the County for the period July 1, 2013 through June 30, 2016. Claims were separated by plan year and participant status (Medicare vs. Non-Medicare), then adjusted as follows:

- paid claims were multiplied by a factor to yield an estimate of incurred claims,
- total claims were divided by the number of adult members to yield a per capita claim,
- the per capita claim was trended to the midpoint of the valuation year at assumed trend rates, and
- the per capita claim was adjusted for the effect of any plan changes.

Per capita claims for each plan year were then combined by taking a weighted average. The weights used in this average account for a number of factors including each plan year's volatility of claims experience and distance to the valuation year. Actuarial factors were then applied to the weighted average cost to estimate individual retiree and spouse costs by age and by gender.

HMO Plan (Medical and Drugs)

Per capita costs were based on the actual HMO monthly premiums. Actuarial factors were applied to the non-Medicare premiums to estimate individual retiree and spouse costs by age and by gender.

Other

The monthly subsidy for Medicare Part B premiums for the year 2016-17 was \$96.40, resulting in an annualized premium of \$1,157.

EXHIBIT 2

Actuarial Assumptions Current Plan (Continued)

Per Capita Costs (continued)

Age	Kaiser Permanente Traditional HMO				Kaiser Permanente Hospital Services DHMO			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$9,068	\$10,329	\$6,334	\$8,294	\$8,516	\$9,700	\$5,949	\$7,789
55	10,769	11,119	8,476	9,600	10,114	10,442	7,960	9,016
60	12,790	11,985	11,347	11,134	12,011	11,255	10,656	10,457
64	14,673	12,714	14,324	12,531	13,780	11,940	13,452	11,769
65	3,785	3,217	3,785	3,217	N/A	N/A	N/A	N/A
70	4,387	3,467	4,387	3,467	N/A	N/A	N/A	N/A
75	4,727	3,732	4,727	3,732	N/A	N/A	N/A	N/A
80	5,090	4,023	5,090	4,023	N/A	N/A	N/A	N/A

Age	Kaiser Permanente Deductible First DHMO				Sutter			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$7,196	\$8,196	\$5,026	\$6,581	\$9,265	\$10,554	\$6,472	\$8,474
55	8,546	8,823	6,726	7,618	11,004	11,361	8,660	9,809
60	10,149	9,510	9,004	8,835	13,068	12,245	11,593	11,376
64	11,644	10,089	11,366	9,944	14,992	12,990	14,635	12,804
65	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
70	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
75	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
80	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

EXHIBIT 2

Actuarial Assumptions Current Plan (Continued)

Per Capita Costs (continued)

Age	Western Health Advantage				UHC-AARP			
	Retiree		Spouse		Retiree		Spouse	
	Male	Female	Male	Female	Male	Female	Male	Female
50	\$8,635	\$9,835	\$6,031	\$7,897	N/A	N/A	N/A	N/A
55	10,255	10,587	8,071	9,141	N/A	N/A	N/A	N/A
60	12,178	11,412	10,804	10,602	N/A	N/A	N/A	N/A
64	13,972	12,106	13,639	11,932	N/A	N/A	N/A	N/A
65	N/A	N/A	N/A	N/A	\$2,614	\$2,222	\$2,614	\$2,222
70	N/A	N/A	N/A	N/A	3,030	2,395	3,030	2,395
75	N/A	N/A	N/A	N/A	3,265	2,578	3,265	2,578
80	N/A	N/A	N/A	N/A	3,516	2,779	3,516	2,779

Age	County Plan							
	Medical				Drug			
	Retiree		Spouse		Retiree		Spouse	
Male	Female	Male	Female	Male	Female	Male	Female	
50	\$10,064	\$11,464	\$7,030	\$9,205	\$3,047	\$3,470	\$2,128	\$2,786
55	11,953	12,340	9,407	10,655	3,618	3,736	2,848	3,225
60	14,195	13,301	12,593	12,357	4,297	4,026	3,812	3,741
64	16,285	14,111	15,898	13,908	4,930	4,271	4,812	4,210
65	1,799	1,529	1,799	1,529	5,103	4,338	5,103	4,338
70	2,085	1,648	2,085	1,648	5,915	4,675	5,915	4,675
75	2,247	1,774	2,247	1,774	6,374	5,032	6,374	5,032
80	2,419	1,912	2,419	1,912	6,864	5,425	6,864	5,425

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

**Retiree Health Insurance Premiums
Used in the June 30, 2016 Valuation**

For retirees in pay status, we use the relevant premiums provided on participant records. In cases where the carrier elections are unknown, we will assume the participant elects carriers in the same proportion as current retirees in that group. The table below shows the distribution of medical insurance carriers for retirees as of June 30, 2016 and premium rates for the premium year ending May 31, 2017.

Carrier	Under Age 65			
	Election Percent			
	Assumed		2016-2017	2017-2018
County Health Plan PPO	17%	Single	\$1,296.18	N/A
		Participant + 1	2,547.92	N/A
County Health Plan EPO	5%	Single	1,067.38	N/A
		Participant + 1	2,085.06	N/A
Kaiser Permanente (California) Traditional HMO	63%	Single	695.44	\$754.14
		Participant + 1	1,390.90	1,508.29
Kaiser Permanente (California) Hospital Service DHMO	4%	Single	559.94	607.20
		Participant + 1	1,119.88	1,214.40
Kaiser Permanente (California) Deductible First DHMO	4%	Single	519.60	563.45
		Participant + 1	1,039.20	1,126.91
Sutter Health Plan HMO	7%	Single	575.06	575.06
		Participant + 1	1,150.20	1,150.20
Western Health Advantage HMO	0%	Single	667.36	694.38
		Participant + 1	1,334.72	1,388.78

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Retiree Health Insurance Premiums Used in the June 30, 2016 Valuation (continued)

	Age 65 and Over		
	Election Percent	Single Party Over 65	
Carrier	Assumed	2016-2017	2017-2018
County Health Plan PPO	35%	N/A	N/A
County Health Plan EPO	0%	N/A	N/A
Kaiser Senior Advantage	45%	\$325.59	\$322.33
UHC AARP*	20%	\$217.84	N/A
<i>* Average based on premiums for various areas, as reported for current retirees.</i>			

EXHIBIT 2**Actuarial Assumptions Current Plan (Continued)**

Dental Subsidy

Because most retirees are assumed to pay the full cost of dental insurance, dental benefits will not be included in this valuation. County paid dental coverage will not be valued as the number of current and future retirees eligible for this benefit is de-minimis.

Medicare Part B Subsidy

We have assumed that the County of Sonoma will reimburse the basic monthly premium of \$96.40 for 2009 and thereafter with no future increases. We have assumed that retirees will pay any additional premium.

In addition, employees hired after December 31, 2008 will not receive County paid reimbursement for Medicare Part B premiums.

EXHIBIT 3**Summary of Current Plan**

This exhibit summarizes the major benefit provisions as included in the valuation. To the best of our knowledge, the summary represents the substantive plans as of the measurement date. It is not intended to be, nor should it be interpreted as, a complete statement of all benefit provisions.

Eligibility:

Participant must retire directly from County service, covered under a medical plan of the County at the time of retirement, and be eligible to receive a monthly pension from the Sonoma County's Employees Retirement Association (SCERA) defined benefit pension plan at the time of retirement.

- For retirees hired prior to January 1, 2009 and retired after June 30, 2016 with 10 years of service is required to receive County subsidy of up to \$500 per month.
- For Employees hired after December 31, 2008 will not be eligible for the \$500 per month subsidy or the Medicare Part B Subsidy. They will continue to receive the implicit subsidy.
- For retirees hired prior to January 1, 2009 and retired by June 30, 2016 with 10 years of service is required to receive County
 - Subsidized (up to \$500 per month contribution) medical coverage from June 1, 2016 through May 31, 2026
 - Subsidized (up to \$200 per month contribution) medical coverage from June 1, 2026 through May 31, 2041

Effective April 10, 2007, certain identified disability retirees were subject to the same service requirements as regular retirees.¹

In the case of a line-of-duty death, dependents of the deceased law enforcement member(s) are eligible to receive County-subsidized medical coverage.²

¹ *Certain identified disability retirees offered medical benefits prior to 2007 were allowed to keep this coverage with a reduced subsidy, even if they did not meet the 10-year requirement.*

² *Pursuant to California Labor Code §4856.*

EXHIBIT 3**Summary of Current Plan (Continued)**

Benefit Types:	<p>Retirees are eligible for medical and drug benefits provided under two self-insured indemnity plans administered by Anthem Blue Cross (County Health Plan PPO or County Health Plan EPO). In addition, retirees not yet eligible for Medicare can enroll in any of three Kaiser plans, any of three Sutter Health plans, or any of three Western Health Advantage plans, while retirees eligible for Medicare can enroll in a Kaiser HMO or a UHC AARP HMO. Medicare Part B premiums are reimbursed by the County to eligible retired members at a fixed contribution of \$96.40 per month, but not to dependents.</p> <p>In addition, retirees are eligible for dental benefits from Delta Dental at full cost to the retiree. Since these benefits are fully paid by the retirees, they have been excluded from this valuation.</p>
Duration of Coverage:	Except as noted above, lifetime, subject to continuing support by the Board of Supervisors
Dependent Benefits:	Same as retirees
Dependent Coverage:	Benefits are available for dependents. However, the County does not subsidize coverage for all dependents, except as noted in footnote 2 on the prior page.
County Contributions Toward Benefit:	<p>Retirees may elect to enroll in any County offered medical plan and shall pay for all costs in excess of the County contribution dollar amount. For plans with premiums under the dollar subsidy level, the County will pay the full cost of the coverage up to that subsidy level per month.</p> <p>Most retirees are responsible for the full cost of dental coverage. Therefore, no retiree dental costs have been reflected in this valuation.</p>
Medicare Integration for the PPO Plan:	Carve-out method in which the plan benefit is first determined without regard to Medicare payments, and is then reduced by the amount of such payment

EXHIBIT 4**Summary of Participant Data**

June 30, 2016
Sonoma County Public
Defender Investigator
Association
(SCPDIA 0055)

Active Participants*

Number	5
Average age	51.4
Average years of service	17.6
Average expected retirement age	59.4

** Actives hired prior to January 1, 2009*



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor David Rabbitt, 707/565-2241

Supervisorial District(s):

Second District

Title: Fee Waiver

Recommended Actions:

Approve request to waive County of Sonoma Permit and Resource Management Department Use Permit and Administrative Design Review fees in the amount of \$5,590.00 for the Lakeville Volunteer Fire Department.

Executive Summary:

The Lakeville Volunteer Fire Department has applied to the County of Sonoma Permit and Resource Management Department for a Use Permit to allow for a 2,100 square foot metal shed to be used for both their equipment and vehicle storage, and Administrative Design Review for this proposed metal shed to be located at 502 Lakeville Highway, Petaluma.

Discussion:

Prior Board Actions:

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses	5,590		
Additional Appropriation Requested			
Total Expenditures	5,590		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance	5,590		
Contingencies			
Total Sources	5,590		
Narrative Explanation of Fiscal Impacts:			
The fee waiver will be paid from funds currently set aside for construction of new stations for Volunteer Fire Companies. It will be transferred from Capital Projects Funds during the next Consolidated Budget Adjustment.			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Fee Waiver Request Form, Invoice from PRMD			
Related Items "On File" with the Clerk of the Board:			

SUBMIT TO:
 Board of Supervisors
 575 Administration Dr, Ste 100A
 Santa Rosa, CA 95403

COUNTY OF SONOMA

For Board of Supervisors Use Only

Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: _____

First
Middle
Last

Mailing Address: _____

Number, Street, Apt/Suite
City
State
Zip

Phone: () _____ - _____ Email: _____

Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: _____

Mailing Address: _____

Number, Street, Apt/Suite
City
State
Zip

Phone: () _____ - _____ Email: _____

Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	O Gorin District 1	David Rabbitt District 2	Shirlee Zane District 3	James Gore District 4	Lynda Hopkins District 5
Entity or organization location (select all that apply)					
Project/activity/event location (select all that apply)					
District office to receive request (select only one)					

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

City
 Special District
 Other Local Government
 School
 Non-profit or CBO

Other (please specify): _____

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event:
 One Time
 Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
/ /			
/ /			
/ /			
/ /			

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax
 Sales Tax
 Special Assessment
 User Fees

Other (please specify): _____

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.

 Authorized Signature

 / /

 Date

 Title



County of Sonoma Agenda Item Summary Report

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

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

To: Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

James Gore 707-565-2241

Supervisorial District(s):

Fourth

Title: Fee Waiver

Recommended Actions:

Approve request for the UC Cooperative Extension, Sonoma County for a fee waiver in the amount of \$987.50 for the Cloverdale Vets Memorial Building Auditorium Use fee of \$987. The UC Cooperative Extension hosted the Living with Fire, Fire Preparedness Series meeting at the Vets Memorial Building entitled "Preparing for Fires: Prescribed Burning and Grazing."

Executive Summary:

Discussion:

Prior Board Actions:

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

Fiscal Summary			
Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested	987.50		
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies	987.50		
Total Sources	987.50		
Narrative Explanation of Fiscal Impacts:			
Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Attachments:			
Related Items "On File" with the Clerk of the Board:			
Fee Waiver/Board Sponsorship Form			

SUBMIT TO:
 Board of Supervisors
 575 Administration Dr, Ste 100A
 Santa Rosa, CA 95403

COUNTY OF SONOMA

For Board of Supervisors Use Only

Fee Waiver/Board Sponsorship Request Form

1. Contact information for individual requesting fee waiver/sponsorship:

Name: Stephanie Larson
First Middle Last

Mailing Address: 133 Aviation Blvd. Ste. 110 Santa Rosa CA 95403
Number, Street, Apt/Suite City State Zip

Phone: (707) 565 - 2621 Email: slarson@ucanr.edu
Area Code, Number

2. Name of Community Based Organization, Non-Profit, or Government Agency for which fee waiver/sponsorship is requested:

Name: UC Cooperative Extension, Sonoma County

Mailing Address: 133 Aviation Blvd. Ste. 110 Santa Rosa CA 95403
Number, Street, Apt/Suite City State Zip

Phone: (707) 565 - 2621 Email: mnozzari@ucanr.edu
Area Code, Number

3. Please indicate by check mark the supervisory district in which the organization or agency submitting this request is located, where the project/activity/event will be held, and the district office to whom you would like to submit this request:

Board Member and District	Susan Gorin District 1	David Rabbitt District 2	Shirlee Zane District 3	James Gore District 4	Lynda Hopkins District 5
Entity or organization location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project/activity/event location (select all that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
District office to receive request (select only one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Type of Community Based Organization, Non-profit, or Government Agency for which the fee waiver/sponsorship is requested:

- City Special District Other Local Government
 School Non-profit or CBO

Other (please specify): N/A

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

6. Please indicate if this is a one-time or annual event: One Time Annual

7. Type and amount of fee waiver/sponsorship requested. Please list all County fees you are requesting be waived/sponsored in conjunction with this project/activity/event. Please attach a copy of an estimate or receipt from the County Department or Veteran's Building Operator documenting the amount of each fee you are requesting be waived/sponsored.

Department Assessing Fee	Type of Fee	Amount of Fee
Cloverdale Vets Memorial Bldg	Auditorium Use	\$987.50
	Total	\$987.50

8. If your Community Based Organization, Non-Profit, or Governmental Agency has received a fee waiver/sponsorship for a similar project/activity/event in the past, please list below:

Date of Fee Waiver	Department Assessing Fee	Type of Fee	Amount of Fee
/ /			
/ /			
/ /			
/ /			

9. Does the organization or agency for which the fee waiver/sponsorship is requested receive funding from any of the following sources? If so, please specify:

- Property Tax Sales Tax Special Assessment
 User Fees

Other (please specify): N/A

10. If you checked any of the boxes in number 9 above, please provide an explanation and supporting documentation regarding the inability of the organization or agency to pay the fees which you are requesting be waived/sponsored. Please attach to this form and submit with your request.
11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.


 Authorized Signature

County Director/Livestock & Range Management Advisor
 Title

8 / 29 / 2018

Date

Fee Waiver Supplemental Questions

5. Please provide a description of the project/activity/event for which a fee waiver/sponsorship is being requested on a separate sheet of paper. Please include the number of individuals who will participate or be served, etc.

This workshop was designed for landowners and land managers, and anyone else who was interested in learning more about using prescribed fire as management tool on private lands in California. Researchers, presenters, and speakers from local government agencies outlined options for planning and implementing prescribed fire projects on private land. Supervisor James Gore opened the meeting with a talk about fire in northern California.

(Please see attached agenda for list of speakers)

Topics covered:

- Fire ecology of the North Coast
- Using prescribed fire to manage California rangelands
- Prescribed Burning Associations: a model for private lands burning
- Thoughts from Bob Cooley, Rancher in Lake Sonoma Watershed
- Prescribed fire permitting and legal considerations
- Vegetation Management
- Air quality and smoke management
- Burn planning: developing a prescription, environmental considerations
- Funding opportunities for prescribed fire

This workshop was attended by 60 members of the public (please see attached sign in sheet).

11. Will the organization or agency be charging an entry fee or be requesting a donation for the project/activity/event for which you are requesting a fee waiver/sponsorship? If so, please provide an explanation detailing why the fees to be waived/sponsored cannot be recovered through the entry fee. Please attach to this form and submit with your request.

The entry fee of \$15 person contributed to food cost and speaker fees. Please see the attached invoice from the catering company for \$651.05. The workshop was attended by 60 members of the public meaning we collected, \$900 at maximum. UCCE Sonoma often waives the cost of attending meetings to members of the public who cannot afford to attend. The travel expenses related to meals and housing for two experts in prescribed burning from Humboldt reached approximately \$1000. The cost of renting the Cloverdale Veterans Memorial Building is \$987.50. Charging an entry fee higher than \$15 to recover these costs would have prevented the attendance of small businesses and economically vulnerable members of the public who have land in the Lake Sonoma Watershed. Educating the public about the best land management practices for reducing fire fuel loads is critical to decreasing the risk and impacts of wildfires.

UCCE Sonoma is committed to helping build a more resilient community and to protecting California's natural resources through our public outreach and research on natural resource management pre/post wildfire. The Lake Sonoma Watershed provides the water supply for more than 600,000 residents of both Sonoma and Marin counties.



Living with Fire

Fire Preparedness Series

Preparing for Fires: Prescribed Burning & Grazing Cloverdale Veterans Memorial Building August 1, 2018

- 8:00** Registration and Refreshments
- 8:30** Welcome and Introductions
Stephanie Larson, UCCE Sonoma
- 8:45** Fire on the North Coast
Supervisor James Gore, District 4, County of Sonoma
- 9:15** Using Prescribed Fire to Manage California Rangelands
Jeff Stackhouse, UCCE Humboldt
- 9:45** Prescribed Burn Associations: A Model for Private Lands Burning
Lenya Quinn-Davidson, UCCE Humboldt
- 10:15** Break
- 10:30** Thoughts from a Rancher
Bob Cooley, Owner of Cooley Ranch
- 11:00** Prescribed Fire Permitting and Legal Considerations
Ben Nicholls, Cal Fire
- 11:30** Air Quality and Smoke Management
Craig Tallman, Northern So. Co. Air Pollution Control District
- 12:00** Lunch
- 1:00** Pre & Post Vegetation Management Decisions Around Burning & Grazing
Stephanie Larson, UCCE Sonoma
- 1:20** Assistance with Technical and Planning
Jason Wells, Sonoma RCD
- 1:40** A Vision for Prescribed Fire in Sonoma County and Next Steps
Jared Childress, Audubon Canyon Ranch
- 2:00** Closing Remarks
Stephanie Larson, UCCE Sonoma

Upcoming event:

Before the Fire Strikes:
How to prepare your home and create a resilient rural landscape

August 24, 2018
9:00AM - 4:30PM
Shone Farm



University of California
Agriculture and Natural Resources
Cooperative Extension



Invoice 5569

Supplier:

Chloe's French Catering
8499 Old Redwood Highway Ste 114
Windsor, CA 95492

Client:

Michelle Nozzari
133 Aviation Boulevard
Suite 109
Santa Rosa, CA 95403

Payment Method: Invoicing
Order Number: #5569

Issue Date: July 31, 2018

Item	Description	Quantity	Unit Price	Tax	Tax	Total
Salade Verte	Full Size – Serves 12–14 Sides	1	29.50	7.25%	0.875%	\$29.50
Orchard Harvest Salad Bowl	Full Size – Serves 12–14 Sides	2	37.50	7.25%	0.875%	\$75.00
Red Quinoa Salad Bowl	Full Size – Serves 12–14 Sides	2	37.50	7.25%	0.875%	\$75.00
Sandwich Selection (\$5.45 per person)	Assorted	75	5.45	7.25%	0.875%	\$408.75
Subtotal						\$588.25
Shipping						\$15.00
Total excl. tax						\$603.25
Tax (CA State Tax) 7.25%						\$42.65
Tax (Sonoma County Tax) 0.875%						\$5.15
Total incl. tax						\$651.05
Amount Due						\$651.05

View this document online at <https://chloes-catering.sufio.com/cxxpe69crp>. Created In Sufio.

Cloverdale Veterans Memorial Building
P.O. Box 535
Cloverdale, CA 95425
894-0712 (Gene)

Application date	July 9, 2018		
Name	Michelle Nozzari		
organization	UC Cooperative Extension, Sonoma		
Type of event	workshop (approx. 50 attending)		
address	133 Aviation Blvd.		
city	Santa Rosa, CA 95403		
phone	707-565-2050		
e-mail	michelle.nozzari@sonoma-county.org		
date of event	Wednesday August 01, 2018		
time of event	8:00m AM – 2:30 PM		
alcoholic beverages served?	NO		
General liability insurance certificate	- will send		
Rooms to be used;	Auditorium 6.5 hrs @ \$75. hr		\$487.50
	Kitchen \$35. hr		N / A
Security deposit ***			\$500.00
Total			\$987.00

The signed/dated tentative reservation and deposit must be returned within two weeks of the date on this reservation application.

*****\$300.00 of this charge is refundable, providing there is no damage and renters responsibilities are complied with. \$200 is retained for set-up, take down, cleaning and sanitizing the restrooms and washing floors.**

If the event is canceled within 15 days of the event 50% of the deposit will be withheld.

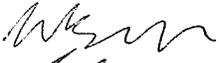
The entire cleaning/damage deposit will be forfeited if any of the following occur: Alcohol is brought into facility during a "nonalcoholic" event. Gum is found on the facility floors, walls, outdoor area is littered, etc.

Signed: _____ Dated: _____

Please make checks payable to:
Cloverdale Veterans
Box 535
Cloverdale CA. 95425

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

49

Signature	First Name	Last Name	Company	email
	Ron	Batey	Squaw Creek Investment	
	William	Birmingham	Napa County RCD	bill@naparcd.org
	Lance	Blakeley	J. Pedroncelli Winery	lance@pedroncelli.com
	Chip	Bouril	USDA NRCS	chip.bouril@ca.usda.gov
	Jacob	Bricker	Gallo	jake.bricker@gmail.com
	Paul	Bryant	coppola winery	paul.bryant@francisfordcoppolawinery.com
	Arden	Bucklin-Sporer	Oak Hill Farm	ardenbucklin@gmail.com
	Rebecca	Burgess	Fibershed	resplondir@comcast.net
	Christine	Chiu	National Prairie Day	natgreeneveg@gmail.com
	Anne	Crealock	Sonoma County Water Agency	Anne.Crealock@scwa.ca.gov
	Leah	Daniels	Lifecycle Landscapes	leahm.daniels@gmail.com
	Amy	Garden	none	gardenvan@live.com
	Anne	Garden	Rancho Otranto	annebgarden@gmail.com
	Matthew	Gilbert	Gilbert Forestry	gilbert.forestry@yahoo.com

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

Signature	First Name	Last Name	Company	email
	Ron	Batey	Squaw Creek Investment	ron.batey@scia.com ron.batey@scia.com
	William	Birmingham	Napa County RCD	bill@naparcd.org
	Lance	Blakeley	J. Pedroncelli Winery	lance@pedroncelli.com
	Chip	Bouril	USDA NRCS	chip.bouril@ca.usda.gov
	Jacob	Bricker	Gallo	jake.bricker@gmail.com
	Paul	Bryant	coppola winery	paul.bryant@francisfordcoppolawinery.com
	Arden	Bucklin-Sporer	Oak Hill Farm	ardenbucklin@gmail.com
	Rebecca	Burgess	Fibershed	resplondir@comcast.net
	Christine	Chiu	National Prairie Day	natgreeneveg@gmail.com
	Anne	Crealock	Sonoma County Water Agency	Anne.Crealock@scwa.ca.gov
	Leah	Daniels	Lifecycle Landscapes	leahm.daniels@gmail.com
	Amy	Garden	none	gardenvan@live.com
	Anne	Garden	Rancho Otranto	annebgarden@gmail.com
	Matthew	Gilbert	Gilbert Forestry	gilbert.forestry@yahoo.com

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

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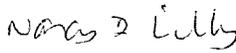
[Handwritten signature]

Annie	Gould	Heartland	annia@pacific.net
Andrew	Green	Glendale Ranch	theglendaleranch@gmail.com
Susan	Haydon	Sonoma County Water Agency	susan.haydon@scwa.ca.gov
Taj	Hittenberger	community Soil foundation	tahittenberger@gmail.com
Dustin	Howland	Mr.	dwh99@humboldt.edu
Ellie	Insley	Rainbow Reach LLC	newts@vom.com
Sebastian	Johnson	The Silent Gardener Designs	thesilentgardener@gmail.com
Noelle	Johnson	Gold Ridge Resource Conservation District	
Nicole	Karres	SSU	nmkarres@gmail.com
David	Kelley	Tuscan, Inc.	dbkelley@jps.net
Val	Kobal	none	junkmale@vom.com
Kevin	Kyle	KDK Wildfire Management	kevindkyle@gmail.com
Charlotte	LeGallee	4H	clegallee@att.net
Denise	Levine	Hummingbird West Inc	denise.levine6@gmail.com
Nancy	Lilly	Tallgrass Ranch	tallgranch@gmail.com

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Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

	Annie	Gould	Heartland	annia@pacific.net
	Andrew	Green	Glendale Ranch	theglendaleranch@gmail.com
	Susan	Haydon	Sonoma County Water Agency	susan.haydon@scwa.ca.gov
	Taj	Hittenberger	community Soil foundation	tahittenberger@gmail.com
	Dustin	Howland	Mr.	dwh99@humboldt.edu
	Ellie	Insley	Rainbow Reach LLC	newts@vom.com
	Sebastian	Johnson	The Silent Gardener Designs	thesilentgardener@gmail.com
	Noelle	Johnson	Gold Ridge Resource Conservation District	
	Nicole	Karres	SSU	nmkarres@gmail.com
	David	Kelley	Tuscan, Inc.	dbkelley@jps.net
	Val	Kobal	none	junkmale@vom.com
	Kevin	Kyle	KDK Wildfire Management	kevindkyle@gmail.com
	Charlotte	LeGallee	4H	clegallee@att.net
	Denise	Levine	Hummingbird West Inc	denise.levine6@gmail.com
	Nancy	Lilly	Tallgrass Ranch	tallgranch@gmail.com

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

	Tom	Lombardi	Squaw Creek Investment	ttlomba@pacbell.net
	Virginia	Mahacek	County of Sonoma	virginia.mahacek@sonoma-county.org
<i>Gary S. Mahrt</i>	Garry	Mahrt	n/a	gillian.mahrt@gmail.com
<i>Long McMillan</i>	Larry	Mailliard	Mailliard Ranch	mmyard@pacific.net
<i>Ken Mule</i>	Harry	Merlo	LAGO DI MERLO VINEYARDS AND WINERY	BILLIE@LAGODIMERLO.COM
<i>Anthony</i>	Anthony	Merlo	LAGO DI MERLO VINEYARDS AND WINERY	
<i>Harold</i>	Harold	Michalek	Vanoni Ranch	
<i>Palladini</i>	Palladini	Mike	Land Trust of Napa County	mike@napalandtrust.org
<i>Oshun</i>	Oshun	Molly	Sonoma County Water Agency	molly.oshun@scwa.ca.gov
<i>Erin Mulligan</i>	Erin	Mulligan	LandPaths	erin@landpaths.org
<i>Michael</i>	Michael	Princevalle	NA	maprincevalle@gmail.com
<i>Roger</i>	Roger	Provost	biopharm Development	provost.roger@gmail.com
<i>Adriana</i>	Adriana	Stagnaro	Gold Ridge Resource Conservation District	Adriana@goldridgercd.org
<i>Kimberly</i>	Kimberly	Susukida	Safari West	krobertson@safariwest.com

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

Tom Lombardi
Virginia Mahacek

Harold Michalek

Roger Provost
Adriana Stagnaro

Tom	Lombardi	Squaw Creek Investment	ttlomba@pacbell.net
Virginia	Mahacek	County of Sonoma	virginia.mahacek@sonoma-county.org
Garry	Mahrt	n/a	gillian.mahrt@gmail.com
Larry	Mailliard	Mailliard Ranch	mmmyard@pacific.net
Harry	Merlo	LAGO DI MERLO VINEYARDS AND WINERY	BILLIE@LAGODIMERLO.COM
Anthony	Merlo	LAGO DI MERLO VINEYARDS AND WINERY	
Harold	Michalek	Vanoni Ranch	
Palladini	Mike	Land Trust of Napa County	mike@napalandtrust.org
Oshun	Molly	Sonoma County Water Agency	molly.oshun@scwa.ca.gov
Erin	Mulligan	LandPaths	erin@landpaths.org
Michael	Princevalle	NA	maprincevalle@gmail.com
Roger	Provost	biopharm Development	provost.roger@gmail.com
Adriana	Stagnaro	Gold Ridge Resource Conservation District	Adriana@goldridgercd.org
Kimberly	Susukida	Safari West	krobertson@safariwest.com

Prescribed Burning on Private Lands | Pre-registered Sign In Sheet



Edward	Thomas	rockpile ridge ranch	elthomas35@gmail.com
Kim	Thompson	Pryor Rach	krcdf@aol.com
John	Valenzuela	National Prairie Day	
Mark	Vanoni	Vanoni Ranch	mev26mag@hotmail.com
Kari	Wester	Sonoma RCD	kwester@sonomarc.org
Scott	Wilson	Self	sswilson5@prodigy.net
Paul	Woodward	Dry Creek Lokoya Fire Safe Council	paul.woodward.md@gmail.com

Karin West



Prescribed Burning on Private Lands | Pre-registered Sign In Sheet

Kim Payne
John Valenzuela
Mark Vanoni
Scott Wilson

Edward	Thomas	rockpile ridge ranch	elthomas35@gmail.com
Kim	Thompson	Pryor Rach	krcdf@aol.com
John	Valenzuela	National Prairie Day	
Mark	Vanoni	Vanoni Ranch	mev26mag@hotmail.com
Kari	Wester	Sonoma RCD	kwester@sonomarc.org
Scott	Wilson	Self	sswilson5@prodigy.net
Paul	Woodward	Dry Creek Lokoya Fire Safe Council	paul.woodward.md@gmail.com

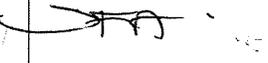
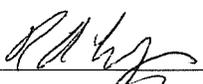
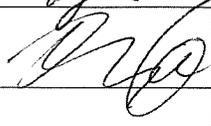
Prescribed Burning on Private Lands

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Walk-in Sign In Sheet

PRINT NAME	PRINT EMAIL
1 Jared Jacobs	jared.jacobs@egret.org
2 Andrew Furlong	andrew78furlong@yahoo.com
3 Jen Potts	jen.potts@egret.org
4 Molly Foley	Wed to an ide @ @ Email.com
5 Stuart Tiffen	stuart.tiffen@sonoma-county.org
6 Thom Mauritan	433-6204
7 Joe BAWITZER	JCRWIT@GMAIL
8 Jennifer Daley	jennifer@jenniferdaleytextiles.com
9 Scott Newman	scott@newmanranch.com
10 Rebecca Buryers	harvestingcolor@gmail.com
11 Mark Gradek	Mark.Gradek@fire.ca.gov
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13	
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Prescribed Burning on Private Lands | Speaker / Staff Sign In Sheet

Signature	First Name	Last Name	Company	email
	Jenny ✓	Chamberlain	District Director, Sonoma County Supervisor	
	Jared ✓	Childress	ACR	floatingshoe@gmail.com
	Bob ✓	Cooley	Cooley Ranch Company	bcooley676@aol.com
	James ✓	Gore	District 4, Sonoma County Supervisor	
	Stephanie ✓	Larson	UCCE Sonoma	
	Ben	Nicholls	Cal Fire	ben.nicholls@fire.ca.gov
	Lenya	Quinn- Davidson	UCCE Humboldt	quinndavidson@ucanr.edu
	Jeff	Stackhouse	UCCE Humboldt	juststackhouse@ucanr.edu
	Craig	Tallman	Northern So. Co. Air Pollution Control District	Craig Tallman @ sonoma-county.org



County of Sonoma Agenda Item Summary Report

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

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

To: Sonoma County Board of Supervisors

Board Agenda Date: September 25, 2018

Vote Requirement: Majority

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number:

Supervisor Lynda Hopkins, 565-2241

Supervisorial District(s):

Fifth District

Title: Municipal Advisory Councils and Citizen's Advisory Councils Update and Recommendations

Recommended Actions:

- a. Accept an update on the status of Municipal and Citizens Advisory Councils in Sonoma County.
- b. Adopt a Resolution to establish the Lower Russian River Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the Lower Russian River Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures.
- c. Adopt a Resolution to establish the Sonoma County Coast Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the Sonoma County Coast Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures.
- d. Direct staff to include options for the Board of Supervisors to fund ongoing costs of Municipal Advisory Councils in the Transient Occupancy Tax discussion planned for November.

Executive Summary:

Unincorporated segments of the County have become increasingly municipal in nature, and now require an effective mechanism to communicate their needs to the Sonoma County Board of Supervisors (Board). Members of the Board currently work with multiple Councils in their districts, including the Sonoma Valley Citizens Advisory Commission in the First District, and the Dry Creek Valley Citizens Advisory Council and Mark West Area Citizens Advisory Council in the Fourth District.

If approved, this item will establish Councils in the Fifth District, to provide recommendations on matters of local concern, such as transportation and land use planning. After the Councils are established and the Fifth District Supervisor selects final nominations to the Councils, the Fifth District will bring a Board item to appoint members to the Councils.

These councils are authorized by statute (Government Code section 31010) and can be created by a resolution of County Board of Supervisors.

Discussion:

Sonoma County Municipal and Citizens Advisory Councils: History and Update

The 1987 Windsor Municipal Advisory Council was the first Council established in Sonoma County, and was dissolved upon the incorporation of the Town of Windsor. In 1993, the Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission. In 2012, the Board established the Dry Creek Valley Citizens Advisory Council, and the Mark West Area Citizens Advisory Council in 2016.

The Board's 2017 Strategic Priorities included Rebuilding our Infrastructure. One component of this effort included developing a guide for communities to establish Councils in a consistent and sustainable manner. In July of 2017, the Board adopted the Sonoma County Municipal Advisory Council Policies & Procedures, providing guidance for the establishment of future Councils in unincorporated Sonoma County. The guidelines were carefully considered in the development of the Lower Russian River Municipal Advisory Council and the Sonoma Coast Municipal Advisory Council. In order to ensure consistency across Sonoma County's Municipal Advisory Councils, the intent and scope of the Councils proposed for establishment are consistent with the guidelines. A version of each Council's proposed guidelines – redlined against the Board approved template – is shown in attachments three and seven. A description of the variances from the approved templates is provided below.

Sonoma County Municipal and Citizens Advisory Councils: Funding Discussion

Municipal Advisory Councils typically incur costs such as website development and maintenance, Errors and Omissions Liability Insurance, facility rentals and staffing costs. The costs may be divided into two categories: one-time startup costs, and ongoing costs.

One-time Startup Costs

- Initial website development for Municipal Advisory Councils
- Initial outreach costs, such as a single mailing to residents of the Municipal Advisory Council

Ongoing Costs

- Costs for facility rental and staffing
- Website maintenance
- The County's General Liability Coverage includes Errors & Omissions Coverage, and is distributed among departments. Boards, Committees, Commissions, Councils, etc. that are formed and appointed by the Board are included in the coverage.

The July 2017 discussion that established the Sonoma County Municipal Advisory Council Policies & Procedures included a consideration to use Measure L funds to support Municipal Advisory Councils. The Board will have the opportunity to consider the entire Transient Occupancy Tax program this November, and may choose to formalize the use of Transient Occupancy Tax for ongoing costs associated with Municipal Advisory Councils.

Lower Russian River Municipal Advisory Council: Purpose

The Lower Russian River Municipal Advisory Council will represent the best interests of the entire community while acting as a bridge for communication between the County and local residents and businesses on the following topics for the Lower Russian River Area, when they are referred to the Municipal Advisory Council through the proper channels described in the Bylaws:

1. Use Permit Applications;
2. Rezoning applications;
3. General Plan Amendment Applications;
4. Prioritization of Transportation and Transit Improvements;
5. Health and Human Safety-Net Services;
6. Additional Topics Requested by the District Supervisor.

Lower Russian River Municipal Advisory Council: History and Timing

- **February 2018:** First community meeting to provide information and receive input on a Municipal Advisory Council for the Lower Russian River.
- **March 2018:** The Fifth District office worked with the community and Permit Sonoma to draft boundaries for the Lower Russian River Municipal Advisory Council.
- **May 2018:** Second community meeting to update the community on progress towards establishing a Municipal Advisory Council for the Lower Russian River, and receive additional input.
- **June 2018:** The Fifth District office worked with the community and Permit Sonoma to divide the Lower Russian River Municipal Advisory Council into sub-areas to ensure promote equal representation on the Council.
- **August 2018:** Third community meeting to receive input on the boundaries, sub-areas, and additional feedback.

If the Board of Supervisors establishes the Lower Russian River Municipal Advisory Council in September 2018, the Board may approve Municipal Advisory Council members in the winter of 2018, and the Municipal Advisory Council may begin meeting in early 2019.

Sonoma County Coast Municipal Advisory Council: Purpose

The Sonoma County Coast Municipal Advisory Council will represent the best interests of the entire community while acting as a bridge for communication between the County and local residents and businesses on the following topics for the Sonoma County Coast Area, when they are referred to the Municipal Advisory Council through the proper channels described in the Bylaws:

7. Use Permit Applications;
8. Rezoning applications;
9. General Plan Amendment Applications;
10. Prioritization of Transportation and Transit Improvements;
11. Health and Human Safety-Net Services;
12. Additional Topics Requested by the District Supervisor.

Sonoma County Coast Municipal Advisory Council: History and Timing

- **March 2018:** First community meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.
- **April 2018:** Bodega Bay Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.
- **May 2018:** Timber Cove Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.
- **May 2018:** The Fifth District office worked with the community and Permit Sonoma to draft boundaries for the Lower Russian River Municipal Advisory Council
- **June 2018:** Second community meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.
- **July 2018:** Second Bodega Bay Town Hall meeting to provide information and receive input on a Municipal Advisory Council for the Sonoma County Coast.
- **August 2018:** The Fifth District office worked with the community and Permit Sonoma to divide the Lower Russian River Municipal Advisory Council into sub-areas to ensure promote equal representation on the Council.

If the Board of Supervisors establishes the Sonoma County Coast Municipal Advisory Council in September 2018, the Board may approve Municipal Advisory Council members in the winter of 2018, and the Municipal Advisory Council may begin meeting in early 2019.

Municipal Advisory Councils: Changes to Template Bylaws

The proposed Bylaws for the 5th District Municipal Advisory Councils include minor adjustments to the templates and policies approved by the Board in 2017. The District Supervisor selected these changes to increase the effectivity of Municipal Advisory Councils in the unique regions of the Fifth District.

1. The proposed Municipal Advisory Councils will have nine members, as opposed to the standard five-seven. This allows for representation of the geographic areas in the proposed Municipal Advisory Councils.
2. Every member of the proposed Municipal Advisory Council will have an alternate, instead of two alternates for the entire Municipal Advisory Council. This system allows each geographic area to be represented if their primary Municipal Advisory Council member is not present at a meeting.
3. The 2017 policies recommend the District Supervisor nominate Municipal Advisory Council members for appointment by the full Board of Supervisors. The Bylaws under consideration today establish processes for the community to recommend members, which the District Supervisor will consider and submit to the Board of Supervisors for appointment.
4. The proposed Bylaws include a mandate for each Municipal Advisory Council to engage with their community to ensure that recommendations from the Councils represent their neighbors.

Prior Board Actions:

- Pre-incorporation, the Board established the now-dissolved Windsor Municipal Advisory Council in 1987 (Resolution No. 87-0139).
- The Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission in 1993 (Resolution 93-1552 on 10/12/93; Joint Powers Agreement 98-1281 on 10/6/98; 04-0026 on 1/6/04; 06-0776 on 9/12/06; 14-0086 on 3/11/14).

- The Board created the Dry Creek Valley Citizens Advisory Council in 2012 (Resolution No. 12-0410) and the Mark West Area Citizens Advisory Council in 2016 (Resolution No. 16-0231).
- The Board adopted the Sonoma County Municipal Advisory Council Policies & Procedures on July 18, 2017.

Strategic Plan Alignment Goal 4: Civic Services and Engagement

Goal 4: Civic Services and Engagement is aimed at engaging and encouraging citizen participation in local government, and aligning public services with community needs and desires. Establishing additional municipal advisory councils will meet this goal by facilitating greater community engagement and interaction with the Board on matters of local concern. Adopting the Recommended Municipal Advisory Council Policies & Procedures will help the Board to effectively and uniformly establish and govern existing and future municipal advisory councils in unincorporated Sonoma County.

Fiscal Summary

Expenditures	FY 18-19 Adopted	FY 19-20 Projected	FY 20-21 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Ongoing costs related to the Municipal Advisory Councils may be covered with discretionary funds available to the Board, such as each Supervisor’s Tourism Impact Funds under the Community Investment Fund.

Based on experiences from County staff as well as staff from other Counties, it is projected that each Council would need 16 hours of support time/month as well training of each Council. This support may be provided by existing staff to the Board of Supervisors. In the Budget for Fiscal Year 2018-2019 the Board approved one additional staff member in each district, to assist with “Board District Services.”

Staffing Impacts			
Position Title (Payroll Classification)	Monthly Salary Range (A – I Step)	Additions (Number)	Deletions (Number)
Narrative Explanation of Staffing Impacts (If Required):			
Ongoing administrative support for Municipal Advisory Councils shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.			
Attachments:			
Attachment 1: River Municipal Advisory Council Bylaws Attachment 2: River Municipal Advisory Council Bylaws Redlined Against the Template Attachment 3: River Municipal Advisory Council Resolution Attachment 4: River Municipal Advisory Council Boundaries Attachment 5: Coast Municipal Advisory Council Bylaws Attachment 6: River Municipal Advisory Council Bylaws Redlined Against the Template Attachment 7: Coast Municipal Advisory Council Resolution Attachment 8: Coast Municipal Advisory Council Boundaries Attachment 9: Municipal Advisory Council Policies and Procedures			
Related Items “On File” with the Clerk of the Board:			

**LOWER RUSSIAN RIVER MUNICIPAL ADVISORY COUNCIL
BYLAWS**

Approved by the Sonoma County Board of Supervisors on September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Lower Russian River Municipal Advisory Council (“River MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, the River MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. Use Permit Applications when referred by the Permit and Resource Management Department
- b. Rezoning applications when referred by the Permit and Resource Management Department
- c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
- d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- e. Health and Human Safety-Net Services when requested by the District Supervisor
- f. Additional Topics Requested by the District Supervisor

Section 2. The duties of the River MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the River MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the River MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The River MAC will have the following representation:
 - Forestville: 2 Representatives, 1 Alternate
 - Hacienda: 1 Representative, 1 Alternate
 - Rio Nido: 1 Representative, 1 Alternate

Guerneville: 2 Representatives, 1 Alternate
Monte Rio/Villa Grande: 1 Representative, 1 Alternate
Cazadero and Duncans Mills: 1 Representative, 1 Alternate
Pocket Canon: 1 Representative, 1 Alternate

- c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC using the identified sub-areas as a framework for the composition of the MAC.
- d. The Fifth District Supervisor will consider the community's nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

Section 3. Terms. A membership term is a two-year period. The River MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of the River MAC. Absence from two consecutive or three cumulative absences from the River MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of the River MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 *et seq.*).

Section 2. Regular Meetings. Regular meetings of the River MAC shall be held monthly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least

(twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of the River MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While the River MAC will strive for consensus, every official action taken by the River MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before the River MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for the River MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. The River MAC meetings will be open and public, with notice of the time and place given to the public and the River MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each River MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the River MAC.

ARTICLE V – ADMINSTRATIVE ROLES

Section 1. The River MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of the River MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. The River MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

ARTICLE VII - CONTRACTS

Section 1. The River MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the River MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the River MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE IX - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. The River MAC members will not involve themselves in official River MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The River MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE X - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the River MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the River MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XI – MINUTES

Section 1. There shall be minutes of the River MAC meeting proceedings. The River MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all River MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the River MAC secretary.

ARTICLE XII – RECORDS

Section 1. Records of all River MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the River MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert's Rules of Order shall be the parliamentary authority of the River MAC.

ARTICLE XIV – LEGAL COMPLIANCE

The River MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE XV - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on September 25, 2018.

James Gore, Chair, Sonoma County Board of Supervisors

[COMMUNITY NAME] LOWER RUSSIAN RIVER MUNICIPAL ADVISORY COUNCIL
TEMPLATE BYLAWS

Approved by the Sonoma County Board of Supervisors on [Month Day], 2017 September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Community Name Lower Russian River Municipal Advisory Council (“Community Name River MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, Community Name the River MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. ~~[List Advisory Topics]~~
- a. Use Permit Applications when referred by the Permit and Resource Management Department
 - b. Rezoning applications when referred by the Permit and Resource Management Department
 - c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
 - d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
 - e. Health and Human Safety-Net Services when requested by the District Supervisor
 - f. Additional Topics Requested by the District Supervisor

Section 2. The duties of Community Name the River MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of Community Name the River MAC shall be five or seven members.

~~[OPTIONAL: Include language regarding membership composition.]~~

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the River MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The River MAC will have the following representation:

Forestville: 2 Representatives, 1 Alternate
Hacienda: 1 Representative, 1 Alternate
Rio Nido: 1 Representative, 1 Alternate
Guerneville: 2 Representatives, 1 Alternate
Monte Rio/Villa Grande: 1 Representative, 1 Alternate
Cazadero and Duncans Mills: 1 Representative, 1 Alternate
Pocket Canon: 1 Representative, 1 Alternate

- c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC, such as an informal voting process, using the identified sub-areas as a framework for the composition of the MAC.
- d. The Fifth District Supervisor will consider the community's nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall ~~review all qualified applicants and~~ submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

Section 3. Terms. A membership term is a two-year period. ~~Community Name~~The River MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. -The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of ~~Community Name~~the River MAC. Absence from two consecutive or three cumulative absences from ~~Community Name~~the River MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section ~~76~~. When a vacancy occurs, the District Supervisor will ~~review applications to~~ fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of ~~Community Name~~the River MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 *et seq.*).

Section 2. Regular Meetings. Regular meetings of ~~Community Name~~the River MAC shall be held monthly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of Community Name The River MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While Community Name The River MAC will strive for consensus, every official action taken by Community Name The River MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before Community Name The River MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for Community Name The River MAC shall be provided by _____ staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. Community Name The River MAC meetings will be open and public, with notice of the time and place given to the public and Community Name The River MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Community Name The River MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of Community Name The River MAC.

ARTICLE V – ADMINSTRATIVE ROLES

Section 1. Community Name The River MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of Community Name The River MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. Community Name The River MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

ARTICLE VII - CONTRACTS

Section 1. Community NameThe River MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the River MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the River MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE VIIIIX - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. Community NameThe River MAC members will not involve themselves in official Community NameRiver MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. Community NameThe River MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE IXX - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of Community Namethe River MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of Community Namethe River MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XXI – MINUTES

Section 1. There shall be minutes of Community Namethe River MAC meeting proceedings. Community NameThe River MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Community NameRiver MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by Community Namethe River MAC administrative staffsecretary.

ARTICLE XIXII – RECORDS

Section 1. Records of all ~~Community Name~~River MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by ~~Community Name~~the River MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

ARTICLE ~~XHXIII~~ - PARLIAMENTARY AUTHORITY

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert's Rules of Order shall be the parliamentary authority of ~~Community Name~~the River MAC.

ARTICLE ~~XHXIV~~ – LEGAL COMPLIANCE

~~Community Name~~The River MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE ~~XHXV~~ - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on ~~[Month Day], 2017~~September 25, 2018.

Supervisors

~~Shirlee Zane~~James Gore, Chair, Sonoma County Board of



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

3/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Lower Russian River Municipal Advisory Council

Whereas, the Lower Russian River area in unincorporated Sonoma County, situated in the County's Fifth Supervisorial District, is a vibrant community for local residents and businesses, and visitors alike; and

Whereas, unincorporated segments of the County such as the Lower Russian River area have become increasingly municipal in nature and need a mechanism to effectively communicate their needs to County government and elected leaders; and

Whereas, Government Code section 31010 authorizes the Board of Supervisors to establish a Municipal Advisory Council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

Whereas, the Board of Supervisors desires to establish the Lower Russian River Municipal Advisory Council to advise the Board on local decisions relating to the Lower Russian River Area, and to provide a bridge for communication between the County and local residents and businesses on local government decisions affecting the Lower Russian River area;

Now, Therefore, Be It Resolved that the Board of Supervisors hereby establishes the Lower Russian River Municipal Advisory Council, subject to the following operative provisions:

1. Established Boundaries - The Established Boundary for projects subject to review of the Lower Russian River Municipal Advisory Council are shown in Attachment 5.
2. The membership of Lower Russian River Municipal Advisory Council shall consist of nine (9) members appointed by the Board of Supervisors.
3. The members of the Lower Russian River Municipal Advisory Council will be selected

Resolution #

Date:

Page 2

using the following methods:

- a. Community Selection: The Fifth District Supervisor will lead the community in an exercise to nominate representatives to serve on the Lower Russian River Municipal Advisory Council. The Fifth District Supervisor will consider the community's nominations for appointment to the Lower Russian River Municipal Advisory Council, and will select final nominations to submit to the Board of Supervisors for appointment.
4. The Lower Russian River Municipal Advisory Council will make recommendations to the Board of Supervisors on the following Advisory Topics, for the Lower Russian River area:
 - a. Use Permit Applications when referred by the Permit and Resource Management Department
 - b. Rezoning applications when referred by the Permit and Resource Management Department
 - c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
 - d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
 - e. Health and Human Safety-Net Services when requested by the District Supervisor
 - f. Additional Topics Requested by the District Supervisor
 5. The duties of the Lower Russian River Municipal Advisory Council shall include:
 - a. Hold regular open and public meetings;
 - b. Study and analyze the Advisory Topics;
 - c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
 - d. Provide recommendations on the Advisory Topics and annual reports to the Board;
 - e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.
 6. The decision to establish the Lower Russian River Municipal Advisory Council shall not be submitted to the voters.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

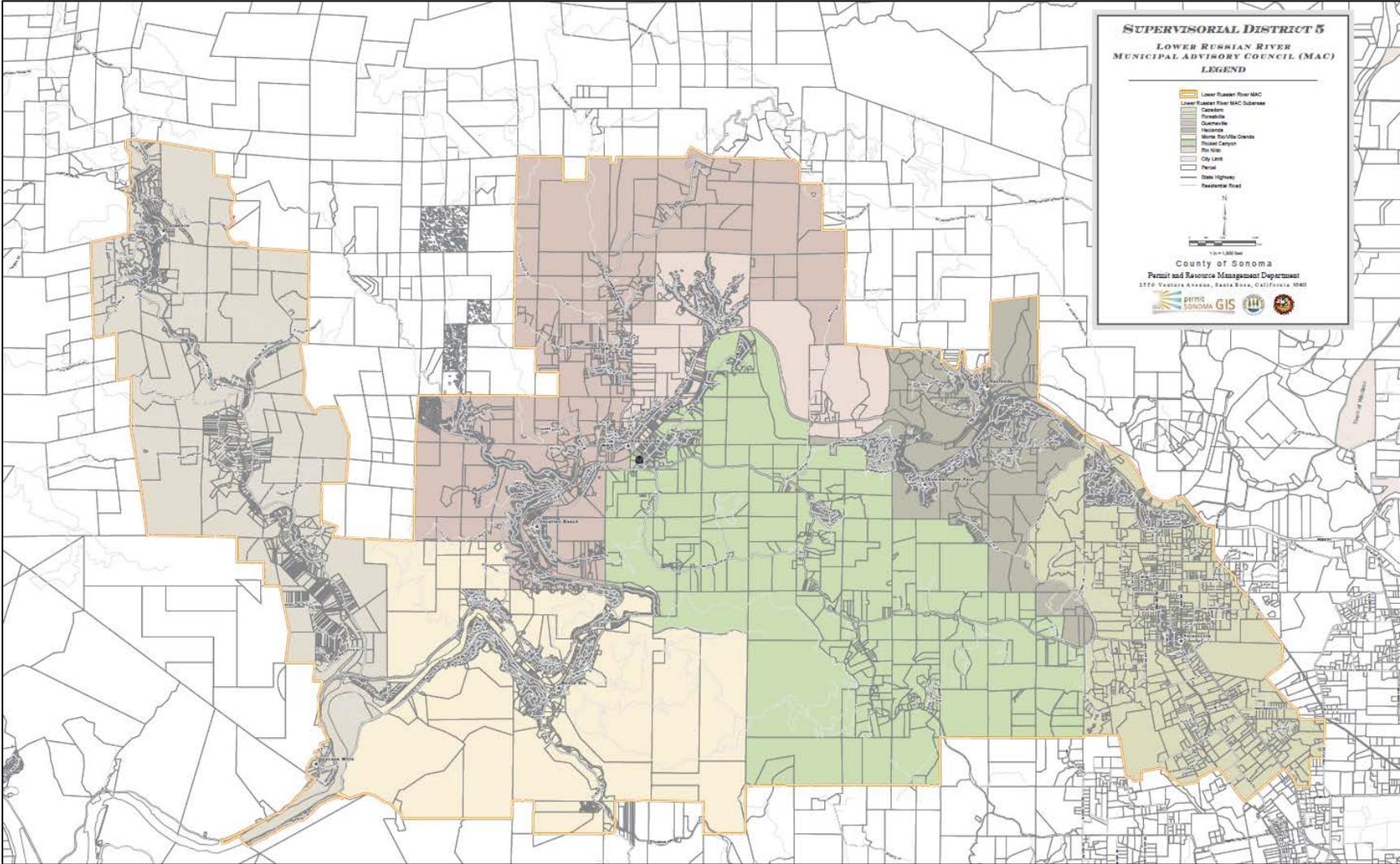
Noes:

Absent:

Abstain:

So Ordered.

Lower Russian River Municipal Advisory Council Map



**SONOMA COUNTY COAST MUNICIPAL ADVISORY COUNCIL
BYLAWS**

Approved by the Sonoma County Board of Supervisors on September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Sonoma County Coast Municipal Advisory Council (“Coast MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, the Coast MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. Use Permit Applications when referred by the Permit and Resource Management Department
- b. Rezoning applications when referred by the Permit and Resource Management Department
- c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
- d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- e. Health and Human Safety-Net Services when requested by the District Supervisor
- f. Additional Topics Requested by the District Supervisor

Section 2. The duties of the Coast MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of the Coast MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be over at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the Coast MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The Coast MAC will have the following representation:

The Sea Ranch/Annapolis: 2 Representatives, 1 Alternate

Timber Cove: 1 Representative, 1 Alternate

Fort Ross/West Cazadero: 1 Representative, 1 Alternate

Jenner: 1 Representative, 1 Alternate

Kashia Band of Pomo Indians: 1 Representative, 1 Alternate

Bodega Bay: 2 Representatives, 1 Alternate

Bodega/Valley Ford: 1 Representative, 1 Alternate

- c. The Fifth District Supervisor will lead the community in an exercise to nominate representatives and alternates to serve on the MAC, using the identified sub-areas as a framework for the composition of the MAC.
- d. The Fifth District Supervisor will consider the community's nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

Section 3. Terms. A membership term is a two-year period. the Coast MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of the Coast MAC. Absence from two consecutive or three cumulative absences from the Coast MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

ARTICLE IV- MEETINGS

Section 1. Brown Act. All meetings of the Coast MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 *et seq.*).

Section 2. Regular Meetings. Regular meetings of the Coast MAC shall be held monthly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting. The Chair or Vice Chair may cancel any regular meeting by giving written notice of at least seventy-two (72) hours before the regularly scheduled meeting time. This requirement of notification prior to cancellation shall not be waived.

Section 3. Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least

(twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

Section 4. Quorum. A quorum of the Coast MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While the Coast MAC will strive for consensus, every official action taken by the Coast MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before the Coast MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for the Coast MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. The Coast MAC meetings will be open and public, with notice of the time and place given to the public and the Coast MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Coast MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the Coast MAC.

ARTICLE V – ADMINSTRATIVE ROLES

Section 1. The Coast MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar years, or until replaced by the District Supervisor.

Section 2. Chair. The Chair shall preside at all meetings of the Coast MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE VI - COMMITTEES AND SUBCOMMITTEES

Section 1. The Coast MAC may establish single-purpose committees or subcommittees, consisting of less than a quorum of MAC members, on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. All committees and subcommittees shall comply with the Brown Act.

ARTICLE VII - CONTRACTS

Section 1. The Coast MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT

Section 1. Community engagement is paramount to the success of the Coast MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the Coast MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE IV - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. The Coast MAC members will not involve themselves in official Coast MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The Coast MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE X - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the Coast MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of the Coast MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XI – MINUTES

Section 1. There shall be minutes of the Coast MAC meeting proceedings. The Coast MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Coast MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the Coast MAC secretary.

ARTICLE XII – RECORDS

Section 1. Records of all Coast MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the Coast MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

ARTICLE XIII - PARLIAMENTARY AUTHORITY

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert's Rules of Order shall be the parliamentary authority of the Coast MAC.

ARTICLE XIV – LEGAL COMPLIANCE

The Coast MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE XV - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on September 25, 2018.

James Gore, Chair, Sonoma County Board of Supervisors

[COMMUNITY NAME]SONOMA COUNTY COAST MUNICIPAL ADVISORY COUNCIL
TEMPLATE BYLAWS

Approved by the Sonoma County Board of Supervisors on [Month Day], 2017September 25, 2018

ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Community NameSonoma County Coast Municipal Advisory Council (“Community NameCoast MAC”).

ARTICLE II - AUTHORITY AND PURPOSE

Section 1. In order to facilitate community engagement, Community Namethe Coast MAC will make recommendations to the Board of Supervisors and other County decision makers on the following Advisory Topics:

- a. ~~[List Advisory Topics]~~
- a. Use Permit Applications when referred by the Permit and Resource Management Department
- b. Rezoning applications when referred by the Permit and Resource Management Department
- c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
- d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- e. Health and Human Safety-Net Services when requested by the District Supervisor
- f. Additional Topics Requested by the District Supervisor

Section 2. The duties of Community Namethe Coast MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

ARTICLE III - MEMBERSHIP

Section 1. Membership. The membership of Community Namethe Coast MAC shall be five or sevennine members.

~~[OPTIONAL: Include language regarding membership composition.]~~

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be over at least 18 years of age. There are no requirements for property ownership or citizenship.

The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor will work with the community to identify sub-areas within the MAC Boundaries.
- b. The Fifth District Supervisor will work with the community to evaluate the sub-areas within the Coast MAC boundaries to determine proper representation on the MAC. This scoping exercise will inform the composition of the MAC for well-rounded representation. The Coast MAC will have the following representation:

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d. The Fifth District Supervisor will consider the community's nominations for appointment to the MAC, and will select final nominations to submit to the Board of Supervisors for appointment.

Section 2. Appointment Authority. The District Supervisor shall ~~review all qualified applicants and~~ submit selected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

Section 3. Terms. A membership term is a two-year period. ~~Community Namethe Coast~~ MAC members may be reappointed. Members may serve a maximum of two terms (four years in total).

Section 4. The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

Section 5. Attendance. Members are expected to attend all meetings of ~~Community Namethe Coast~~ MAC. Absence from two consecutive or three cumulative absences from ~~Community Namethe Coast~~ MAC meetings in a twelve-month period may result in removal.

Section 6. Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

Section 7. Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section ~~76~~. When a vacancy occurs, the District Supervisor will ~~review applications to~~ fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

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Section 4. Quorum. A quorum of Community NameThe Coast MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC membership.

Section 5. Voting. While Community NameThe Coast MAC will strive for consensus, every official action taken by Community NameThe Coast MAC shall be adopted by a quorum vote.

Section 6. Abstention. When any member abstains from participation in any matter before Community NameThe Coast MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum.

Section 7. Secretary. Administrative support for Community NameThe Coast MAC shall be provided by _____staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Section 8. Notice. Community NameThe Coast MAC meetings will be open and public, with notice of the time and place given to the public and Community NameThe Coast MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

Section 9. Public Comment. At each Community NameThe Coast MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of Community NameThe Coast MAC.

ARTICLE V – ADMINSTRATIVE ROLES

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Section 2. Chair. The Chair shall preside at all meetings of Community NameThe Coast MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

Section 3. Vice Chair. In the Chair’s absence, the Vice Chair shall assume the Chair’s responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

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Section 1. The Coast MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

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Section 1. Community engagement is paramount to the success of the Coast MAC. MAC members will establish a Community Engagement Guide at the start of each calendar year, to be approved by the Fifth District Supervisor.

Section 2. The Community Engagement Guide may include: gatherings in the Coast MAC sub-areas with neighbors and their MAC representative; town halls; presentations at local schools; and nominating an ex-officio non-voting member student from a local High School.

ARTICLE VIIIIV - CONFLICT OF INTEREST/GRIEVANCES

Section 1. Conflict of Interest. ~~Community Name~~The Coast MAC members will not involve themselves in official ~~Community Name~~Coast MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

Section 2. Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. ~~Community Name~~The Coast MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

ARTICLE IXX - AMENDMENTS

Section 1. A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of ~~Community Name~~the Coast MAC by a quorum vote of MAC members, provided that copies of the proposed amendments are sent to all members of ~~Community Name~~the Coast MAC at least ten (10) days prior to the meeting at which such action is taken. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

ARTICLE XXI – MINUTES

Section 1. There shall be minutes of ~~Community Name~~the Coast MAC meeting proceedings. ~~Community Name~~The Coast MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all ~~Community Name~~Coast MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by ~~Community Name~~the Coast MAC administrative staffsecretary.

ARTICLE XIXII – RECORDS

Section 1. Records of all ~~Community Name~~Coast MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by ~~Community Name~~the Coast MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

ARTICLE ~~XHXIII~~ - PARLIAMENTARY AUTHORITY

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Robert's Rules of Order shall be the parliamentary authority of ~~Community Name~~the Coast MAC.

ARTICLE ~~XHXIV~~ – LEGAL COMPLIANCE

~~Community Name~~The Coast MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

ARTICLE ~~XHXV~~ - EFFECTIVE DATE

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on ~~[Month Day], 2017~~September 25, 2018.

Supervisors

~~Shirlee Zane~~James Gore, Chair, Sonoma County Board of



County of Sonoma

State of California

Date: September 25, 2018

Item Number: _____
Resolution Number: _____

3/5 Vote Required

Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Establishing the Sonoma County Coast Municipal Advisory Council

Whereas, the Sonoma County Coast area in unincorporated Sonoma County, situated in the County's Fifth Supervisorial District, is a vibrant community for local residents and businesses, and visitors alike; and

Whereas, unincorporated segments of the County such as the Sonoma County Coast area have become increasingly municipal in nature and need a mechanism to effectively communicate their needs to County government and elected leaders; and

Whereas, Government Code section 31010 authorizes the Board of Supervisors to establish a Municipal Advisory Council for any unincorporated area in the county to advise the Board on such matters which relate to that area as may be designated by the Board; and

Whereas, the Board of Supervisors desires to establish the Sonoma County Coast Municipal Advisory Council to advise the Board on local decisions relating to the Lower Russian River Area, and to provide a bridge for communication between the County and local residents and businesses on local government decisions affecting the Lower Russian River Area;

Now, Therefore, Be It Resolved that the Board of Supervisors hereby establishes the Sonoma County Coast Municipal Advisory Council, subject to the following operative provisions:

1. Established Boundaries - The Established Boundary for projects subject to review of the Sonoma County Coast Municipal Advisory Council are shown in Attachment 9.
2. The membership of Lower Russian River Municipal Advisory Council shall consist of nine (9) members appointed by the Board of Supervisors.
3. The members of the Sonoma County Coast Municipal Advisory Council will be

Resolution #

Date:

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selected using the following methods:

- a. Community Selection: The Fifth District Supervisor will lead the community in an exercise to nominate representatives to serve on the Sonoma County Coast Municipal Advisory Council. The Fifth District Supervisor will consider the community's nominations for appointment to the Sonoma County Coast Municipal Advisory Council, and will select final nominations to submit to the Board of Supervisors for appointment.
4. The Sonoma County Coast Municipal Advisory Council will make recommendations to the Board of Supervisors on the following Advisory Topics, for the Sonoma County Coast area:
 - a. Use Permit Applications when referred by the Permit and Resource Management Department
 - b. Rezoning applications when referred by the Permit and Resource Management Department
 - c. General Plan Amendment Applications when referred by the Permit and Resource Management Department
 - d. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
 - e. Health and Human Safety-Net Services when requested by the District Supervisor
 - f. Additional Topics Requested by the District Supervisor
 5. The duties of the Sonoma County Coast Municipal Advisory Council shall include:
 - a. Hold regular open and public meetings;
 - b. Study and analyze the Advisory Topics;
 - c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
 - d. Provide recommendations on the Advisory Topics and annual reports to the Board;
 - e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.
 6. The decision to establish the Sonoma County Coast Municipal Advisory Council shall not be submitted to the voters.

Supervisors:

Gorin:

Rabbitt:

Zane:

Hopkins:

Gore:

Ayes:

Noes:

Absent:

Abstain:

So Ordered.

**Sonoma County
Municipal Advisory Council
Recommended Policies and Procedures**

Adopted July 18, 2017

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I. Statutory Authority

Pursuant to Government Code section 31010 the Board of Supervisors (Board) may, by resolution, establish a municipal advisory council (MAC) for any unincorporated area in the County to advise the Board on matters relating to that area. MACs have two primary functions: an advisory function and an advocacy function. The Board may grant and define these functions as it sees fit. MACs do not have the power to interpret, make, or set policies, ordinances, or laws, and lack fiscal authority. Counties use MACs to provide an information sharing forum for the community and local government agencies. MACs provide recommendations to the Board on matters designated by the Board, such as current or prospective government services, public health, safety, welfare, public works, and planning.

The resolution establishing the MAC must contain the following statutorily required information:

- The name of the municipal advisory council;
- The qualifications, number, and method of selection of municipal council members;
- The designated powers and duties;
- The unincorporated area or areas for which the municipal advisory council is established;
- Whether the council will be established by the Board or by the voters in an election;
- The rules, regulations and procedures governing the establishment and operation of the municipal advisory council.¹

Aside from the information listed above, the Board has discretion to create the policies and procedures governing MACs.

II. MACs in Sonoma County

Use of MACs in Sonoma County is limited. The Board established the now-dissolved Windsor Municipal Advisory Council in 1987.² There are currently two MACs in existence: the Dry Creek Valley Citizens Advisory Council³ and the Mark West Area Citizens Advisory Council,⁴ both located in the Fourth District of unincorporated Sonoma County.

III. Purpose

This document provides MAC policy recommendations and analysis to ensure consistency in the operations and governance of existing and future MACs.

IV. Sources Consulted

The recommendations discussed in this document are adapted from MAC guidance issued by Contra Costa County and Mendocino County.

¹ Gov. Code, § 31010.

² Resolution No. 87-0139 (Jan 21, 1987).

³ Resolution No. 12-0410 (Aug 21, 2012).

⁴ Resolution No. 16-0231 (Jun 14, 2016).

V. Recommended Policies & Procedures

a. Member Appointments

The Board may choose to select members by election or by appointment. Membership by appointment is recommended because it reduces the likelihood of unfilled positions, costs, and procedural concerns. To ensure the size and composition of a MAC is large enough to facilitate representation of the MAC area, but small enough to manage administrative costs and handle business efficiently, MACs consisting of five members is recommended. A MAC may be established with seven members if it is demonstrated that this is necessary to provide appropriate representation of all segments of the community. Establishing alternate member positions may assist with reaching a quorum.

Recommendations

- i. MACs shall consist of five members in total.
- ii. All members must reside within the MAC boundaries.
- iii. To nominate or re-nominate a member, the District Supervisor reviews applications and submits a list of nominations to the Board of Supervisors for approval. A majority vote of the Board is required to approve a member.
- iv. Nominations and re-nominations should be made within the first 60 days of the authorization of the MAC.
- v. In the event of a member vacancy, the District Supervisor should arrange for the position information to be posted on Sonoma County online vacancy list within 20 days of the vacancy.
- vi. The District Supervisor shall establish two alternate member positions. Alternate members may attend MAC meetings for absent members on an as-needed basis.

b. Member Terms

The Board must determine the member term length and the member removal procedure.

Recommendations

- i. Members shall hold a term of two years.
- ii. Members can serve up to two terms (four years in total).

- iii. Members may be re-appointed after two terms, only after a two year break in service.
- iv. Members serve at the pleasure of the Board of Supervisors, and can be removed by the Board at any time.
- v. Classification of Initial MAC Members: The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of three members; Class B shall consist of two members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years.
- vi. MAC Member Removal Procedure: (1) District Supervisor submits recommendation for removal to the Board of Supervisors; (2) MAC member receives written notice from MAC secretary of the recommendation for removal, the date and time of the meeting at which the Board will consider the removal, and the opportunity for public comment at the meeting prior to Board action; (3) A majority vote by the Board of Supervisors is required to remove a member.
- vii. There should be no automatic re-appointment of MAC members. When a member's term expires, his or her appointment terminates.
- viii. Absence from two consecutive or three cumulative regular MAC meetings in a 12-month period may result in removal. If a member is absent from two consecutive or three cumulative regular MAC meetings in a 12-month period, the secretary shall notify the District Supervisor. A recommendation for removal based on absences is within the District Supervisor's discretion.
- ix. Failure to comply with MAC Bylaws may result in a recommendation of removal by the District Supervisor to the Board of Supervisors.

c. Administrative Roles

MACs require administrative leadership and support. Establishing Chair and Vice Chair positions may be helpful to assist with MAC operations and communications. A non-member secretary position may be filled by the District Supervisor's staff or by an independent contractor retained by the County.

Recommendations

- i. The District Supervisor shall appoint the first MAC Chair to serve for the first year the MAC is in existence. After that, the MAC will elect the Chair annually. Chair responsibilities include:

1. Preside over regular meetings;
 2. Call for and preside over special meetings;
 3. Set meeting agenda and coordinate preparation and posting of agenda with administrative support;
 4. Appoint members to MAC committees;
 5. Act as liaison between MAC.
- ii. The District Supervisor shall appoint the first MAC Vice Chair to serve for the first year the MAC is in existence. After that, the MAC will elect the Vice Chair annually. Vice Chair responsibilities include:
1. In the event of Chair's absence, assume Chair's responsibilities;
 2. Research agenda items and report back to MAC on an as-needed basis;
 3. Maintain record of useful government contacts.
- iii. The MAC members shall elect the Chair and Vice Chair for the second year and every year after.
- iv. The District Supervisor should determine how to fill the role of MAC Secretary. Secretary responsibilities include:
1. Prepare, post, and distribute meeting agendas and meeting materials pursuant to the Brown Act;
 2. Arrange attendance at MAC meetings;
 3. Attend all MAC meetings;
 4. Take MAC meeting minutes;
 5. Distribute and maintain record of meeting minutes;
 6. Prepare and transmit MAC reports to the District Supervisor, the Board, or other government agency;
 7. Prepare responses to public comments and inquiries;
 8. Prepare responses to requests from MAC members;
 9. Maintain records of MAC agendas, minutes, meeting materials, records of action, annual reports, MAC member training certifications, and communications from at least the prior two years.
 10. Provide copies of formal MAC communications to the District Supervisor.
 11. Manage MAC budget.
- ii. The District Supervisor should coordinate with the Secretary to determine a sufficient storage method and location to retain at least two years of records.
- x. The District Supervisor shall oversee the Chair, Vice Chair, and Secretary performance, and Secretary's compensation.

d. MAC Committees

MACs may establish committees or subcommittees (collectively referred to as "committees") on an as-needed basis. The Board should consider whether the MAC may

establish committees, and if so, clarify the additional rules that apply to committees under the Brown Act.

Recommendations

- i. A MAC may establish single-purpose committees on an as-needed basis by a quorum vote.
- ii. An outline of the committee's specific purpose should be submitted to the Board with the MAC's annual report.
- iii. Committees should have an annual life of one year.
- iv. Committees should be composed of two MAC members in total.
- v. Members of the public, who are not appointed to the MAC, may not serve on a MAC committee.
- vi. All committees shall comply with the Brown Act.

e. Member Training

Member training is necessary to familiarize members with the state laws that apply to public bodies, such as the Brown Act. Training for new MAC members should be coordinated by the Sonoma County Administrators' Office and the Sonoma County Counsel's Office.

Recommendations

- i. Designate MAC training liaison at County Administrator's Office and the County Counsel's Office.
- ii. Provide all new MAC members with general training on the MAC Policies and Procedures, the MAC Bylaws, and the laws that apply to public bodies within 60 days of appointment.
- iii. Provide MAC members with annual training on laws that apply to public agencies, specifically including the Brown Act and the Public Records Act.
- iv. Require that MAC members complete the FPPC AB 1234 online conflict of interest training.

f. Conflicts of Interest

To address potential conflicts of interest the following policies are recommended.

Recommendations

- i. MAC members will not involve themselves in official MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest the member will abstain from voting, and the abstention will be recorded in the minutes.
- ii. If the MAC makes substantive recommendations, which are regularly approved by the Board over an extended period of time, without significant amendment or modification, the MAC members and secretary must file an annual Statement of Economic Interests (State Form 700).⁵ These statements will be included in the County's biennial review of the Conflicts of Interest Code. The Clerk of the Board of Supervisors will keep these statements on file and make them available for public inspection.
- iii. Concerns regarding conflicts of interest should be directed to the District Supervisor.

g. Brown Act

MACs, and MAC committees or subcommittees, shall comply with the Ralph M. Brown Act (Government Code, section 54950, *et seq.*).

h. MAC Meetings: Location, Frequency, and Length

Regular MAC meetings should be held on a monthly basis at an established date and time at a place that is open and accessible to the public.

Recommendations

- i. One regular MAC meeting should be held at an established place and time each month, as determined by a quorum vote.
- ii. Meetings should be held a time and place that is convenient and accessible for MAC members, community members, and Secretary to attend.
- iii. MAC meetings should generally not exceed three hours in length.
- iv. The Chair may impose time limits for public comment at MAC meetings.
- v. If the MAC limits the time for public comment at meetings, the MAC must provide at least twice the allotted time to a member of the public who utilizes a human translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.⁶

⁵ Cal. Code Regs., tit. 2, § 18700.

⁶ Gov. Code, § 54954.3.

i. MAC Meetings: Procedures

MAC meetings provide an opportunity for the members and the public to discuss the Advisory topics and develop recommendations for the Board. All MAC meetings must be open to the public and comply with the Brown Act.

Recommendations

- i. All meetings shall be open and public and held in an ADA accessible location, and all persons shall be permitted to attend any MAC meeting.
- ii. MACs should use the MAC Agenda Template for each regular meeting.
- iii. Notice of the meeting time and place shall be given to the public and the MAC members at least seventy-two (72) hours before the time of such meeting.
- iv. For regular meetings that occur on or after January 1, 2019, the MAC must post the agenda on the primary homepage of its homepage website at least seventy-two (72) hours before the time of such meeting.⁷
- v. Meeting agendas should be posted at least seventy-two (72) hours before a regular meeting.
- vi. Before each meeting the MAC Chair should remind the public on the record that the MAC is an advisory body to the Board of Supervisors.
- vii. Robert's Rules of Order shall be the parliamentary authority at MAC meetings.
- viii. A quorum of MAC members must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of MAC members.
- ix. All writings related to an agenda item that are distributed to a majority of the MAC members *prior to* a MAC meeting must be made available to for public viewing at a specified location open to the public, accessible during normal business hours, at least seventy-two (72) hours before a regular meeting. Copies should also be available at the meeting for public inspection.

⁷ Gov. Code, § 54954.2.

- x. Copies (a minimum of 10) of all writings related to an agenda item and prepared by the MAC that are distributed to a majority of the MAC members *during* a MAC meeting, must be made available for public inspection at the meeting. Copies of all writings related to an agenda item and prepared by another person that are distributed to a majority of the MAC members *during* a MAC meeting, must be made available for public inspection after the meeting.
- xi. The Minutes for the prior meeting shall be reviewed and approved by the members at the following regular meeting.
- xii. The Secretary shall attend and take minutes at all meetings.

j. Special MAC Meetings

The Brown Act provides additional requirements for holding special meetings.

Recommendations

- i. The Chair may call a special MAC meeting by delivering written notice to each MAC member and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the MAC website, if the MAC has a website.
- ii. The notice of a special meeting shall be delivered personally or by any other means and shall be received at least twenty-four (24) hours before the time of the meeting as specified in the notice.
- iii. For special meetings that occur on or after January 1, 2019, the MAC must post the agenda on the primary homepage of its homepage website at least seventy-two (72) hours before the time of such meeting.⁸

k. External Communications

MACs do not have the power to interpret, make, or set policies, ordinances, or laws, and lack fiscal authority. MAC authority to make external communications is also limited.

Recommendations

- i. Except as specified in the resolution establishing the MAC or the MAC bylaws, the MAC and its individual members acting on behalf of the MAC, may not represent the community to any federal, state, other county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community.

⁸ Gov. Code, § 54954.2.

- ii. The MAC's advisory role is limited to the Advisory Topics stated in the resolution establishing the MAC.
- iii. The MAC may represent the community before the Board of Supervisors by providing public comment on Advisory Topics at Board meetings.
- iv. The MAC may provide input with respect to Advisory Topics to the Board, County staff, or any County hearing body.
- v. Individual MAC members cannot represent the MAC's positions unless such representation has been expressly authorized by a vote of the MAC. When an individual member is authorized to represent the MAC's position to the Board, County staff, or other County hearing body, that member may only speak on issues expressly approved by the MAC.
- vi. The MAC may not, as a body, take positions on candidates for any public office or on any ballot measures.
- vii. All printed or electronic communications from the MAC should identify the MAC as an advisory body to the Board of Supervisors and include:
 - 1. The District Supervisor's name and contact information; and
 - 2. Disclaimer: *The views expressed therein are of the MAC only and do not represent Sonoma County's official position.*

I. Annual Report

Annual reports provide the Board with necessary MAC oversight information.

Recommendations

- i. MACs must submit to the District Supervisor a written annual report containing the following information about the prior year:
 - 1. Activities
 - 2. Accomplishments
 - 3. Membership attendance
 - 4. Membership training
 - 5. Proposed objectives for the next year
- ii. Annual reports must be submitted to the District Supervisor on the second Tuesday of each February.
- iii. MACs may consult with the District Supervisor and County staff to assist in drafting the annual report. However, assistance from the District Supervisor

and County staff is limited to answering questions. It is the MAC's responsibility to complete and submit the annual report.

- iv. The District Supervisor should review the annual report and recommend appropriate action by the Board of Supervisors.
- v. Failure to submit an annual report may result in the District Supervisor recommending that the MAC be dissolved by the Board of Supervisors.

m. Boundaries

MACs may be established in unincorporated areas of the County.

Recommendations

- i. The Board should consider the following criteria when determining MAC boundaries:
 - 1. Existing borders establishing communities of interest;
 - 2. Population density;
 - 3. Areas of special interest: industrial areas; government-owned property; coastal land.

n. Funding

MAC funding sources vary within the County and among other counties. Some MACs are funded by donations, special revenue streams, or the General Fund. MACs generally require funding for administrative support services, meeting rental spaces, member expense reimbursement, and website maintenance. MACs do not have the authority to enter contracts or to incur any indebtedness in the name of or on behalf of itself, the Board, or the County.

o. Dissolution

MACs shall remain in existed until formally dissolved by the Board of Supervisors.

Recommendations

- i. MAC dissolutions are recommended by the District Supervisor and approved by the Board of Supervisors.

p. Existing MACS

Option 1: In instances where existing bylaws or polices of MACs are inconsistent with these Policies and Procedures adopted by the Board, the policies of the existing MACs take precedence.

Option 2: In instances where existing bylaws or polices of MACs are inconsistent with these Policies and Procedures adopted by the Board, these Policies and Procedures are deemed to

take precedence, and the MAC shall take action at its next available meeting to amend its bylaws or policies.

VI. Resources & Templates

- a. Government Code, section 31010
- b. Sonoma County MAC Checklist
- c. Sonoma County MAC Agenda Template
- d. Sonoma County MAC Minutes Template

Cal. Gov. Code, § 31010. Municipal advisory council for unincorporated area; Funds and payments therefrom; Contents of resolution establishing council

The board of supervisors of any county may by resolution establish and provide funds for the operation of a municipal advisory council for any unincorporated area in the county to advise the board on such matters which relate to that area as may be designated by the board concerning services which are or may be provided to the area by the county or other local governmental agencies, including but not limited to advice on matters of public health, safety, welfare, public works, and planning. Unless the board of supervisors specifically provides to the contrary, a municipal advisory council may represent the community to any state, county, city, special district or school district, agency or commission, or any other organization on any matter concerning the community. The board may pay from available funds such actual and necessary expenses of travel, lodging, and meals for the members of the council while on such official business as may be approved by the board.

The resolution establishing any such municipal advisory council shall provide for the following:

- (a) The name of the municipal advisory council.
- (b) The qualifications, number, and method of selection of its members, whether by election or appointment.
- (c) Its designated powers and duties.
- (d) The unincorporated area or areas for which the municipal advisory council is established.
- (e) Whether the establishment of the council should be submitted to the voters and the method for such submission; provided that if an election is required pursuant to subdivision (b), such election shall be held at the same time as an election held pursuant to this subdivision.
- (f) Such other rules, regulations and procedures as may be necessary in connection with the establishment and operation of the municipal advisory council.