

# COUNTY OF SONOMA



## BUDGET HEARINGS

### HEARING MATERIALS & REPORTS

June 11 - 21 2019

# FY 2019-20 Budget Hearing Binder

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# OFFICE OF THE COUNTY ADMINISTRATOR

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## COUNTY OF SONOMA

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DATE: June 11, 2019

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

SUBJECT: FY 2019-20 Budget Hearings Materials & Reports Binder

Enclosed are the FY 2019-20 Recommended Budget public hearings supplemental materials. In addition to the \$1.78 billion described in the FY 2019-20 Recommended Budget book, which maintains core services, the County Administrator's staff has worked with departments to develop balanced budget strategies. These strategies include shifting General Fund resources toward recovery and resiliency, enhanced financial policies, and addressing certain safety net programs.

### **Restoration and Program Change Requests**

The FY 2019-20 Recommended Budget submitted for the Board of Supervisors' approval is structurally balanced. However, there are \$20 million in restoration requests, \$19 million in new funding requests, and \$15.6 million in Board member and community based organization budget requests. The County Administrator's Recommended Budget set forth in the Budget Balancing Tool (Tab 24), includes \$10.4 million of funding towards a number of restoration requests and \$7.6 million of funding for certain new funding requests. This still leaves a funding gap of \$9.6 million in department restoration requests and the elimination of 27.3 positions tied to the unfunded restoration requests. The County Administrator's Recommended Budget includes restoring 41 positions and adding 13 positions.

The County Administrator's Recommended Budget does not make any recommendations on funding for the Board Member requests or the community based organization funding requests. Those requests are described in Tab 10.

### **Addressing Health's Fiscal Cliff**

To address the ongoing fiscal gap with Health Services, I recommend aligning ongoing

Revitalization and Reinvestments funds with the on-going need for Residential Care Facilities and swapping one-time funds to support the County Fund for Housing program which is a one-time grant program. During the April 10, 2019 Budget Workshop, the Board expressed a desire to explore financial solutions, including potential use of Reinvestment and Revitalization (R&R) funds, to address the Department of Health Services proposed elimination of supplemental payments for Residential Care Facilities to help close the department's projected FY 2019-20 fiscal gap.

To solve for the \$3.8 million need to restore Residential Care Facilities supplemental payments, I am proposing the following revisions to the FY 2019-20 R&R Funding Recommendations:

- 1) Program \$2 million in available R&R funds beginning in FY 19-20, previously annually allocated to County Fund for Housing, to Department of Health Services Residential Care Facilities on an ongoing basis.
- 2) Redirect \$650,000 in one-time FY 2018-19 R&R funds to Residential Care Facilities
  - \$250,000 from R&R fund balance in unspent Housing Rehabilitation Loan Program allocation
  - \$400,000 in discretionary CDC Agency fund balance
- 3) Addback \$2 million in one-time FY 2019-20 funding to Community Development Commission County Fund for Housing
  - \$1,201,148 from projected R&R uncommitted fiscal year end fund balance \$798,852 from one-time discretionary General Fund identified in the annual review of fund balance report.

I am also recommending the allocation of \$900,000 in ongoing revenues to partially fund the Department of Health Services request to restore Adult Services staffing for FY 2019-20 (\$300,000 from additional ongoing R&R revenue recognized and \$600,000 in ongoing Graton Tribal mitigation for Socio-Economic). In addition, I am recommending \$631,000 from one-time General Fund to support Adult Services contracts.

In addition to the Health Department restorations described above, my recommendation includes assigning 20% of ongoing revenues for one-time uses in FY 2019-20, in order to save additional financial capacity for absorbing labor increases in FY 2020-21 which will be impacted by the second year of staff equity adjustments.

#### **County General Fund 5-Year Fiscal Outlook (Attachment A)**

The last fiscal outlook update was presented to the Board on December 11, 2018. The forecast has been updated to true-up one-time property tax backfill with latest information and recognizes the County's anticipated labor changes.

The fiscal outlook is focused on the General Fund as the main area of discretionary funds for the County. The recent California State Legislative Analyst Office released a fiscal outlook that maintains a positive outlook statewide. Given the other economic indicators of slowing activity, staff remains cautiously optimistic and plan for slow growth. The California Assembly Budget Committee "FY 2019-20 Blueprint for a Responsible Budget" indicates that even though the economy is strong, a recession is looming and are planning accordingly (<http://budgettrack.blob.core.windows.net/btdocs2019/16.pdf>).

As previously presented to the Board on November 13, 2018, and December 11, 2018, the updated County fiscal forecast assumes improved County General Fund Property Tax revenue growth of 4% for FY 2018-19, and CAO staff projected future year increases at 4%; 3.5%; 3%; and 2.5% through FY 2022-23. Modest growth is based on the following factors: (1) recovery focus on rebuilding which will restore assessed values lost during the fire and new housing units mainly within city limits; (2) consideration for the County's low housing inventory limiting sales and transfers; (3) delayed growth from fire recovery; (4) focus on developing affordable housing units; and (5) Proposition 13 limits property valuation assessment to a 2% inflation factor, as long as a properties are not sold or improved. Staff from the Assessor's Office, the Tax Collector's Office, Permit Sonoma, and the County Administrator's office meet regularly to review the latest information, and determined that available information supports secured property valuation growth assumptions.

Overall, the five-year General Fund baseline expenses combined with existing level of strategic investments are projected to outpace expected available funds and revenues, which results in an annual gap of \$12.8 million in FY 2020-21; the out years show from \$12.6 million up to \$22 million in need annually.

### **New Since April Workshops**

The County Administrator's Recommended Budget includes \$6.4 million of ongoing General Fund to be distributed among the highest priority restoration and new program change requests. This ongoing set-aside, along with \$4.1 million in Graton Tribal and Reinvestment and Revitalization funds provides \$10.5 million of ongoing revenues for Board priorities. There is also a total of \$35.4 million in one-time revenues available for one-time restorations or new funding requests. There is a grand total of \$45.9 million in both ongoing and one-time revenues. There are a total of \$54.5 million in departmental, Board Member, and Community-Based Organization requests for funding leaving an overall gap of \$8.5 million.

Additionally, in anticipation of the Sheriff 's Office Behavioral Health Housing Unit (BHHU) coming online during FY 2019-20, \$3.1 million of ongoing General Fund has been set aside in FY 2019-20 (half of the department's estimate for a fully functioning facility) to help the Sheriff's Office ramp up for staffing, training, and preparation for the new facility. It is recommended to

float the set aside for a year so that the organization is prepared for the more than \$6 million estimated to fully staff and operate the BHHU. There is also \$1 million to program toward the Integrated Justice System modernization once the stakeholders work with the Information Systems Department to approve the scope and implementation plan.

Since the April 9, 10 Budget Workshops, there were additional restoration and program change requests and departments continued to develop their Recommended Budget based on feedback received at the workshops and updated revenue information. Additionally, departments worked with each other to collaborate and adjust preliminary estimates for needed restorations down from \$22.5 million to \$20 million. One example is the fiscal team working together to solve for Veterans Services' layoffs within existing appropriations, another is the true up of Graton Tribal mitigation for law enforcement in the Supplemental Budget Adjustments to align dollars to services. This allowed the General Fund that had been paying for those services to be freed up for other restoration requests.

Staff have also responded to 32 Board Inquiry Requests from the April 9-10 Budget Workshops. This supplemental information is extremely useful for decision making and provides a deeper context when considering restoration and new funding requests (Tab 11).

### **Recommended FY 2019-20 Year-end Fund Balance**

Fund balance created as a result of actual revenue and expenditure deviations from the budget, will be used to achieve and maintain the County's fiscal goals. Any year-end General Fund balance that is not assigned in line with guidance in the adopted budget resolution is recommended for Board approval to be distributed as follows: the first 50% up to \$5 million will be used to increase General Fund Reserves and the next 50% up to \$5 million will be used for pre-payment of unfunded pension liabilities. This pension payment shall be in addition to the 0.5% of payroll discussed above. Should year-end General Fund balance be greater than \$10 million, any additional balance will be made available for one-time needs as determined by the Board of Supervisors during the year.

As noted, enclosed are materials providing supporting documentation to conduct the hearings. These materials include the following:

### **Budget Hearing Binders**

#### ***Budget Hearings Overview and Schedule (Tab 1)***

The County Administrator overview of the FY 2019-20 Budget Hearings, including updated five-year General Fund forecast. The Budget Hearings begin on Tuesday, June 11, at 10:00 a.m. and have been publicly noticed to continue from day-to-day not to exceed fourteen (14) calendar days but may be concluded earlier in accordance with the law. Public comment on the budget is scheduled for June 11, 2019 at 3:00 p.m.

### ***Overview of Revenue and Available Funds (Tabs 2-8)***

The next section of tabs provides an overview of revenues for FY 2019-20 and available funds. This section includes State Budget Impacts, Unfunded Liabilities, General Fund Reserves, Fund Balance Directory (including Teeter fund update), Reinvestment and Revitalization, and Cannabis.

#### State Budget Impacts (Tab 2)

Provides an overview of current State budget impacts.

#### Unfunded Liabilities (Tab 3)

Provides an update on the County's unfunded liabilities.

#### General Fund Reserves (Tab 4)

Provides an overview of the General Fund Reserve balance and policies.

#### Fund Balance Memo & Directory (Tab 5)

The Fund Balance Memo and Directory presents a review of all budgetary funds with restricted uses governed by the Board. The purpose of this item is to review estimated balances and verify the appropriateness of the restrictions for each fund. A total of \$27.5 million has been identified for the Board's consideration during the hearings.

#### Tribal (Tab 6)

Provides an update on Tribal funds, their use and potential uses.

#### Reinvestment & Revitalization Memo & Attachments (Tab 7)

The Board provided policy direction to staff regarding the use of Reinvestment and Revitalization Funds, which are monies returned to the General Fund because of the dissolution of redevelopment agencies. The enclosed materials summarize the programs and projects recommended for FY 2019-20, and provides an update on available funds.

#### Cannabis (Tab 8)

Provides an update on the Cannabis program and current fund balance available.

### ***Budget Deliberations (Tabs 9-11)***

This section of the Budget Hearing Materials discusses department requests for restoration of services, and requests for funding for new programs or services ("program change requests") for FY 2019-20 submitted by departments in Tab 9, and Board Members and Community Based Organizations in Tab 10. In addition, Tab 11 contains all Board Member Inquiry Requests and Responses to those requests.

***Supplementary Information (Tabs 12-18)***

This section of the binder is supplementary information to help the Board and the public deepen their understanding of current issues.

Recovery and Resiliency Fiscal Update (Tab 12)

This is an update on the fiscal status of recovery to include the last three federally declared disasters and an update on the County's Hazard Mitigation Grant Program.

Voter Approved Funding Measures TOT-Measure L, Parks Measure, Open Space Measure (Tab 13)

For reference, this tab includes the latest voter approved measures.

State Schedules & Crosswalk (Tab 14)

Due to the early publication of the Recommended Budget, it did not include the State Schedules as part of the book. These schedules are instead being presented in this Budget Hearing Binder.

Budget Vs. Actuals Report (Tab 15)

This portion of the Budget Hearing Materials presents a variance analysis comparing the Revised Budget to Year-End Actuals by Department and Division for FY 2015-16, FY 2016-17, and FY 2017-18. In addition, the FY 2017-18 Consolidated Audited Financial Statements were presented by the Auditor-Controller-Treasurer-Tax Collector to the Board on June 4, 2019.

Department of Health Services Fiscal Update (Tab 16)

This information is an overview of the Department of Health Services' current fiscal situation and possible bridges to help close gaps.

Safety Net Provider (Tab17)

This information is an update to the Safety Net Provider report that went to the Board on April 2, 2019.

Mandated Services Memo (Tab 18)

This tab is a review of the mandated services project.

***Board Actions (Tabs 19-25)***

This section is all of the action items for the Board's adoption in FY 2019-20 during budget hearings. Items that require action by the Board include adopting the Recommended Annual Capital Projects budget, new Financial Policies, Position Allocations, Supplemental Adjustments, over 12-month vacant position sweeps, restoration and new funding requests, and the budget resolutions.

#### Recommend Annual Capital Projects (Tab 19)

This tab includes the FY 2019-20 recommended capital projects.

#### New Financial Policies (Tab 20)

This tab includes changes to the financial policies for FY 2019-20. The changes highlighted for FY 2019-20 Recommended Budget are 1) Unfunded Pension Liability Pre-Payment Policy, 2) Shared Service Contract Cost Recovery Policy, 3) Fund Balance language clean up, and 4) other technical clean up.

#### Position Allocation Details (Tab 21)

This section of the Budget Hearing Binder provides the position allocation details for each department. It is also used as Exhibit C of the Adopted Budget Resolution which supports all permanent position allocation changes included in the Recommended Budget, Supplemental adjustments, and Budget Hearing Actions.

#### Supplemental Budget Adjustments (Tab 22)

The supplemental adjustments to the Recommended Budget increase total expenditures by \$2.5 million. The purpose of these adjustments is to update the Budget contained in the published Recommended Budget document to accommodate Board approved changes which may have occurred after the recommended budget was balanced. This year, all supplemental changes are consistent with prior Board direction or with the Recommended Budget. As part of the Supplemental Budget Adjustments, it should be noted that the Board has pre-committed \$428,346 of the Board's FY 2019-20 \$5 million in contingencies for the following uses: utilize \$200,000 to fund the Santa Rosa Plain Groundwater Sustainability agency (5/21/2019), with no net change to appropriations, and reduce contingencies by \$228,346 to fund the Sheriff Body Worn Camera cost increases (3/12/2019). This leaves a remaining balance of \$4.6 million in the Board's contingencies. The County Administrator recommends that the Board not spend further contingencies during the Budget Hearings so that there are sufficient funds available should unexpected expenses arise during the fiscal year. As the organization has moved to a structurally balanced budget and departments' budgets are pared back to align with actual expenses, there is much less financial capacity for departments to absorb any unexpected expenses.

### Management to Line Staff Ratio and 12 Month Vacancy Report (Tab 23)

One of the Board adopted Financial Policies is to eliminate positions vacant for longer than 12 months. A total of 82 FTEs have been vacant for more than 12 months. Of that total, 23.8 FTEs are recommended for deletion as a part of the Budget Hearing actions, and are reflected in Exhibit C of the Budget Resolution. 44.9 FTE are in the Department of Health Services and were deleted in the Recommended Budget. The remaining vacancies represent positions for which departments anticipate recruitment, a job class study, or the position is being filled at a different level/capacity. A summary of the analysis sorted by department is enclosed. The management to line-staff ratio show that over the last several years, the County has maintained a ratio of approximately 90/10 – with 90% of the County’s work force being line staff and 10% being management. The FY 2019-20 Recommended Budget maintains this approximate ratio.

### Budget Balancing Tool (Tab 24)

This is a tool for the Board’s deliberations during budget hearings to assist with funding options for restoration and program change requests. The Tool also shows the County Administrator’s recommendation for which department restoration requests and program change requests should be funded. These are all highlighted in green and are above the line. If the Board decides to fund on-going services which are below the line, the County Administrator recommends that the Board decide which services above the line should be eliminated in order to fall within the County’s overall on-going revenues. Alternatively, the Board could decide to fund on-going needs with one-time funds, however the County Administrator does not recommend the use of one-time funds for on-going services. This tab will become Exhibit A of Tab 25 as the adopted Board direction.

### Draft Resolutions Adopting the Budget at the Conclusion of the Public Hearings (Tab 25)

These draft resolutions comply with state law to adopt the FY 2019-20 Budget appropriations. Resolutions are based upon the County Administrator’s Recommended Budget, Supplemental Budget Adjustments, and any further actions directed by the Board during the Budget Hearings. The first resolution references the following:

- Changes to the Recommended Budget directed by the Board (Exhibit A)
- Supplemental Budget Recommendations (Tab 22 of the Budget Hearing Binder)
- List of entities governed by the Board whose budget is being adopted (Exhibit B)
- Position allocation list for FY 2019-20 including time or projected limited positions (Exhibit C)

In addition, the first resolution authorizes the Auditor-Controller-Treasurer-Tax Collector and County Administrator staff to take a number of actions needed to implement the adoption of

the FY 2019-20 Budget, complete actions to close out the current FY 2018-19, and re-budget unused appropriations linked to multi-year encumbered contracts rolling forward into the new-year. The resolution also authorizes temporary cash transfers for working capital purposes, advancing to the Sonoma County Employee Retirement Association FY 2019-20 and FY 2020-21 employer retirement contributions, and implementing the necessary payroll rates for retirement, pension obligation debt, and retiree medical or Other Post-Employment Benefits liability obligations. Added to the Resolution language for 2019-20 budget adoption is the County Administrator's recommendation to distribute FY 2018-19 General Fund year-end balance as follows: the first 50% up to \$5 million to be used to increase General Fund Reserves and the next 50% up to \$5 million to be used for pre-payment of unfunded pension liabilities.

Finally, as in past years, the resolution contains findings for on-going efforts to remove access barriers under the Americans with Disabilities Act, as well as language with respect to the Sonoma County Water Agency and the Warm Springs Dam Project. The Agency levies a tax at a rate necessary to pay the indebtedness to ensure a continuation of the benefits of the Warm Springs Dam/Russian River Project.

<b>GENERAL FUND ONLY FORECAST</b>							
	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24</b>
	<b>Actuals</b>	<b>Projected</b>	<b>Recommended</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b>Taxes</b>	<b>272,423,329</b>	<b>291,119,443</b>	<b>289,462,846</b>	<b>298,652,560</b>	<b>306,866,714</b>	<b>314,016,253</b>	<b>321,343,225</b>
Secured Property Tax	236,710,391	247,895,957	257,874,462	266,900,068	274,907,070	281,779,746	288,824,240
Assumed State Backfill	-	8,759,148	-	-	-	-	-
Redevelopment Increment	(10,546,794)	(12,181,460)	(12,718,515)	(13,163,663)	(13,558,573)	(13,897,538)	(14,244,976)
Residual Property Tax RPTTF	5,455,040	3,515,793	3,300,000	3,300,000	3,300,000	3,300,000	3,300,000
Unsecured Property Tax	5,945,819	6,643,337	5,814,000	5,814,000	5,814,000	5,814,000	5,814,000
Supplemental Property Tax	3,680,767	3,489,990	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Documentary Transfer Tax	6,200,673	5,625,290	5,500,000	5,500,000	5,500,000	5,500,000	5,500,000
Sales Tax	20,687,549	22,009,936	21,050,000	21,492,050	21,921,891	22,360,329	22,807,535
TOT (Not Including Measure L)	4,204,190	5,291,971	5,573,519	5,740,724	5,912,946	6,090,334	6,273,044
Other Taxes	85,693	69,481	69,381	69,381	69,381	69,381	69,381
<b>Non-Tax Revenues</b>	<b>180,716,362</b>	<b>182,045,381</b>	<b>193,683,135</b>	<b>193,142,812</b>	<b>192,444,808</b>	<b>195,296,543</b>	<b>198,198,931</b>
Licenses/Permits/Franchises	15,392,376	20,348,038	19,180,921	15,680,921	12,180,921	12,180,921	12,180,921
State and Federal Funds	75,832,503	78,147,010	80,206,491	82,021,275	83,661,701	85,334,935	87,041,634
Fines/Forfeitures/Penalties	7,806,444	10,077,866	8,623,630	8,623,630	8,623,630	8,623,630	8,623,630
Use of Money/Property	6,015,016	5,444,356	5,295,123	5,308,361	5,321,632	5,334,936	5,348,273
Charges for Services <sup>1</sup>	42,226,973	44,026,987	52,461,618	53,314,120	54,180,474	55,060,907	55,955,646
Miscellaneous Revenues	5,376,161	4,678,585	3,274,980	3,307,730	3,340,807	3,374,215	3,407,957
Other Financing Sources	18,819,149	17,557,660	24,640,372	24,886,775	25,135,643	25,387,000	25,640,870
Special Items	260,390	267,868	-	-	-	-	-
Release of SB 90 Audit Reserve	8,987,350	1,497,011	-	-	-	-	-
<b>Total Sources</b>	<b>453,139,691</b>	<b>473,164,824</b>	<b>483,145,980</b>	<b>491,795,371</b>	<b>499,311,522</b>	<b>509,312,796</b>	<b>519,542,156</b>
<b>Wages &amp; Benefits</b>	<b>317,167,454</b>	<b>327,913,417</b>	<b>350,608,550</b>	<b>374,976,480</b>	<b>386,530,059</b>	<b>396,503,332</b>	<b>398,812,959</b>
Wages and Wage-Adjusted Benefits	208,819,189	327,913,417	223,302,411	240,081,275	247,866,736	254,269,960	259,991,034
Pension	33,845,141	-	39,899,257	43,739,295	45,922,844	48,051,368	56,433,846
Pension Obligation Bond	23,659,518	-	26,173,598	26,990,527	28,077,520	29,068,013	16,871,104
Other Post Employment Benefits	14,480,967	-	16,116,378	16,961,747	17,459,323	17,910,356	18,313,339
Medical Benefits	-	-	29,661,691	31,440,028	31,440,028	31,440,028	31,440,028
Other Capitated Benefits	36,362,640	-	15,455,215	15,763,608	15,763,608	15,763,608	15,763,608
<b>Non-Salary &amp; Benefit Expenses</b>	<b>135,972,236</b>	<b>134,973,676</b>	<b>132,537,431</b>	<b>129,417,796</b>	<b>130,380,705</b>	<b>134,994,231</b>	<b>139,763,196</b>
Services & Supplies <sup>2</sup>	105,005,708	126,309,518	135,287,564	133,741,191	134,148,426	138,172,879	142,318,066
Other Charges	26,649,141	24,686,376	25,648,587	26,161,558	26,684,789	27,218,485	27,762,855
Fixed Assets	6,801,808	3,494,268	8,129,210	8,129,210	8,129,210	8,129,210	8,129,210
Other Financing Uses	85,202,597	80,899,360	76,842,361	75,737,830	76,963,792	78,224,625	79,521,543
<i>Roads (ongoing adjt. w/growth)</i>	<i>16,532,143</i>	<i>16,267,087</i>	<i>16,125,602</i>	<i>16,320,440</i>	<i>16,519,174</i>	<i>16,721,884</i>	<i>16,928,647</i>
<i>In Home Support Services</i>	<i>11,104,626</i>	<i>12,192,274</i>	<i>12,679,965</i>	<i>13,187,164</i>	<i>13,714,650</i>	<i>14,263,236</i>	<i>14,833,766</i>
<i>Capital Projects/Facilities Maintenance</i>	<i>6,300,000</i>	<i>8,256,179</i>	<i>8,256,179</i>	<i>8,256,179</i>	<i>8,256,179</i>	<i>8,256,179</i>	<i>5,500,000</i>
<i>Other Transfers</i>	<i>59,096,371</i>	<i>44,183,820</i>	<i>39,780,615</i>	<i>37,974,048</i>	<i>38,473,788</i>	<i>38,983,326</i>	<i>39,502,951</i>
Reimbursements <sup>2</sup>	(87,687,018)	(100,418,846)	(118,370,290)	(119,351,993)	(120,545,513)	(121,750,968)	(122,968,477)
Contingencies	-	3,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Total Uses</b>	<b>453,139,691</b>	<b>462,887,093</b>	<b>483,145,981</b>	<b>504,394,276</b>	<b>516,910,763</b>	<b>531,497,563</b>	<b>538,576,154</b>
<b>Total Surplus (Deficit)</b>	<b>0</b>	<b>10,277,732</b>	<b>(0)</b>	<b>(12,598,905)</b>	<b>(17,599,241)</b>	<b>(22,184,768)</b>	<b>(19,033,999)</b>

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Date: June 11, 2019  
To: Members of the Board of Supervisors  
From: Sheryl Bratton, County Administrator  
Re: State Budget Impacts

Sonoma County’s budget and service delivery is impacted each year by the state and federal budgets, which pose both opportunities and challenges to local operations. The Governor’s Budget and subsequently the May Revision, released on May 9, re-emphasized Governor Newsom’s commitment to dedicate surplus funds to reserves and one-time spending, and focused ongoing investments to priority areas, with continued caution of an inevitable downturn. The May Revision includes continued investments in Housing and Homelessness, Wildfire Response and Recovery, and Forest Management and Resiliency central to Sonoma Counties continued recovery efforts. Two priority issues not included in the May Revision are listed below. Staff will continue to monitor as the State budget is finalized.

**Property Tax Backfill**

Sonoma County’s request for State support of 19-20 Property tax loss due to the 2017 wildfires was not included in the Governor’s May Revision. Senator McGuire submitted a request for state support of property tax loss for North Bay counties including Sonoma in March. This request will be considered during state budget hearing. The request includes \$5,592,000 to the Sonoma County General Fund.

**Closure of Sonoma Developmental Center**

Funding for the SDC Specific Plan approved by your Board on April 5, 2019, has been included in a trailer bill which will be adopted with the full budget. The State General Services Department submitted a budget request to the Department of Finance for \$43.7 million over a period of three fiscal years for operations, maintenance, initial partial decommissioning, and land use planning costs related to the closure of the SDC. The request includes \$3.5 million for Sonoma County to conduct one-time land use planning to be transferred to the County in year 1. This request continues to move forward through the state budget process.

Summaries of the May Revision are attached from Shaw Yoder Antwih and the California State Association of Counties. Further detail on departmental impacts are included in the Key Issues section of each departmental budget narrative.



**2019-20 GOVERNOR'S MAY REVISION  
MAY 9, 2019**

**TO:** CSAC Board of Directors  
County Administrative Officers  
CSAC Corporate Partners

**FROM:** Graham Knaus, CSAC Executive Director  
Darby Kernan, CSAC Deputy Executive Director of Legislative Services

**RE: Governor's May Revision for 2019-20**

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The paper printouts of charts have given way to digital slide presentations, but the overall message of Governor Newsom's budget press conference today was strikingly similar to those given in recent years by his predecessor: the good times are rolling, but a downturn is inevitable.

Governor Newsom today reemphasized his commitment to dedicate most surplus funds to reserves and one-time spending, with targeted ongoing investments in priority areas, noting that a recession could cost the state's General Fund \$70 billion over three fiscal years.

For counties, the most notable components of the May Revision would:

- Provide counties with flexibility and direct funding to combat homelessness,
- Strengthen the proposal regarding In-Home Supportive Services MOE, and
- Provide additional resources for disaster response, recovery, and prevention.

The May Revision proposes to significantly alter the January proposal regarding homeless shelters, navigation centers, and supportive housing. Importantly, the May Revision increases the total investment from \$500 million to \$650 million, provides \$275 million of that funding directly to counties, expands eligible uses of funds to include key county priorities, and provides more flexibility by allocating all funds up-front. The May Revision also calls for the use of 2019 point-in-time counts—a priority cited by many counties since the details of the January proposal were released. Combined with other targeted investments, the May Revision includes approximately \$1 billion to combat homelessness.

For In-Home Supportive Services (IHSS) more specifically, the Governor's May Revision maintains the January proposal to revise the County IHSS Maintenance of Effort (MOE) and includes additional State General Fund above the January amount to get counties to the new

lowered MOE amount. CSAC is grateful for the increased State General Fund commitment and continues to strongly support the Governor's IHSS MOE proposal.

The May Revision also builds upon the January proposals to assist local communities in recovering from recent wildfire devastation and becoming more resilient to future disasters. The additional investments include, but are not limited to, updates to the property tax backfills proposed in the January budget and funding to address the consequences of de-energizing power lines as a means to prevent wildfires during severe wind and weather events, including \$75 million General Fund to improve resiliency of the state's critical infrastructure and to provide assistance to communities as needs are identified. The May Revision also recognizes the significant devastation in Butte County as a result of the Camp Fire by including an additional \$10 million one-time General Fund to support local communities in their ongoing recovery efforts.

As the Legislature has also recently outlined Senate and Assembly priorities through budget subcommittee hearings, these proposals will now be expeditiously negotiated with the Legislature as the state rapidly approaches the June 15 constitutional deadline to adopt a balanced budget. CSAC will continue to communicate substantive budget changes and their impacts on counties and advocate for county interests.

***If you would like to receive the Budget Action Bulletin electronically, please e-mail Karen Schmelzer, CSAC Legislative Assistant at [kschmelzer@counties.org](mailto:kschmelzer@counties.org).***

**2019-20 May Revision**  
**General Fund Budget Summary**  
(\$ in millions)

	2018-19	2019-20
<b>Prior-Year Balance</b>	<b>\$11,419</b>	<b>\$6,224</b>
Revenues and Transfers	\$138,046	\$143,839
<b>Total Resources Available</b>	<b>\$149,465</b>	<b>\$150,063</b>
Non-Proposition 98 Expenditures	\$88,796	\$91,129
Proposition 98 Expenditures	\$54,445	\$55,904
<b>Total Expenditures</b>	<b>\$143,241</b>	<b>\$147,033</b>
<b>Fund Balance</b>	<b>\$6,224</b>	<b>\$3,030</b>
Reserve for Liquidation of Encumbrances	\$1,385	\$1,385
Special Fund for Economic Uncertainties	\$4,839	\$1,645
<b>Budget Stabilization Account / Rainy Day Fund</b>	<b>\$14,358</b>	<b>\$16,515</b>

**General Fund Expenditures by Agency**  
(\$ in millions)

	2018-19	2019-20	\$ Change	% Change
Legislative, Judicial, Executive	\$4,654	\$5,079	\$425	9.1%
Business, Consumer Services & Housing	449	1,696	1,247	277.7%
Transportation	208	296	88	42.3%
Natural Resources	3,992	3,601	-391	-9.8%
Environmental Protection	380	131	-249	-65.5%
Health and Human Services	36,171	41,344	5,173	14.3%
Corrections and Rehabilitation	12,575	12,717	142	1.1%
K-12 Education	58,315	58,761	446	0.8%
Higher Education	16,486	17,369	883	5.4%
Labor and Workforce Development	160	126	-34	-21.3%
Government Operations	4,888	1,169	-3,719	-76.1%
General Government:				
Non-Agency Departments	1,144	906	-238	-20.8%
Tax Relief / Local Government	504	443	-61	-12.1%
Statewide Expenditures	3,315	3395	80	2.4%
<b>Total</b>	<b>\$143,241</b>	<b>\$147,033</b>	<b>\$3,792</b>	<b>2.6%</b>

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**General Fund Revenue Sources**  
(\$ in millions)

	<b>2018-19</b>	<b>2019-20</b>	<b>\$ Change</b>	<b>% Change</b>
Personal Income Tax	\$98,304	\$102,333	\$4,029	4.1%
Sales and Use Tax	26,100	27,241	1,141	4.4%
Corporation Tax	13,774	13,233	-541	-3.9%
Insurance Tax	2,643	2,868	225	8.5%
Alcoholic Beverage Taxes and Fees	381	386	5	1.3%
Cigarette Tax	63	62	-1	-1.6%
Motor Vehicle Fees	31	33	22	6.5%
Other	301	-160	-461	-153.2%
<b>Subtotal</b>	<b>\$141,597</b>	<b>\$145,996</b>	<b>\$4,399</b>	<b>3.1%</b>
Transfer to Rainy Day Fund	-3,551	-2,157	1,394	-39.3%
<b>Total</b>	<b>\$138,046</b>	<b>\$143,839</b>	<b>\$5,793</b>	<b>4.2%</b>

**Long-Term Revenue Forecast – Three Largest Sources**  
(General Fund Revenue – \$ in billions)

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Average Growth</b>
Personal Income Tax	\$93.8	\$98.3	\$102.3	\$103.8	\$106.3	\$107.6	2.8%
Sales and Use Tax	\$25.0	\$26.1	\$27.2	\$28.1	\$28.8	\$29.6	3.4%
Corporation Tax	\$12.3	\$13.8	\$13.2	\$13.7	\$14.2	\$14.7	3.7%
<b>Total</b>	<b>\$131.1</b>	<b>\$138.2</b>	<b>\$142.8</b>	<b>\$145.5</b>	<b>\$149.3</b>	<b>\$151.8</b>	<b>3.0%</b>
Growth	10.0%	5.4%	3.4%	1.9%	2.6%	1.7%	

## Emergency Preparedness and Response

### State Disaster Contingency Planning & Preparedness

The Governor's May Revision builds on his January proposal and investments already made in current year actions to strengthen the state's response capabilities and increase California's overall resiliency. The May Revision includes an additional \$39.9 million in General Fund spending directed to a number of different departments that have a role in disaster preparedness and response. The proposal also includes funding for disaster contingencies and the development of a Statewide Disaster Reserve Corps for additional state capacity during emergencies.

Specifically, the Governor's May Revision allocates the following additional state resources:

- Office of Emergency Services – \$5.9 million in ongoing funds to enhance Cal OES disaster preparedness and response capacity for future state disasters.
- Department of Housing and Community Development – \$2 million General Fund to create a permanent Disaster Response and Recovery Unit that will provide housing expertise in coordination with statewide disaster recovery efforts and to hire a consultant that will conduct local needs assessments related to the 2018 Camp and Woolsey fires as well as create local long-term recovery plan frameworks.
- State Water Resources Control Board – \$1 million ongoing General Fund to improve emergency response capabilities and address engineering and operation issues facing drinking water systems and waste water utilities, and preventing or minimizing impacts to water quality, water supply security, and safety.
- Department of Resources Recycling and Recovery – \$2.8 million ongoing General Fund to establish a dedicated team to help facilitate timely, safe, and effective debris removal operations as well as to assist local governments in the preparation of debris removal plans for future incidents.
- Emergency Medical Services Authority – \$979,000 ongoing General Fund to increase disaster medical services capacity.
- Department of Public Health – \$959,000 in ongoing funds to support health care facilities and mass care shelters during emergencies.

### Emergency Contingency Funding & Statewide Disaster Reserve Corps

The May Revision includes \$20 million one-time General Fund for a state "mission tasking appropriation" within the Cal OES budget. In addition, \$1.5 million is proposed for Cal OES to coordinate with all state agency responders. The contingency funds will provide resources for staffing costs associated with emergency response and coordinate activities that are not absorbable in current budgets, and not reimbursable from the California Disaster Assistance Act

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or Disaster Response-Emergency Operations Account. In addition, the May Revision includes \$711,000 ongoing General Fund to initiate development of a statewide Disaster Reserve Corps resource pool for needs during a disaster.

### **Public Safety Power Shutoff (PSPS)**

Given the recent catastrophic wildfires caused by utility infrastructure, the California Public Utilities Commission is engaged in a rule making process for de-energizing power lines in the event of high risk weather. This means that the power will likely be shutoff more often as a means to prevent wildfires during severe wind and weather events. The May Revision includes funding to address the consequences of this, including \$75 million General Fund to improve resiliency of the state's critical infrastructure and to provide assistance to communities as needs are identified. This proposed allocation will include a source of funding to address immediate needs as a result of a PSPS, and a source of funding for planning grants to Operational Areas (counties) to improve local preparedness.

The May Revision also includes \$41 million from the Public Utilities Commissions Utilities Reimbursement Account to fund inspections and to improve the review of utility wildfire mitigation plans. This is critical funding that will help implement the Governor's wildfire plan and go towards improving the overall safety of utility infrastructure.

### **Local Assistance**

#### *Property Tax Backfill*

The Governor's May Revision includes one-time \$518,000 General Fund to local governments for 2018-19 property tax losses resulting from the 2018 wildfires. This builds on the Governor's January Budget proposal of \$31.3 million. The additional \$518,000 reflects more accurate estimates from Los Angeles, Mendocino, Napa, Orange, San Diego, Solano, Tuolumne, and Ventura Counties.

#### *Camp Fire*

In addition, the Governor's May Revision recognizes the significant devastation in Butte County as a result of the Camp Fire and includes \$10 million one-time General Fund to support local communities in their ongoing recovery efforts.

### **Forest Management, Resiliency & Fire Response**

Building on investments proposed in his January budget, the Governor is proposing to include \$15.7 million one-time General Fund to enhance CAL Fire's fire protection capabilities and to increase the pace and scale of forest management activities. This will also help to fund the work of certifying the Programmatic Environmental Impact Report for Vegetation Management in California.

### **Catastrophic Livestock Disease Prevention and Emergency Response**

On May 16, 2018, virulent Newcastle Disease, a fatal viral disease affecting birds and poultry, was detected in Los Angeles County. While the California Department of Food and Agriculture (CDFA) engaged in efforts to contain and eradicate the disease, the virus spread into new areas of Los Angeles, San Bernardino, Riverside, Ventura, and Alameda Counties, as well as to Utah and Arizona. As a result, over 1.2 million birds have been euthanized. The May Revision includes \$3.3 million ongoing General Fund to perform emergency response activities during catastrophic livestock or poultry disease outbreaks. Funding will also assist with coordinating assistance for animal needs during disasters; support community preparedness and volunteer mobilization for pet and livestock evacuation, housing, and treatment during disasters; and train CDFA staff and other federal and local responders.

### **Homelessness**

The May Revision includes significant changes to the Governor's January budget proposal for a one-time \$500 million investment for jurisdictions that site and build emergency shelters, navigation centers, or supportive housing (\$300 million for planning grants and \$200 million for meeting milestones). The Governor's January budget proposal also called for the planning grants to be split with \$200 million to Continuums of Care (CoC) and \$100 million to the most populous cities.

The May Revision proposes the following changes which would significantly improve county access to these funds:

- Overall funding is increased from \$500 million to \$650 million.
- \$275 million is set aside exclusively for counties.
- Additional flexibility is provided, both by allocating all funds up-front in lieu of back-end milestone achievement funding and by expanding the eligible uses of funds beyond shelters and navigation centers. Eligible uses now include, but are not limited to, hotel/motel conversions, traditional and non-traditional permanent supportive housing, rapid rehousing, and jobs programs.

The revised proposal also calls for the use of 2019 point-in-time homelessness counts and incentivizes regional collaboration by making funds contingent on cities and counties submitting regional plans to their CoCs.

Combined with other targeted investments, the May Revision includes total funding of approximately \$1 billion to combat homelessness. These investments include a total of \$120 million for expanded Whole Person Care pilots, \$150 million for strategies to address the

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shortage of mental health professionals in the public mental health system, \$25 million for Supplemental Security Income advocacy, \$40 million for student rapid rehousing, and \$20 million for legal services for eviction prevention.

## Administration of Justice

### 2011 Realignment

The Governor's May Revision updates revenue assumptions for 2011 Realignment programs. In the May Revision, the statewide base for the Community Corrections Subaccount (AB 109) for 2018-19 remains \$1.311 billion and the growth funds that counties will receive in fall 2019 has decreased from \$102.3 million to \$66.7 million. This results in an estimated 2019-20 base of \$1.378 billion. The 2011 Realignment growth funds are still subject to change because they are not finalized until the fall. (Please see the realignment chart at the end of this bulletin.)

CSAC will provide individual county projections in the coming weeks.

### Judicial Branch

The Governor's May Revision includes total funding of \$4.2 billion in the 2019-20 budget, with \$2.4 billion directed to trial court operations. This is a slight increase from the Governor's January budget proposal, which provided \$4.1 billion for the Judicial Branch.

The Governor's May Revision recognizes both the need for trial court spending flexibility, as well as the need to fund additional superior court judges. To this end, the Governor's May Revision includes statutory changes to increase the trial court reserve cap to three percent beginning June 30, 2020. This will enable courts to address unanticipated mid-year changes in costs and provides flexibility to address unique local needs, as no two courts are alike. The Governor's May Revision, additionally, includes \$30.4 million General Fund in 2019-20 for 25 new superior court judgeships. The judges will be allocated upon completion of the Judicial Council's Needs Assessment, expected in late summer of 2019.

The Governor's May Revision also acknowledges the importance of dependency counsel, as they represent children and parents at every step of dependency proceedings. The Governor's January budget proposal provided \$156.7 million in 2019-20. The Governor's May Revision recognizes the expansion of the federal Families First Prevention Services Act list of eligible Title IV-E which now includes court-appointed dependency counsel costs. This will provide an additional \$34 million in federal reimbursements which will increase the dependency counsel budget to \$190.7 million in 2019-20.

Finally, the Governor's May Revision includes \$20 million one-time General Fund for legal aid for renters in landlord-tenant disputes and \$9.6 million General Fund for continuation of interpreter services for civil matters and to cover increased costs in criminal cases.

### **Victim Impact Programs**

Crime victims and their families bear significant physical, emotional, and financial burdens. The Governor's May Revision includes several proposals that will assist crime victims and lay the groundwork for future changes to consolidate the various departments and agencies that work with victims into one department under the Government Operations Agency. The Governor's May Revision provides an additional \$18 million one-time General Fund (total \$27 million) to the California Violence Intervention and Prevention Program. This program provides grants to eligible cities and community based organizations to support services such as community education, diversion programs, outreach to at-risk transitional age youth, and violence reduction models.

### **Law Enforcement Training**

The Standards and Training for Corrections Program assists local corrections agencies in improving professional training for local law enforcement. The funding source historically has been from criminal fine and fee revenue but has drastically been reduced over the past several years. In 2018-19, support for the program was shifted to General Fund and the Governor's May Revision includes \$6.2 million ongoing General Fund to restore to a level more consistent with historical funding.

### **SB 678 (Chapter 608, Statutes of 2009) Funding**

The Community Corrections Performance Incentive Grant Program was created to provide incentives for counties to reduce the number of felony probationers sent to state prison. The Governor's May Revision includes \$112.8 million General Fund to continue this successful program, which is a decrease of \$548,000 from the amount estimated in the Governor's January budget proposal.

### **Post Release Community Supervision (PRCS)**

The Governor's May Revision includes \$14.8 million General Fund for county probation departments to supervise offenders on Post Release Community Supervision as a result of Proposition 57. This is an increase of \$3 million from the amount estimated in the Governor's January budget proposal.

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**Proposition 47**

Proposition 47 was passed by the voters in November 2014, which requires misdemeanor rather than felony sentencing for certain property and drug crimes and permitted inmates previously sentenced for these reclassified crimes to petition for resentencing. The Department of Finance currently estimates net savings of \$78.4 million General Fund for Proposition 47, which is a \$23,000 decrease from the Governor's January budget proposal. These funds will be allocated according to the formula outlined in the initiative.

## Agriculture, Environment and Natural Resources

**Cannabis**

When the January Budget was released, the Administration stated that it would release proposed cannabis allocations during the May Revision when more up to date revenue data would be available. The Administration shared their proposals during today's release of the May Revision. In January, the Administration expected the excise tax to generate \$355 million in 2018-19 and \$514 million in 2019-20. The May Revision has downgraded this revenue forecast to \$288 million for 2018-19 and \$359 million for 2019-20. When asked by reporters during his presentation if the state should take the responsibility for this lack of revenue, the Governor responded "It takes time to go from something old to something new." He pointed out that it had only been 16 months since legalization and that during his campaign for Governor, he had consistently shared his viewpoint that it would take at least five to seven years for California to reach its expected revenue estimates from the new industry.

Under Proposition 64, revenue is continuously allocated to the Cannabis Tax Fund and prioritized in the following way. Priority funding goes to the administration and enforcement of California's legalized cannabis regulatory framework. Next, funds go to specified cannabis legalization research programs and equity programs. Finally, remaining funds go to youth education, prevention, early intervention, and treatment; environmental restoration; and public-safety related activities.

Revenues for this new industry are hard to predict, therefore the flow of funding to these programs is subject to change. However, given the Administration's estimated revenue of \$288 million to the Cannabis Tax Fund for 2018-19, the Administration is proposing roughly \$89 million in administrative costs and a remaining \$198 million for research, equity, youth education, public health, environmental clean-up, and public safety programs. Several of these allocations will be of interest to counties, including:

- \$15 million for grants to local governments to create and administer local equity programs.
- \$26 million to the Board of State and Community Corrections for a competitive grant program for local governments that have not banned cannabis to fund public health and

safety programs, including, but not limited to, local partnerships focused on prevention and intervention programs for youth, and efforts to support collaborative enforcement efforts against illegal cannabis cultivation and sale.

Additional programs receiving funds will include:

- \$5.3 million to California Natural Resources Agency to support youth community access grants. These grants will fund programs to support youth access to natural or cultural resources, with a focus on low-income and disadvantaged communities. This includes, but is not limited to, community education and recreational amenities to support youth substance use prevention and early intervention efforts.
- \$23.9 million to the Department of Fish and Wildlife, of which \$13.8 million will support clean-up, remediation, and restoration of damage in watersheds affected by illegal cannabis cultivation and \$10.1 million will support enforcement activities aimed at preventing further environmental degradation of public lands.
- \$15.9 million to the Department of Parks and Recreation: \$7.1 million to survey the impacts and identify unknown areas of cannabis cultivation to assist with prioritizing resources for effective enforcement, \$5.6 million for remediation and restoration of illegal cultivation activities on state park land, and \$3.2 million to make roads and trails accessible for peace officer patrol and program assessment and development.
- \$2.6 million to the California Highway Patrol for training, research, and policy development related to impaired driving and for administrative support.
- \$11.2 million to the California Highway Patrol's impaired driving and traffic safety grant program for non-profits and local governments authorized in Proposition 64.
- \$12 million to the department of Public Health for Cannabis surveillance and education activities.
- \$80.5 million to the Department of Education to subsidize child care for school-aged children of income-eligible families to keep those children occupied and engaged in a safe environment, thus discouraging the use of cannabis
- \$21.5 million to the Department of Health Care Services for competitive grants to develop and implement new youth programs in the areas of education, prevention, and treatment of substance use disorders along with preventing harm from substance use.

Finally, the May Revision includes statutory language to address technical clean-up issues related to streamlining provisional licenses, enhance the equity grant program established in Chapter 794, Statutes of 2018 (SB 1294), strengthen administrative penalties for unlicensed cannabis activity, and extend the existing CEQA exemption.

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### Cap & Trade Expenditure Plan

The Governor's January Budget proposed expenditures of \$1 billion from the Greenhouse Gas Reduction Fund (GGRF) for 2019-20. In the May Revision, the Governor added \$252 million in proposed expenditures to a variety of programs. These increased expenditures have been proposed to the Transformative Climate Communities (TCC) Program, low carbon transportation programs, climate smart agriculture programs, and preparing workers for, and studying the transition to, a carbon-neutral economy. The TCC program was given an additional one-time increased allocation totaling \$92 million.

CSAC has consistently advocated for increased allocations to the Transformative Climate Communities program and strongly supports this additional funding. The TCC program supports integrated, community-scale housing, transit-oriented development, and neighborhood projects that reduce emissions in some of the state's most disadvantaged areas.

### 2019-20 Cap & Trade Expenditure Fund Chart

Investment Category	Department	Program	January Amount (millions)	May Revision Amount	Total
Air Toxic and Criteria Air Pollutants	Air Resources Board	AB 617 – Community Air Protection	\$200	-	\$200
		AB 617 – Local Air District Implementation (\$50 million total, including other funds)	\$20	-	\$20
		Technical Assistance to Community Groups	\$10	-	\$10
Low Carbon Transportation	Air Resources Board	Clean Vehicle Rebate Project	\$200	-	\$200
		Clean Trucks, Buses, & Off-Road Freight Equipment	\$132	\$50	\$182
		Enhanced Fleet Modernization Program, School Buses & Transportation Equity Projects	\$50	\$15	\$65
		Agriculture Diesel Engine Replacement & Upgrades	\$25	\$65	\$90

<b>Climate Smart Agriculture</b>	Department of Food and Agriculture	Healthy Soils Program	\$18	\$10	\$28
		Methane Reduction	\$25	\$10	\$35
<b>Healthy Forests</b>	CAL FIRE	Healthy & Resilient Forests (SB 901)	\$165	-	\$165
		Prescribed Burns and Fuel Reduction Projects (SB 901)	\$35	-	\$35
<b>Short-Lived Climate Pollutants</b>	CalRecycle	Waste Diversion	\$25	-	\$25
<b>Integrated Climate Action: Mitigation &amp; Resilience</b>	Strategic Growth Council	Transformative Climate Communities	\$40	\$92	\$132
	Coastal Commission & SF Bay Conservation and Development Commission	Coastal Resilience	\$3	-	\$3
	Community Services & Development	Low-Income Weatherization	\$10	-	\$10
	California Conservation Corps	Energy Corps	\$6	-	\$6
<b>Workforce Training</b>	Workforce Development Board	Apprenticeships for a Green Economy	\$27	\$8	\$35
<b>Climate and Clean Energy Research</b>	Strategic Growth Council	Climate Change Research	\$10	-	\$10
	California Environmental Protection Agency	Transition to a Carbon-Neutral Economy	-	\$1.5	\$1.5
<b>TOTAL:</b>			<b>\$1.1 billion</b>	<b>\$252 million</b>	<b>\$1.253 billion</b>

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## Government Finance and Administration

### Sales and Use Taxes

As announced earlier this week, the Governor is proposing tax exemptions for menstrual products and children's diapers as part of his May Revision focus on women and families, beginning January 1, 2020, and ending December 31, 2021. The exemption will cost the General Fund about \$17.5 million in the budget year, due to being implemented halfway through, and \$35 million the following year.

Local losses for the exemption are slightly higher (\$21.5 million for the half fiscal year and \$41 million for the full fiscal year) and will reduce funding for 1991 Realignment, 2011 Realignment, Proposition 172, local Bradley-Burns, local self-help, and any local transactions and use taxes.

Overall, the sales and use tax forecast is slightly lower (\$360 million) across the current year and the budget year compared to previous estimates, mostly due to slower growth in taxable capital investments than was expected after the federal tax cuts. Other factors include lower-than-expected cannabis sales and higher-than-expected use of the manufacturing exemption. The expanded application of sales and use taxes to online marketplaces, as required by the recently passed AB 147, was already mostly factored into the Governor's January Budget.

### Property Taxes

The May Revision expects property taxes statewide to grow by 6.5 percent in 2019-20, after growing by 6.1 percent in 2018-19.

### Broadband Infrastructure

Absent from Governor Newsom's budget was a comprehensive plan to expand deployment of broadband technologies throughout California, particularly in unserved and underserved areas of the state. The Governor noted that he will be submitting a five-year infrastructure plan to the Legislature this year, and he intends to host a subsequent event to present that impressive, broader proposal within the next several weeks. Within that proposal will be an impressive plan detailing expansion of broadband technologies. The only broadband funding included in this budget is \$15 million one-time non-Proposition 98 General Fund to be allocated to school districts most in need for broadband and infrastructure updates to meet the rapid growth of digital learning.

### County Voting Systems

The 2018-19 Budget provided \$134 million one-time General Fund to counties to replace voting systems and to strengthen the security of California's election technology. That funding provided reimbursement to counties by matching funds spent by counties on voting system upgrades.

The May Revision builds on last year’s investment by including an additional one-time General Fund investment of \$87.3 million, to provide:

- An additional 25 percent of needed cost (\$65.7 million) to fund vote center models for counties with over 50 precincts (bringing total state investment to 75 percent of total estimated costs).
- \$3.6 million to fully fund polling place model costs for counties with 50 or fewer precincts.
- \$18 million for county election management system replacements.

### **California State Library**

The January budget proposal included a modest funding adjustment to support local public libraries and statewide library programs, allocating \$1 million in one-time General Fund money for online library service systems, and another \$1 million for library districts to develop “Lunch at the Library” programs for students in low-income communities.

The May Revision made significant funding increases to support the variety of services and resources provided by our state’s public libraries. In this budget, Newsom allocated:

- \$5 million in one-time General Fund to underserved community libraries to support early learning and after-school library programs.
- \$3 million in one-time General Fund for the State Library to allocate to local library jurisdictions to purchase “bookmobiles” (mobile libraries) that would be used to expand access to books for under-resourced communities.
- \$1.7 million (of which, around \$1 million ongoing) General Fund to support Digitization and Cultural Preservation Library Activities.
- \$500,000 one-time monies dedicated to preservation of historic LGBTQ sites.

### **Economic Outlook – Increased Risks**

The Standard and Poor’s 500 index remains at near record highs, and continues to experience increases due to California’s thriving economies (particularly technology industries). However, there are a number of risks to California’s sustained economic wellbeing. The May Revision provides insight on the state of California’s prospective economy, and a reminder that it is not infallible. Issues to be mindful of include:

- Policy action by the federal government that may undermine California’s globally competitive industries, including agriculture and technology.
- Slowing rates of global growth.
- Federal deficits.

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- Challenges for young Californians that will have long-lasting impacts, including falling home ownership rates and increased student loan burdens.
- Increasing frequency of natural disasters.
- An increasingly aging population.

## Health and Human Services

### HUMAN SERVICES

#### In-Home Supportive Services

The In-Home Supportive Services (IHSS) program provides assistance and services to eligible older or disabled individuals to help them remain safely in their homes. The Governor's May Revision estimates that IHSS costs will increase by \$60.5 million General Fund in 2018-19 and \$151.6 million General Fund in 2019-20. This results from increases in caseload growth, hours per case, and costs per case, which are partially offset by decreases in provider overtime and travel costs.

#### *IHSS MOE Proposal*

The Governor's May Revision continues his January Budget proposal to revise the County IHSS Maintenance of Effort (MOE). This includes lowering the County IHSS MOE base, reducing the inflation factor to four percent, and stopping the redirection of 1991 Realignment VLF growth from the Health and Mental Health subaccounts to Social Services. The County IHSS MOE will be rebased in 2019-20 down to \$1.56 billion. Based on updated Realignment projections and increased IHSS caseload and cost projections, this will require an increased General Fund commitment above the January projection. The increased General Fund costs for IHSS would be \$296.7 million in 2019-20, a \$55 million increase from January, and growing to \$615.3 million in 2022-23, which is a \$68 million increase above the January estimate. This represents a total increased General Fund commitment for IHSS of \$1.86 billion over the first four years of this new structure. CSAC is grateful for the continuation of the January Budget proposal and the increased General Fund commitment in the May Revision to get to the lowered MOE base and continues to strongly support the Governor's IHSS MOE proposal.

#### *IHSS Hours Restoration*

The Governor's May Revision provides an increase of \$15.3 million General Fund to reflect the updated costs to continue the restoration of the seven percent reduction in IHSS service hours. This restoration is proposed as a temporary restoration through December 31, 2021, due to lower than expected revenues in the coming years.

## **Continuum of Care Reform**

The Continuum of Care Reform (CCR) enacted significant changes in the child welfare program that are intended to reduce the use of group homes, increase the availability of trauma-informed services, and improve outcomes for foster youth.

### *Resource Family Approval*

The Governor's May Revision provides a one-time increase of \$14.4 million General Fund to assist counties with Resource Family Approval (RFA). The RFA process is the new, streamlined, child-focused and family-friendly process for counties to approve resource families. In partnership with the County Welfare Directors Association (CWDA), CSAC has advocated for increased funding to be able to meet the mandate to approve resource families in a timely manner. This increased funding will support county efforts to address the backlog of resource family applications and continue to review and approve applications.

### *Foster Parent Recruitment, Retention, and Support*

The Governor's May Revision provides a one-time increase of \$21.6 million for Foster Parent Recruitment, Retention, and Support (FPRRS). In partnership with CWDA, the Chief Probation Officers of California, and other partner organizations, CSAC has advocated for increased FPRRS funding, which was set to be eliminated in 2019-20. This funding will help counties continue critical recruitment and retention efforts to build the capacity of caregivers and support the children and youth in their care.

### *Foster Care Emergency Assistance*

The Governor's May Revision includes an increase of \$21.7 million General Fund and federal Temporary Assistance for Needy Families (TANF) block grants in 2019-20 for emergency assistance payments to caregivers who are awaiting approval as a resource family. This funding will extend the timeframe to allow up to four months, an increase of one month, for these emergency assistance payments in 2019-20. Starting in 2020-21, these emergency assistance payments would be funded for up to three months to reflect that resource family applications are anticipated to be processed within three months. In order to fund these emergency assistance payments in 2020-21, the May Revision includes a TANF reserve of \$31.2 million.

## **CalWORKs**

The California Work Opportunity and Responsibility to Kids (CalWORKs) program is California's version of the federal TANF program, which provides temporary cash assistance to low-income families with children to meet basic needs as well as welfare-to-work services to help families become self-sufficient. Based on updated caseload and cost-per-case projections, the

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Governor's May Revision includes a decrease of \$46.8 million General Fund and federal TANF block grant funds in 2018-19 and \$49.1 million General Fund and TANF block grants in 2019-20.

#### *CalWORKs Single Allocation*

The CalWORKs Single Allocation is funding provided by the state to counties to administer the CalWORKs program. The Governor's May Revision includes an ongoing increase of \$41.4 million General Fund and federal TANF block grant funds in 2019-20. This reflects the adoption of a revised methodology to budget for the employment services component of the Single Allocation. The May Revision also proposes to separate the child care component from the Single Allocation.

#### *CalWORKs Outcomes and Accountability Review*

The Governor's May Revision provides an increase of \$13.2 million General Fund and federal TANF block grant funds related to the CalWORKs Outcomes and Accountability Review (Cal-OAR). This funding is for counties to conduct continuous quality improvement activities consistent with implementation of this important reform.

#### *CalWORKs Home Visiting*

The May Revision includes an increase of \$10.7 million in funding for home visiting services for parents in the CalWORKs program with children under the age of two. This brings the total investment to \$89.6 million for the program in 2019-20. The Home Visiting program will leverage existing evidence-based program models to help young families improve engagement, the healthy development of young children, and employment stability. The additional funding reflects the increased number of home visiting eligible cases. The Department of Social Services will continue working with counties to ensure positive outcomes.

#### *CalWORKs Stage 1, 2, and 3 Child Care*

The May Revision includes an increased investment in early childhood programs and proposes a long-term Master Plan for Early Learning and Care. The budget includes a \$40.7 million General Fund investment in 2019-20 and \$54.2 million ongoing General Funds to the CalWORKs Stage 1 child care program. The CalWORKs Stage 1 program provides child care services for current CalWORKs recipients while they participate in employment related activities. The additional increased funding will expand Stage 1 eligibility to 12 months. In addition, the May Revision includes a net increase of \$38.2 million General Fund for the CalWORKs Stage 2 and 3 Child Care programs. CalWORKs Stage 2 and Stage 3 programs provide child care assistance for current and former CalWORKs families. The increase reflects the rise in child care costs and caseloads throughout the state.

#### **Supplemental Security Income / State Supplementary Payment**

The federal Social Security Department administers monthly supplemental security income (SSI) payments to eligible aged, blind and disabled persons. California has augmented SSI payments

with a state supplementary payment (SSP). The Governor's May Revision provides a decrease of \$5.9 million General Fund in 2018-19 and \$18 million General Fund in 2019-20, which reflects updated projections for caseload and costs per case.

#### *County Administration Costs for SSI Cash-Out Policy*

The elimination of the SSI Cash-Out policy in the 2018-19 budget extended CalFresh eligibility to SSI recipients. The Governor's May Revision provides a one-time increase of \$15 million General Fund in 2019-20 for county administrative costs associated with processing the new CalFresh applicants associated with ending the SSI Cash-Out policy. CSAC has supported CWDA's efforts to secure additional funding in the budget for county administrative costs for the SSI Cash-Out.

## **PUBLIC HEALTH**

### **Infectious Disease Prevention**

The May Revision includes a one-time \$40 million General Fund investment to support local health departments in meeting the rising health needs of their communities. County health departments work to prevent, investigate, and reduce dangerous and deadly infectious diseases. This investment will assist county health departments prevent and control the spread of infectious diseases.

The County Health Executives Association of California and the Health Officers Association of California requested a General Fund investment in 2019-20 to improve the county health department infrastructure and CSAC is pleased to see this investment in the May Revision.

## **HEALTH**

### **AB 85 and Medi-Cal Expansion for Undocumented Young Adults**

The Governor sustains his proposal to expand full scope Medi-Cal to undocumented young adults aged 19-25 at a cost of \$98 million (\$74.3 million General Fund), starting no sooner than January 1, 2020. He also stated his proposal to adjust the AB 85 diversion of 1991 Health Realignment funding from Article 13 and County Medical Services Program (CMSP) counties from the current 60 percent state and 40 percent county to 75/25 upon the implementation date will require continued discussions with the Administration and stakeholders.

The Governor acknowledges that Yolo County shall be treated as a CMSP county for purposes of this proposal and the need for the Article 13 counties and CMSP to be appropriately funded.

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Both Article 13 counties and CMSP identified significant concerns with the Governor's January proposal. CSAC will work with county partners, the Administration, and Legislature on the proposal.

Besides the proposed changes to local AB 85 redirections, the Governor estimates \$617.7 million in AB 85 redirections from counties in 2019-20. This funding is statutorily required to offset state CalWORKs costs. While this is \$155.5 million lower than last year, the Governor estimates that the state will gain \$315 million from the 2016-17 AB 85 True Up. CSAC will continue to work with the Administration to ensure these estimates are accurate.

### **Medi-Cal County Administration**

The Governor's May Revision includes an increase of \$15.3 million for Medi-Cal county administration compared to January. Total funding is \$2.1 billion (\$729 million General Fund). This increase results from higher than projected growth in the California Consumer Price Index. The 2018-19 budget established the new Medi-Cal County Administration methodology that includes this annual adjustment based on the California Consumer Price Index.

### **Proposition 56**

The May Revision proposes an additional \$263 million in Proposition 56 (2016 tobacco tax) funding to provide loan repayment programs, Value-Based Payments, training for trauma screenings, and for optical labs and services. Of the funds, \$70 million will go to additional funding for Value-Based Payments, focusing on behavioral health integration, bringing the total 2019-20 funding for these payments to \$250 million over several years.

## **BEHAVIORAL HEALTH**

### **Whole Person Care**

The May Revision includes a one-time \$20 million investment from the Mental Health Services Fund for counties currently not participating in Whole Person Care (WPC) Pilot Programs. The \$20 million is in addition to the \$100 million in General Fund investment from the Governor's January Budget for WPC. Counties welcome this funding and the option for additional counties to participate in these effective pilots.

### **Mental Health Crisis Line**

The May Revision includes an investment of \$3.6 million Mental Health Services Fund for a statewide mental health crisis line. This crisis line will be staffed by individual responders who can provide peer support to intervene during critical emotional crisis. The proposed investment would issue the funds annually, to the Department of Health Care Services for three years. The investment will help to fill the gap in providing immediate access to behavioral support intervention.

## Housing, Land Use, and Transportation

The Governor’s May Revision dedicates a total of \$750 million in one-time funding to local governments to increase housing production. This reflects the same amount of total funding allocated for these purposes in the January budget proposal, but there are slight changes proposed for the uses of the funding. The relevant Assembly and Senate budget subcommittees have also approved preliminary housing and homelessness budget frameworks. A comparison of the May Revision and those proposals is attached as a separate document.

The May Revision continues to dedicate \$250 million to local governments for planning, technical assistance and staffing to encourage housing production, but adds school districts and county offices of education as qualified entities for a portion of the funding to reuse surplus property for teacher housing. The planning funding allocation would be split evenly between regional councils of governments and direct allocations to local jurisdictions to help meet higher short-term state housing goals.

The January proposal dedicated \$500 million of the \$750 million as incentive money to local jurisdictions that meet housing-related goals established in regional housing action plans. The May Revision repurposes the \$500 million for grants under the Infill Infrastructure Grant Program administered by the Department of Housing and Community Development (HCD).

### Long-Term Housing Production Strategy

The May Revision promotes creating a new Regional Housing Needs Assessment (RHNA) process by 2022 through which HCD will set long-term regional housing production targets. The May Revision continues to focus on linking housing and transportation and provides that SB 1 local formula funding will be withheld from jurisdictions that are not in compliance with housing element law and have not zoned or entitled for their annual housing goals.

### State Housing Tax Credit Program

The Governor’s May Revision includes \$500 million to expand the state tax credit program, which reflects the same amount included in the Governor’s January budget proposal. To allow for greater flexibility in the use of state tax credits, the Governor’s May Revision allows for tax credits to be used for preservation projects to maintain the existing housing stock in addition to allowing the use of tax credits for new housing production. The May Revision also repeals the 2020 sunset date on a provision that currently allows developers to sell “certificated” state tax credits to investors without requiring investors to be part of the project ownership. It also proposes making the Director of the California Housing Finance Authority and the HCD Director voting members of the California Tax Credit Allocation Committee.

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**State Surplus Property for Housing Development**

The Governor's May Revision dedicates funding for the Administration's effort to make surplus state property available for affordable housing development, including:

- \$2.5 million in one-time funding for real estate consultants for HCD and the California Department of General Services, and
- \$780,000 in ongoing funding and four positions for HCD to help with developing request for proposals, conducting site investigations, and evaluating and monitoring housing projects.

**Assistance for Renters and Landlord-Tenant Disputes**

As also reported in the Administration of Justice section of this bulletin, the May Revision includes an additional \$20 million in one-time funding to provide grants to nonprofits focusing on landlord-tenant disputes for counseling, renter education programs, and preventing evictions.

**1991 Realignment Estimated Revenues and Expenditures - 2019 May Revision**  
(Dollars in Thousands)

<b>2017-18 State Fiscal Year</b>							
	<b>CalWORKs</b>	<b>Health</b>	<b>Social</b>	<b>Mental</b>	<b>Family</b>	<b>Child</b>	<b>Totals</b>
	<b>MOE</b>		<b>Services</b>	<b>Health</b>	<b>Support</b>	<b>Poverty</b>	
<b>Base Funding</b>							
Sales Tax Account	\$752,887	\$-	\$2,018,529	\$34,036	\$450,130	\$104,422	\$3,360,004
Vehicle License Fee Account	367,663	961,613	114,949	95,063	220,507	205,942	1,965,737
<b>Total Base</b>	<b>\$1,120,550</b>	<b>\$961,613</b>	<b>\$2,133,478</b>	<b>\$129,099</b>	<b>\$670,637</b>	<b>\$310,364</b>	<b>\$5,325,741</b>
<b>Growth Funding</b>							
Sales Tax Growth Account:	-	-	133,734	-	-	-	133,734
Caseload Subaccount	-	-	(133,734)	-	-	-	(133,734)
County Medical Services Growth Subaccount	-	-	-	-	-	-	-
General Growth Subaccount	-	-	-	-	-	-	-
Vehicle License Fee Growth Account	-	157	75,637	197	-	48,230	124,221
<b>Total Growth</b>	<b>\$-</b>	<b>\$157</b>	<b>\$209,371</b>	<b>\$197</b>	<b>\$-</b>	<b>\$48,230</b>	<b>\$257,955</b>
<b>Total Realignment 2017-18<sup>1/</sup></b>	<b>\$1,120,550</b>	<b>\$961,770</b>	<b>\$2,342,849</b>	<b>\$129,296</b>	<b>\$670,637</b>	<b>\$358,594</b>	<b>\$5,583,696</b>
<b>2018-19 State Fiscal Year</b>							
<b>Base Funding</b>							
Sales Tax Account	\$752,887	\$-	\$2,152,263	\$34,036	\$450,130	\$104,422	\$3,493,738
Vehicle License Fee Account	367,664	876,923	172,864	95,260	323,075	254,172	2,089,958
<b>Total Base</b>	<b>\$1,120,551</b>	<b>\$876,923</b>	<b>\$2,325,127</b>	<b>\$129,296</b>	<b>\$773,205</b>	<b>\$358,594</b>	<b>\$5,583,696</b>
<b>Growth Funding</b>							
Sales Tax Growth Account:	-	-	221,764	-	-	-	221,764
Caseload Subaccount	-	-	(221,764)	-	-	-	(221,764)
County Medical Services Growth Subaccount	-	-	-	-	-	-	-
General Growth Subaccount	-	-	-	-	-	-	-
Vehicle License Fee Growth Account	-	82	39,472	103	-	25,169	64,826
<b>Total Growth</b>	<b>\$-</b>	<b>\$82</b>	<b>\$261,236</b>	<b>\$103</b>	<b>\$-</b>	<b>\$25,169</b>	<b>\$286,590</b>
<b>Total Realignment 2018-19<sup>1/</sup></b>	<b>\$1,120,551</b>	<b>\$877,005</b>	<b>\$2,586,363</b>	<b>\$129,399</b>	<b>\$773,205</b>	<b>\$383,763</b>	<b>\$5,870,286</b>
<b>2019-20 State Fiscal Year</b>							
<b>Base Funding</b>							
Sales Tax Account	\$752,887	\$23,959	\$2,374,027	\$34,036	\$426,171	\$104,422	\$3,715,502
Vehicle License Fee Account	367,664	1,027,262	203,361	95,362	181,794	279,341	2,154,784
<b>Total Base</b>	<b>\$1,120,551</b>	<b>\$1,051,221</b>	<b>\$2,577,388</b>	<b>\$129,398</b>	<b>\$607,965</b>	<b>\$383,763</b>	<b>\$5,870,286</b>
<b>Growth Funding</b>							
Sales Tax Growth Account:	-	29,153	28,526	59,135	-	69,685	186,499
Caseload Subaccount	-	-	(28,526)	-	-	-	(28,526)
County Medical Services Growth Subaccount	-	-	-	-	-	-	-
General Growth Subaccount	-	(29,153)	-	(59,135)	-	(69,685)	(157,973)
Vehicle License Fee Growth Account	-	13,226	-	26,829	-	31,616	71,671
<b>Total Growth</b>	<b>\$-</b>	<b>\$42,379</b>	<b>\$28,526</b>	<b>\$85,964</b>	<b>\$-</b>	<b>\$101,301</b>	<b>\$258,170</b>
<b>Total Realignment 2019-20<sup>1/</sup></b>	<b>\$1,120,551</b>	<b>\$1,093,600</b>	<b>\$2,605,914</b>	<b>\$215,362</b>	<b>\$607,965</b>	<b>\$485,064</b>	<b>\$6,128,456</b>

<sup>1/</sup> Excludes \$14 million in Vehicle License Collection Account moneys not derived from realignment revenue sources.

### 2011 Realignment Estimate<sup>1</sup> - at 2019 May Revision

	2017-18	2017-18 Growth	2018-19	2018-19 Growth	2019-20	2019-20 Growth
<b>Law Enforcement Services</b>	<b>\$2,467.2</b>		<b>\$2,560.8</b>		<b>\$2,649.7</b>	
Trial Court Security Subaccount	550.3	\$9.4	559.7	\$8.9	568.6	\$11.4
Enhancing Law Enforcement Activities Subaccount <sup>2</sup>	489.9	192.8	489.9	224.5	489.9	241.4
Community Corrections Subaccount	1,241.1	70.1	1,311.2	66.7	1,377.9	85.7
District Attorney and Public Defender Subaccount	33.2	4.7	37.9	4.4	42.4	5.7
Juvenile Justice Subaccount	152.7	9.4	162.1	8.9	171.0	11.4
<i>Youthful Offender Block Grant Special Account</i>	(144.3)	(8.9)	(153.1)	(8.4)	(161.5)	(10.8)
<i>Juvenile Reentry Grant Special Account</i>	(8.4)	(0.5)	(8.9)	(0.5)	(9.4)	(0.6)
<b>Growth, Law Enforcement Services</b>		<b>286.4</b>		<b>313.4</b>		<b>355.6</b>
<b>Mental Health<sup>3</sup></b>	<b>1,120.6</b>	8.7	<b>1,120.6</b>	8.3	<b>1,120.6</b>	10.6
<b>Support Services</b>	<b>3,591.7</b>		<b>3,756.7</b>		<b>3,913.5</b>	
Protective Services Subaccount	2,258.0	78.1	2,336.2	74.3	2,410.5	95.5
Behavioral Health Subaccount	1,333.7	86.8	1,420.5	82.6	1,503.0	106.1
<i>Women and Children's Residential Treatment Services</i>	(5.1)	-	(5.1)	-	(5.1)	-
<b>Growth, Support Services</b>		<b>173.6</b>		<b>165.2</b>		<b>212.2</b>
<b>Account Total and Growth</b>	<b>\$7,639.5</b>		<b>\$7,916.7</b>		<b>\$8,251.6</b>	
<b>Revenue</b>						
1.0625% Sales Tax	6,956.8		7,202.2		7,520.3	
Motor Vehicle License Fee	682.7		714.5		731.3	
<b>Revenue Total</b>	<b>\$7,639.5</b>		<b>\$7,916.7</b>		<b>\$8,251.6</b>	

This chart reflects estimates of the 2011 Realignment subaccount and growth allocations based on current revenue forecasts and in accordance with the formulas outlined in Chapter 40, Statutes of 2012 (SB 1020).

<sup>1</sup> Dollars in millions.

<sup>2</sup> Base Allocation is capped at \$489.9 million. Growth does not add to the base.

<sup>3</sup> Base Allocation is capped at \$1,120.6 million. Growth does not add to the base.





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## **Governor's Revised 2019-20 State Budget**

### **HOMELESS EMERGENCY AID**

The Governor's Budget included \$500 million one-time General Fund for jurisdictions for the construction and expansion of emergency shelters and Navigation Centers. Additionally, the Governor's Budget included \$25 million ongoing General Fund for the Housing and Disability Advocacy Program to assist homeless, disabled individuals with applying for disability benefit programs, and \$100 million one-time General Fund for Whole Person Care Pilot programs that provide housing services.

The May Revision increases the \$500 million proposal to \$650 million and updates the allocation of the grants. California's most populous 13 cities will receive \$275 million, counties will receive \$275 million, and Continuums of Care (CoCs) will receive \$100 million, based on the 2019 federal point-in-time count. To continue to encourage regional collaboration, funds are contingent on cities and counties submitting regional plans to their CoCs. These plans must then be approved by the state.

The May Revision also expands the eligible uses for the funds to include innovative projects for which one-time funding is well suited. This includes, but is not limited to, hotel/motel conversions, traditional and non-traditional permanent supportive housing, rapid rehousing, or jobs programs.

### **STUDENT RAPID REHOUSING**

The May Revision builds upon the Governor's Budget investment of \$15 million one-time General Fund to address student food and housing insecurity at CSU and \$15 million ongoing General Fund at the UC. The May Revision proposes \$6.5 million ongoing General Fund to support rapid rehousing of homeless and housing insecure students in the CSU and \$3.5 million ongoing General Fund for students in the UC.

### **WHOLE PERSON CARE PILOT PROGRAMS**

Building on the \$100 million one-time General Fund proposed in the Governor's Budget for Whole Person Care Pilots, the May Revision includes a \$20 million one-time augmentation from the Mental Health Services Fund for counties that do not operate Whole Person Care Pilots. With this funding, additional counties will be able to develop and implement essential programs to focus on coordinating health, behavioral health (for individuals with a mental health and/or substance use disorder), and critical social services, such as housing. Priority will be given to individuals with mental illness who are also homeless, or at risk of becoming homeless.

### **HOMELESSNESS EMERGENCY AID PROGRAM (HEAP)**

The Budget Act of 2018 provided \$500 million one-time funding for short-term housing operations through the Homeless Emergency Aid Program. Local jurisdictions have used these dollars for emergency housing vouchers, rapid rehousing programs, and emergency shelter construction, among other purposes.

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The May Revision increases the state's support to prevent and mitigate this epidemic by \$1 billion. Specifically, it provides \$650 million to local governments for homeless emergency aid, \$120 million for expanded Whole Person Care pilots, \$150 million for strategies to address the shortage of mental health professionals in the public mental health system, \$25 million for Supplemental Security Income advocacy, \$40 million for student rapid rehousing and services for University of California (UC) and California State University (CSU) systems, and \$20 million in legal for eviction prevention. In addition, the Governor's Budget included \$1.75 billion General Fund to increase housing production and hundreds of millions to increase grants to families in the CalWORKs program.

### **IHSS**

#### **DSS Caseload-Related Adjustments:**

**IHSS**—The overall cost for IHSS increased by \$60.5 million General Fund in 2018-19 and \$151.6 million General Fund in 2019-20, due primarily to a projected increase in caseload growth, average hours per case, and average cost per case. These increases were offset partially by decreases in IHSS provider overtime and travel costs.

**IHSS Restoration of the 7-percent Across-the-Board Reduction to IHSS Service Hours**—An increase of \$15.3 million General Fund to reflect the updated costs for the restoration of the 7-percent across-the-board reduction to IHSS service hours. The May Revision proposes to temporarily restore the 7-percent reduction through December 31, 2021, due to lower than expected revenues over the forecast period and ongoing efforts to contain costs.

**County IHSS Maintenance-of-Effort Adjustment**—An increase of \$55 million General Fund related to the re-benching of the County IHSS Maintenance-of-Effort to reflect revised 1991 Realignment revenue projections and revised IHSS caseload and cost projections.

**CalWORKs**—A decrease of \$46.8 million General Fund and federal Temporary Assistance for Needy Families (TANF) block grant funds in 2018-19 and \$49.1 million General Fund and federal TANF block grant funds in 2019-20 to reflect updated caseload and average cost per case projections.

**SSI/SSP**—A decrease of \$5.9 million General Fund in 2018-19 and \$18 million General Fund in 2019-20 to reflect updated caseload and average cost per case projections.

#### **Other Significant Adjustments:**

**CalWORKs Single Allocation Budgeting Methodology**—An ongoing increase of \$41.4 million General Fund and federal TANF block grant funds in 2019-20 to reflect the adoption of a revised budgeting methodology for the employment services component of the CalWORKs Single Allocation to counties. This augmentation represents a \$165.5 million increase compared to the traditional methodology. Because a budgeting methodology for the administration/eligibility and employment services components have been created, the May Revision proposes to separate the childcare component from the Single Allocation.

**CalWORKs Outcomes and Accountability Review (Cal-OAR)**—An increase of \$13.2 million General Fund and federal TANF block grant funds in 2019-20 for counties to perform required Continuous Quality Improvement activities consistent with Cal-OAR implementation.

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CalWORKs Stage One Child Care 12-Month Eligibility—An increase of \$40.7 million General Fund in 2019-20 (\$54.2 million annually thereafter) to establish a 12-month eligibility period for CalWORKs Stage One Child Care services. See the Early Childhood Chapter for more information.

CalWORKs Home Visiting Initiative—An increase of \$10.7 million in General Fund and federal TANF block grant funds to reflect updated projections of CalWORKs case eligible for home visiting services. See the Early Childhood Chapter for more information.

Funding for County Administrative Costs for the Expanded CalFresh Population—A one-time increase of \$15 million General Fund in 2019-20 for county administration efforts to process new CalFresh applicants as a result of eliminating the Supplemental Security Income Cash-Out policy.

Resource Family Approval Administration and Application Backlog—A one-time increase of \$14.4 million General Fund in 2019-20 to support county efforts in eliminating the backlog of foster care resource family applications that are pending review and approval.

Foster Parent Recruitment, Retention, and Support—A one-time increase of \$21.6 million General Fund in 2019-20 for activities and services to retain, recruit, and support foster parents, relative caregivers, and resource families.

Foster Care Emergency Assistance—An increase of \$21.7 million General Fund and federal TANF block grant funds in 2019-20 to provide caregivers with up to four months of emergency assistance payments pending resource family approval. Beginning in 2020-21 and annually thereafter, the state will fund emergency assistance payments for up to three months, as local child welfare agencies and probation departments are anticipated to complete the resource family approval process within three months of application receipt. The May Revision includes a TANF reserve of \$31.2 million to fund emergency assistance costs through 2020-21.

Federal Title IV-E Administrative Costs Dependency Counsel—An ongoing increase of \$34 million federal funds to support court-appointed dependency counsel representing children and parents at every stage of the dependency proceeding.

### **COUNTY MEDICAL SERVICES PROGRAM**

Full-Scope Medi-Cal Expansion for Undocumented Young Adults—The May Revision includes \$98 million (\$74.3 million General Fund) to expand full-scope Medi-Cal coverage to eligible young adults aged 19 through 25 regardless of immigration status, starting no sooner than January 1, 2020. The assumed implementation date is six months later than assumed in the Governor's Budget. This expansion will provide full-scope coverage to approximately 90,000 undocumented young adults in the first year. Nearly 75 percent of these individuals are currently in the Medi-Cal system.

Redirection of County Realignment Savings that Result from Medi-Cal Expansion—The May Revision maintains the Administration's proposal to change the redirection amounts for certain counties' indigent care realignment revenue with three modifications. First, the May Revision reflects Yolo County as a County Medical Services Program county. Second, the change in redirection amounts for certain counties is delayed six months to align with the assumed timing of the proposed Medi-Cal eligibility expansion. Third, the May Revision proposes to withhold realignment revenues from the County Medical Services Program Board until the Board's total reserves reach two years of total annual

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expenditures. At that point, the Board revenues will be reflect a 75 percent redirection amount consistent with non-formula counties.

### **CHILD SUPPORT**

No changes noted. Unless the May Revision expressly includes changes to the January budget, it generally means that the proposal remains unchanged (if there was one in January).

### **PUBLIC GUARDIANS**

No changes noted. Unless the May Revision expressly includes changes to the January budget, it generally means that the proposal remains unchanged (if there was one in January).

### **DISASTER PREPAREDNESS, RESPONSE, AND RECOVERY**

Based on lessons learned and because of the increased magnitude, frequency, and complexity of recent disasters, the May Revision includes \$39.9 million (\$38.6 million General Fund) and 159.5 positions for various departments to enhance the state's disaster preparedness, response, and recovery capabilities; support the continuity of state government during disasters; and increase technical proficiency to best position the state to maximize appropriate federal reimbursements of billions of dollars. This includes resources for departments to: enhance disaster contingency planning and preparedness, provide funding to support Cal OES mission tasking, and facilitate the development of a Statewide Disaster Reserve Corps for surge capacity during disasters.

### **DISASTER CONTINGENCY PLANNING AND PREPAREDNESS**

The May Revision proposes the following resources to support disaster contingency planning and preparedness:

Office of Emergency Services—\$5.9 million in ongoing funds (\$5.1 million General Fund) and 76 positions to enhance Cal OES disaster preparedness and response capacity for future state disasters. Without the appropriate tracking and coordination of disaster costs, California would be at risk of losing federal funding.

Department of Housing and Community Development—\$2 million General Fund (with \$740,000 in ongoing resources) and four positions to create a permanent Disaster Response and Recovery Unit that will provide housing expertise in coordination with statewide disaster recovery efforts and to hire a consultant that will conduct local needs assessments related to the 2018 Camp and Woolsey fires as well as create local long-term recovery plan frameworks.

State Water Resources Control Board—\$1 million ongoing General Fund and six positions to improve emergency response capabilities between the State Water Board, regional boards, and other state entities during emergencies. These resources will enable the Water Board to lessen the impacts of disasters on vulnerable populations by addressing a wide range of issues in the periods following and between emergencies, including addressing engineering and operation issues facing drinking water systems and waste water utilities, and preventing or minimizing impacts to water quality, water supply security, and safety.

Department of Resources Recycling and Recovery—\$2.8 million ongoing General Fund and 21.5 positions for the Department to continue its significant role in emergency response mission tasking responsibilities. These resources will establish a dedicated team to help facilitate timely, safe, and

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effective debris removal operations as well as to assist local governments in the preparation of debris removal plans for future incidents.

Emergency Medical Services Authority—\$979,000 ongoing General Fund and two positions to increase disaster medical services capacity, including coordination of medical assets during emergency response efforts and one-time purchases of medical treatment and communications equipment.

Department of Public Health—\$959,000 in ongoing funds (\$569,000 General Fund) and six positions to support health care facilities and mass care shelters during emergencies as well as disaster preparedness, response, and recovery efforts.

Activities will include deployment of infection control teams and continuous updates to an existing health facility mapping application used during disasters.

Department of State Hospitals—\$996,000 ongoing General Fund and six positions to improve emergency coordination and preparedness, and business continuity planning at five state hospitals and the Department of State Hospitals headquarters. The additional resources will enhance the Department's ability and capacity to more effectively care for patients and coordinate staff in the event of a disaster.

Department of Social Services—\$2.9 million ongoing General Fund and 20 positions to support the Department of Social Services' mandated disaster planning, coordination, and training activities. The Department is responsible for statewide mass care and shelter responsibilities, as designated by Cal OES.

#### **EMERGENCY CONTINGENCY FUNDING**

The May Revision includes \$20 million one-time General Fund for a state mission tasking appropriation within the Cal OES budget. In addition, \$1.5 million and 12 positions are proposed for Cal OES to coordinate with all state agency responders as a part of effectively managing and monitoring this appropriation given it will be responsible for the distribution of these funds. When state entities are mission tasked, some staffing costs associated with those activities are not absorbable within existing budgets, nor are these costs eligible for the California Disaster Assistance Act or Disaster Response-Emergency Operations Act funding. This proposed state mission tasking appropriation provides a resource to fund state entities for costs incurred when mission tasked, and to fund surge capacity needs of the Statewide Disaster Reserve Corps described below.

#### **SHORT-TERM PLANNING AND PRODUCTION GRANTS AND INVESTMENTS IN INFRASTRUCTURE**

The May Revision also repurposes the \$500 million from the \$750 million previously dedicated to general purpose incentive payments for the Infill Infrastructure Grant Program administered by the Department of Housing and Community Development (HCD).

The Infill Infrastructure Grant Program provides gap funding for infrastructure that supports higher-density affordable and mixed-income housing in locations designated as infill. Under the augmented Infill Infrastructure Grant Program, developers and local governments can partner to apply for infrastructure funding. At the same time, certain areas designated as infill may also qualify as federal Opportunity Zones and provide additional tax benefits to investors to spur development of economically distressed communities by guiding investment toward mixed-income housing.

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This investment, combined with the \$300 million made available for the Infill Infrastructure Grant Program through Chapter 365, Statutes of 2017 (SB 3) bond funds, provides \$800 million, significantly boosting infrastructure development and ultimately housing production. Moreover, these funds can leverage additional investment for projects located within federal Opportunity Zones through state and federal tax benefits, spurring more housing production.

The Administration is considering ways to streamline and improve processes at the state's Infrastructure and Economic Development Bank (IBank) to help fund infrastructure including projects in Opportunity Zones.

### **STATEWIDE DISASTER RESERVE CORPS**

The May Revision includes \$711,000 ongoing General Fund and 6 positions to initiate development of a statewide Disaster Reserve Corps resource pool for surge capacity needs. This resource pool will be able to backfill departments for steady-state activities, assist with continuity planning, and identify pre-screened qualified candidates to be part of needed incident support teams to assist in state preparedness and readiness.

### **PUBLIC SAFETY POWER SHUTDOWN**

The May Revision includes a one-time investment of \$75 million General Fund to improve resiliency of the state's critical infrastructure in response to investor-owned utility-led Public Safety Power Shutdown (PSPS) actions, and to provide assistance to communities, where appropriate, as specific urgent needs are identified.

Investor-owned utilities (IOUs) have signaled their intent to significantly increase the use of PSPS on their energized power lines to prevent wildfires during high wind or other severe weather events. As a result, affected areas may be without power for several hours, days, and in some cases, over a week. Given the configuration of power grids and limited weather-monitoring capacities, at times, IOUs may be unable to implement PSPS in targeted areas, which could result in larger regional areas being impacted.

This proposal will provide a flexible source of funding to facilitate immediate response to utility initiated power shutdowns. In addition, planning grants to improve local preparedness for IOU-driven PSPS events would be available to the state's Operational Areas' (Counties) Offices of Emergency Management to convene regional stakeholders to discuss PSPS preparedness efforts, update emergency plans for PSPS events, and hold trainings, discussions, and exercises to reinforce planning assumptions.

The May Revision also includes \$41 million Public Utilities Commission Utilities Reimbursement Account to fund inspections and improve review of both utility wildfire mitigation plans and PSPS reports. Specifically, this includes \$38 million for one-time contract resources over three years to investigate and verify utility compliance with wildfire mitigation plans and to improve the California Public Utilities Commission's (PUC) oversight and evaluation of wildfire mitigation plans. It also includes funding to support 16 positions to oversee these contracts, facilitate these efforts, and streamline PUC regulatory processes

### **CANNABIS TAX FUND ALLOCATIONS**

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As approved in Proposition 64, effective January 1, 2018, excise taxes are levied on the cultivation and retail sale of both adult-use and medicinal cannabis with tax revenues being deposited into the Cannabis Tax Fund. The cannabis excise tax is forecast to generate \$288 million in 2018-19 and \$359 million in 2019-20, a reduction of \$67 million and \$156 million, respectively, from the Governor's Budget forecast. The forecast assumes continued growth of more than 15 percent annually as new businesses continue to enter the marketplace and local jurisdictions adjust to the state's legal framework. It is important to note that for the near term, revenue estimates will be subject to significant uncertainty because the market has only recently been established.

Pursuant to Proposition 64, expenditures are prioritized for regulatory and administrative workload necessary to implement, administer and enforce the Cannabis Act, followed by research and activities related to the legalization of cannabis, and the past effects of its criminalization. Once those priorities have been met, the remaining funds are allocated to youth education, prevention, early intervention, and treatment; environmental restoration; and public-safety related activities. The May Revision estimates \$198.8 million will be available for these purposes, and allocates them for the first time in 2019-20 as identified below.

Education, prevention, and treatment of youth substance use disorders and school retention—60 percent (\$119.3 million):

\$12 million to the Department of Public Health for cannabis surveillance and education activities.

Remaining 75 percent (\$80.5 million) to the Department of Education to subsidize child care for school-aged children of income-eligible families to keep these children occupied and engaged in a safe environment, thus discouraging potential use of cannabis.

Remaining 20 percent (\$21.5 million) to the Department of Health Care Services for competitive grants to develop and implement new youth programs in the areas of education, prevention and treatment of substance use disorders along with preventing harm from substance use.

Remaining 5 percent (\$5.3 million) to California Natural Resources Agency to support youth community access grants. These grants will fund programs to support youth access to natural or cultural resources, with a focus on low-income and disadvantaged communities. This includes but is not limited to community education and recreational amenities to support youth substance use prevention and early intervention efforts. 88 MAY REVISION — 2019-20 RcAy7kl2w8 BQ3aA

Clean-up, remediation, and enforcement of environmental impacts created by illegal cannabis cultivation—20 percent (\$39.8 million):

Sixty percent (\$23.9 million) to the Department of Fish and Wildlife, of which \$13.8 million will support clean-up, remediation, and restoration of damage in watersheds affected by illegal cannabis cultivation and \$10.1 million to support enforcement activities aimed at preventing further environmental degradation of public lands.

Forty percent (\$15.9 million) to the Department of Parks and Recreation, of which \$7.1 million will be used to survey the impacts and identify unknown areas of cannabis cultivation to assist with prioritizing resources for effective enforcement, \$5.6 million for remediation and restoration of illegal cultivation

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activities on state park land, and \$3.2 million to make roads and trails accessible for peace officer patrol and program assessment and development.

Public safety-related activities—20 percent (\$39.8 million):

- \$2.6 million to the California Highway Patrol for training, research, and policy development related to impaired driving and for administrative support
- Remaining 30 percent (\$11.2 million) to the California Highway Patrol's impaired driving and traffic safety grant program for non-profits and local governments authorized in Proposition 64.

Remaining 70 percent (\$26.0 million) to the Board of State and Community Corrections for a competitive grant program for local governments that have not banned cannabis cultivation or retail activities that will prioritize various public health and safety programs, including, but not limited to, local partnerships focused on prevention and intervention programs for youth and to support collaborative enforcement efforts aimed at combating illegal cannabis cultivation and sales.

The dollar amounts above are subject to change and will be affected by actual cannabis tax receipts for the final two quarters of 2018-19.

The May Revision also includes \$15 million Cannabis Tax Fund to provide grants to local governments to assist in the creation and administration of equity programs, and to support equitable access to the regulated market for individuals through financial and technical assistance. The Governor's Office of Business and Economic Development will administer the grant program on behalf of the Bureau of Cannabis Control.

The May Revision includes statutory language to address technical, clean-up issues related to the California Cannabis Appeals Panel statute, streamline provisional licenses, enhance the equity grant program established in Chapter 794, Statutes of 2018 (SB 1294), strengthen administrative penalties for unlicensed cannabis activity, and extend the existing CEQA exemption.

## **PUBLIC SAFETY**

Department of Corrections and Rehabilitation:

The May Revision includes total funding of \$12.8 billion for the operation of the Department in 2019-20. Adult inmate and parole populations are projected to decrease in the current and budget year. The May revision also includes:

- Reentry: \$8.8 million in general fund dollars to establish two new 60-bed female facilities in Los Angeles and Riverside and expand an existing male facility.
- Integrated Substance Use Disorder Treatment Program: \$71.3 million

Juvenile Justice:

The May Revision includes statutory changes to move the Department of Juvenile Justice from the CDCR to a new department under the California Health and Human Services Agency effective July 1, 2020. The new department will be called the Department of Youth and Community Restoration. \$1.2 million is included in the budget for key staff to plan for the transition.

Victim Services:

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The Administration is developing a plan to consolidate the Office of Emergency Services and Victim Compensation Board victims programs within a new state department under the Government Operations Agency.

Violence Intervention and Prevention Program:

The May revision proposes an additional augmentation of \$18 million one-time general fund for a total of \$27 million for this program in 2019-20 for grants to eligible cities and community-based organizations.

Nonprofit Security Grant Program:

The May revision includes \$15 million in one-time general fund augmentation for this program to assist nonprofit organizations that have been historically been targets of hate-motivated violence, such as places of worship.

Local Public Safety:

- An additional \$6.2 million general fund for the Standards and Training for Corrections Program
- \$112.8 million for the Community Corrections Performance Incentive Grant
- \$14.8 million for Post Release Community Supervision

### **TRANSPORTATION/GOODS MOVEMENT**

The summary contains little discussion about transportation and transit. The May Revision does revisit the Governor's January proposal to "encourage jurisdictions to contribute to their fair share of the state's housing supply by linking housing production to certain transportation funds." The Administration proposed to convene stakeholders, including local governments, to assess the concept.

The May Revision reaffirms the Governor's commitment to the effort, stating, "Housing and transportation are inextricably linked. Given this nexus and to support local jurisdictions' ability to contribute to their fair share of the state's housing supply, the Governor's Budget provided that local streets and roads funds from the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) (SB 1) be distributed upon compliance with housing element law and zoning and entitling to meet updated housing goals. This linkage remains part of the housing proposal at the May Revision." There is no indication as to when the Governor plans to begin the stakeholder process. Earlier this year, the Administration released [trailer bill language](#) laying out his plan.

As far as additional investment is concerned, the May Revision updates the January Cap and Trade expenditure proposal to direct an additional \$50 million to low-carbon transportation, specifically for clean trucks, buses and off-road freight equipment. This brings the proposed total for these purposes to \$182 million.



# OFFICE OF THE COUNTY ADMINISTRATOR



## COUNTY OF SONOMA

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 DEPUTY COUNTY ADMINISTRATOR

June 11, 2019

**To: Members of the Board of Supervisors**

**From:** Sheryl Bratton, County Administrator

**Re:** Post-Employment (Pension & Medical) Benefits Liabilities Update

This report looks to update the Board and the public on the County's most up to date financial liabilities associated with the County's current level of post-employment defined benefit pension and medical coverage.

Current Unfunded Liability:

- \$371 million for Defined Pension Plan as of 12/31/2018
- \$352 million is the Pension Obligation Bond Debt estimated balance for 6/30/2019
- \$250 million for Retiree Medical Premium Contribution as of 06/30/2018

### **PENSION: \$371 million as of 12/31/2018**

Sonoma County's active and retired employees enjoy a defined benefit pension plan, which calculates pension payments according to length of service, age at retirement, and salary earned during an employee's county career. The County has a two-tier benefit plan, as follows:

Retirement Plan Tier	Age	Annual Pension Benefit
Plan A (Legacy) <i>General Job Classification</i>	60	3.0% of the highest 12-month annual pensionable salary earned multiplied by total years of service
Plan A (Legacy) <i>Safety Job Classification</i>	50	
Plan B (PEPRA) <i>General Job Classification</i>	67	2.5% of the highest three-year average annual pensionable salary earned multiplied by total years of service
Plan B (PEPRA) <i>Safety Job Classification</i>	57	2.7% of the highest three-year average annual pensionable salary earned multiplied by total years of service

### Sonoma County Employees' Retirement Association Retirement (SCERA) 2018 Actuarial Valuation

As of 12/31/2018, the Sonoma County Employees' Retirement Association system funding levels, as measured by the ratio of total assets to the total Actuarial Accrued Liabilities, decreased from 87.7% to 86.8%. As measured on a market value basis, the system funding ratio decreased from 94.2% to 83.9%. The reduced funding level, resulting mostly from the increased Actuarial Liability, is primarily due to the

changes in valuation assumptions and the realized 2018 investment return (after “smoothing”) being lower than the 7.25% return assumption used in the prior year, December 31, 2017, valuation. Going forward, one of the valuation assumption changes is decreasing the investment return down to 7.00%, as approved by the SCERA board on 10/25/2018.

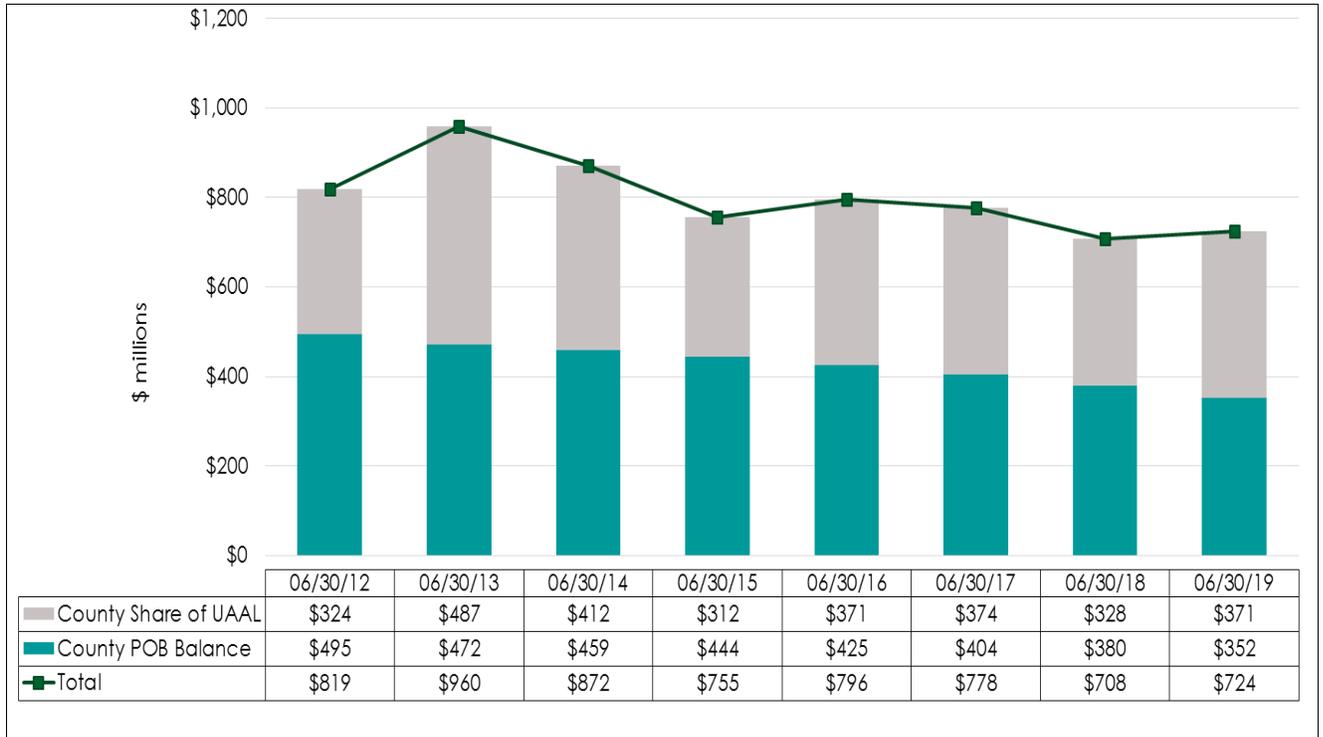
<b>2018 SCERA Active Members</b>	<b>General</b>		<b>Safety</b>		<b>Total</b>
Plan A Legacy	1,937	48%	500	13%	2,437
Plan B PEPRA	1,372	34%	212	5%	1,584
Total Active	3,309	82%	712	18%	4,021
<b>2018 Retired, Disabled, and Beneficiaries Members</b>	4,166		930		5,096

#### **PENSION OBLIGATION BONDS: \$352 million Estimated as of 6/30/2019**

In addition to SCERA’s reported Unfunded Actuarially Accrued Liability (UAAL), the County also pays for unfunded pension liabilities via its debt service on several Pension Obligation Bonds, which were issued to refinance UAAL obligations to SCERA. The bonds were issued by the County on three separate occasions when the interest rate difference between SCERA and the bond market afforded an opportunity for significant savings over the 20-year payment period used both by the system and the bond market. The table below summarizes the County’s Pension Obligation Bond issuances:

<b>Debt Issuance</b>	<b>Bond Information</b>			<b>Total Debt Issuance</b>			<b>Estimated Principal Balance as for FY 19-20</b>
	<b>True Int. Cost</b>	<b>Term (Yrs.)</b>	<b>Last Yr. Pymt</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>	
1993 POB	6.72%	20	2013	\$97,400,000	\$96,115,491	\$193,515,491	\$0
Series 2003A	4.80%	20	2023	\$210,200,000	\$135,937,276	\$346,137,276	\$78,205,000
Series 2003B	5.18%	20	2023	\$21,000,000	\$20,876,800	\$41,876,800	\$21,000,000
Series 2010A	5.90%	20	2030	\$289,335,000	\$242,871,900	\$532,206,900	\$253,165,000
<b>Total</b>				<b>\$617,935,000</b>	<b>\$495,801,468</b>	<b>\$1,113,736,468</b>	<b>\$352,370,000</b>

When the County’s retirement unfunded liability as of 12/31/2018 of \$372 million is added to the outstanding POB debt balance of \$352 million, the County’s total “current” unfunded pension liability equals \$724 million. The valuation of total pension liability is subject to volatility in the future, because it will continue to be impacted (positively and negatively) by actual investment returns and changes in actuarial experience.



Pension Reform Cost Containment Update

To address the adverse course that Sonoma County pension costs had been on throughout the prior decade, in 2011, the Board of Supervisors approved work toward three main pension reform goals: Contain Costs, Maintain Market Competitiveness and Workforce Stability, and Increase Accountability and Transparency. The Cost Containment goal entailed setting a target for reducing pension-related costs to 10% of total salary and benefit expenditures within 10 years. The fiscal year beginning July 2023 (FY 2023-2024) was initially assumed to be the target year for meeting the 10% goal.

The latest update to the Board presented December 11, 2018 reported the actual pension expense at 20.9% of total salaries and benefits costs as of 6/30/2018, as documented in the County’s Enterprise Financial System.

On 9/11/2018, the following cost containment recommendations were accepted by the Board:

Cost Containment Strategies	Policy Recommendations
Accelerated payments towards the Retirement System's Unfunded Actuarial Accrued Liability (UAAL).	<p>Implement a structured approach for making recurring accelerated UAAL payments annually, financed with a baseline employer contribution equal to 0.5% of pensionable payroll, and supplemented by ad hoc prepayments approved by the Board during annual Budget Hearings, and potentially financed by available year-end funds.</p> <p><i>Status: New Financial Policy included as part of FY 2019-20 Budget Hearings and recommendation to direct fiscal year end discretionary available funds towards paying down unfunded liability is recommended as part of the Budget Adoption Resolution.</i></p>
Early Payment of Pension Obligation Bonds.	<p>No viable option exists for early payment of the County's 2003 and 2010 Pension Obligation Bonds without incurring substantial pre-payment costs as established by the bonds' covenants. The 20-year bonds will be paid off in 2023 and 2030, respectively.</p> <p><i>Status: Continuing to monitor the bond market.</i></p>
Long term sharing of unfunded liability costs between employer and employees.	<p>In accordance with State bargaining laws, engage and negotiate with labor representatives to develop and implement a new, ongoing arrangement for sharing unfunded liability costs with employees.</p> <p><i>Status: As of this writing, partnered with 3 of the 12 labor groups and Salary Resolution employees for legacy employees to continue the supplemental employee pension contribution, which was set to expire by FY 2023-24.</i></p>
Implement a hybrid retirement plan with a market competitive defined-benefit formula.	<p>Due to current legal limitations, support legislative changes that would allow implementation of a lower defined-benefit hybrid plan which may appeal to new employee groups' interests.</p> <p><i>Status: continuing to explore fiscally viable legislative changes.</i></p>

As part of the successor labor agreements currently in negotiations, 3 of our 12 employee organizations have agreed to one or both of the following cost containment strategies:

- A. Participate in a new Retirement Benefits Unfunded Liabilities committee that will study the operational challenge to develop recommend cost containment recommendations.
- B. Plan A Legacy employees will continue to pay an additional pension contribution of 3.00% (safety) and 3.03% (general) through the end of county employment.

**RETIREE MEDICAL: \$250 million Unfunded Liability as of 06/30/2018**

The County's employer contribution towards Other Post-Employment Benefits (OPEB) for retired employees' medical is illustrated in the following table. Of the total active employee population, about 40% continue to be part of the County's post-employment medical contribution benefit level. The balance are employees who receive contributions towards a Health Retirement Account, which encourages employees to become more involved in their current and future health care and provides more control over how and when they spend their health care dollars.

<b>Group</b>	<b>Benefit</b>	<b># of Participants</b>	<b>Total Net OPEB Liability</b>
<b>Retiree Medical (OPEB)</b>			
Active Employees Legacy, hired before 1/1/2009	\$500/month. Eligibility based on 10 yrs. of service and must retire directly from County.	1,775	\$88.5 Million
<b>Retiree HRA (Non-OPEB)</b>			
Non-Legacy, hired after 1/1/2009	After 2 yrs. initial contribution of \$2,400, then \$100/month into Retiree Health Reimbursement Account (HRA). End upon separation of employment	2,278	\$0.0 Million
<b>Active Employees</b>		<b>4,053</b>	<b>\$88.5 Million</b>

Sonoma County Association of Retired Employees (SCARE) Settlement	Retired with 10 yrs. service as of 6/30/2016. \$500/month through May 2026 \$200/month through May 2041	3,005	\$146.1 Million
Retirees hired before 1/1/2009, retired after 7/1/2016	\$500/month. Eligibility based on 10 yrs. Service and must retire directly from County.	260	\$15.4 Million
<b>Retirees</b>		<b>3,265</b>	<b>\$161.5Million</b>

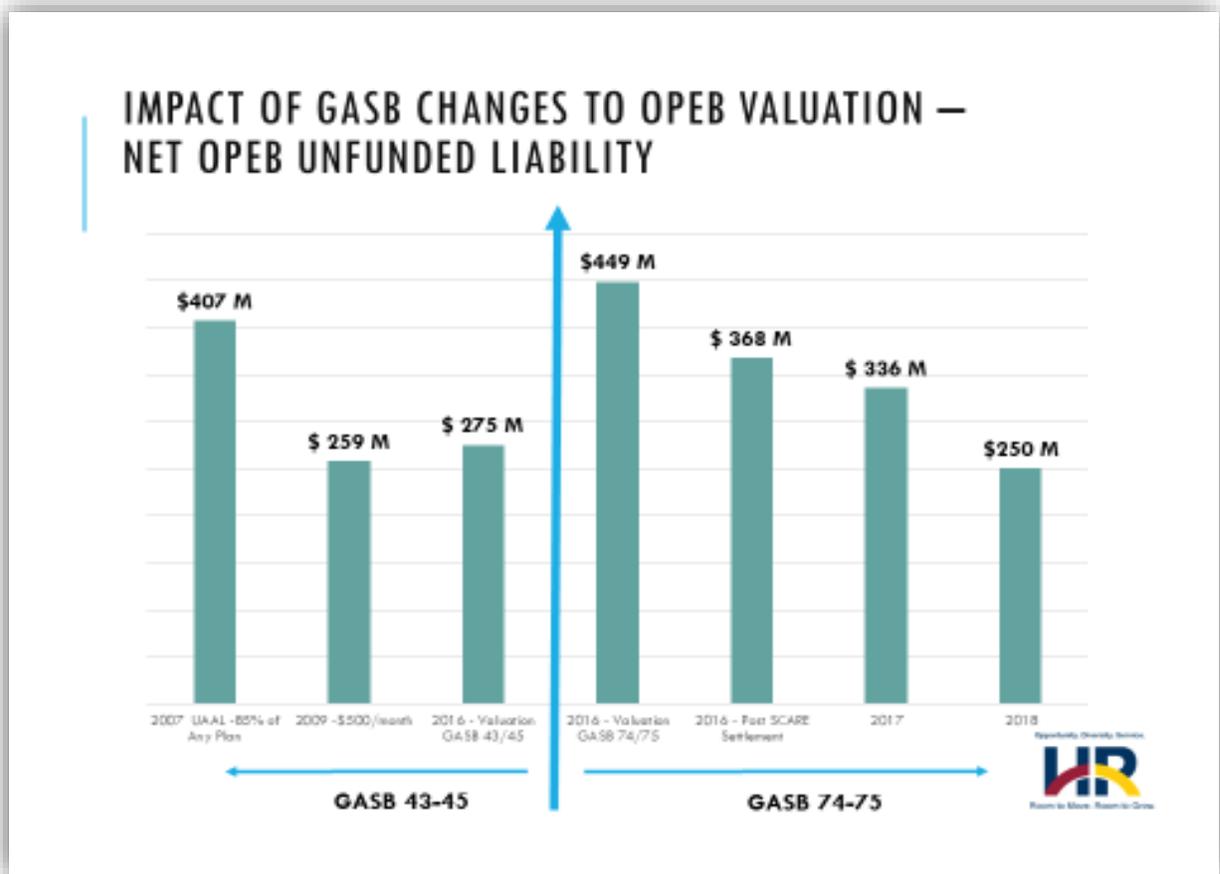
<b>Total</b>	<b>\$250 Million</b>
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For County retirees who retired on or before June 30, 2016, who met eligibility requirement and were part of the litigation class, under the negotiated settlement of SCARE v. County of Sonoma, Case No. CV-094432, there was an agreement to accept \$500 a month through 2026 and \$200 a month through 2041.

For employees who retired or will retire on or after July 1, 2016 (post-SCARE), the County's position is that the retiree health provisions are not vested rights and are therefore subject to change by the Board of Supervisors through the statutory bargaining process.

### Medical Retiree Cost Containment Initiatives to Date:

Thanks to the Board adopted HRA changes for employees hired after 1/1/2009, and the recent lawsuit settlement with SCARE members, the Net Unfunded Other Post-Employment (OPEB) liability has moved from \$449 million to \$250 million or a 44% reduction.



Also, as part of the most recent successor labor agreement collaborations with 3 of the labor groups, management and labor representatives will collaborate in identifying additional measures to reduced future unfunded retirement liability which will reduce operational pressure on the County's future operational budgets.

Focusing on ways to support the next generation of county employees and to improve the County's labor market competitiveness, recent amendments to the Salary Resolution for unrepresented employees included an increase from \$100 to \$152 per month towards the Retiree Health Reimbursement Account for employees hired after 1/1/2019. This increase was supported by current demographics which reflect over 58% of County employees have been hired after 2009 and do not receive the OPEB retiree medical benefit.

Additionally, recent total compensation survey information from our comparative counties show that for those counties who have made changes to retiree medical benefits similar to Sonoma County, on average those counties pay \$211/month towards retiree medical benefits.

County leadership is hopeful that the upcoming Unfunded Liabilities committee work collaboration with labor and management will yield viable new cost containment strategies that will allow the county to remain an attractive employer for future employees.

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Date: June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: General Fund Reserves

The FY 2019-20 Recommended Budget does not include use of reserves. The County Administrator is recommending a one-time directing a portion of year-end unassigned fund balance to replenish the General Fund Reserve up to \$5 million in FY 2019-20 should yearend fund balance be available. As the State follows the resilient fiscal practice of adding to their reserves now to prepare for the predicted downturn in the economy, the County is building its fiscal resiliency through prudent use of Reserves.

### Current General Fund Reserve Policies

Given disasters will occur again and to help preserve the County's positive credit rating, last year the Board adopted the establishment of a General Fund Reserve minimum funding level (one month's general fund revenues or 8.3%) and a Replenishment plan. The policy states:

- 1) *The Board will maintain a minimum level of unassigned General Fund Reserve balance equal to 1/12 (8.3%) or 1 month of annual General Fund revenues.*
- 2) *Replenishing General Fund Reserve- Anytime the Board authorizes drawdown of Reserves, staff will present a re-payment schedule which shall include the amount of state/federal reimbursements expected to be received.*

For purposes of the FY 2019-20 Recommended Budget, the targeted reserve amount of two months' general fund revenues equal \$80.5 million. As detailed below, the Recommended Budget includes \$44.6 million in reserves, including \$3.9 million assigned for the 20% FEMA

Audit, leaving \$40.7 million available which represents 8.4% of general fund reserves and is \$0.5 million above the minimum reserve policy of \$40.2 million.

The Board also adopted a Federal Emergency Management Agency (FEMA) Audit Reserve specific to the 2017 wildfires to ensure the County has adequate resources set aside to pay for any reimbursements disallowed by the Office of Inspector General (OIG). The OIG generally conducts its audits several years after claims are filed, up to three years after the claim is closed out. The purpose of the FY 2018-19 approved financial policy associated with Reserves was to establish an initial FEMA Audit Reserve and to define the procedures for increasing or decreasing the reserve by describing that an assignment within the county's General Fund Reserve would be recorded rather than creating a separate FEMA Audit Reserve.

### ***Use of FEMA Audit Reserve Funds***

The FEMA Audit Reserve fund balance assignment will be used to pay for any claims that are disallowed as a result of an OIG audit. The FY 2019-20 Recommended Budget includes \$3.9 million set aside for the FEMA Audit Reserve. The ACTTC, CAO, and County Counsel staff will periodically assess the reasonableness of the reserve balance and recommend an increase or decrease as necessary. Reserves will be calculated and maintained on a FEMA project by project basis. A total of \$3.9 million audit reserve has been assigned within the General Fund reserve, which represents 20% of FEMA claim costs incurred by the General Fund.

Adjustments will be recommended to the Board for approval as part of the annual budget. Federal audit of recent disasters has not yet started. Thus, adjustments to report as part of the 2019-20 budget are not being recommended at this time.

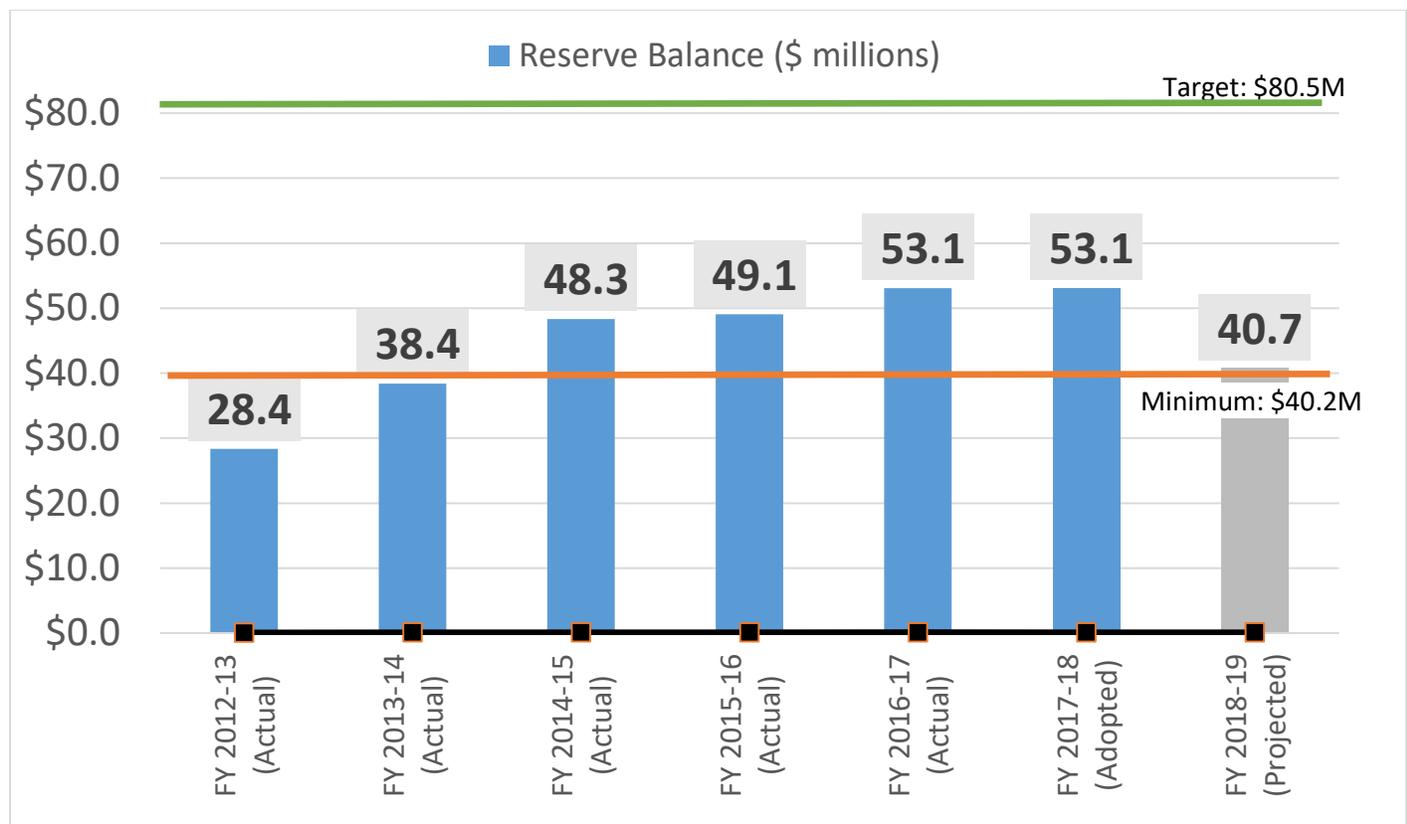
### **Current Projections**

In FY 2018-19, the Board adopted that \$8.5 million be assigned to finance strategic disaster recovery and resiliency investments. Of the \$8.5 million, the Board has designated \$6.8 million for recovery projects and grant matches over the next three years starting in FY 2019/20, and \$1.7 million for information technology resiliency. Any draw on the assignments will return for the Board's consideration. The General Fund midyear changes, accessing the established Strategic Wildfire Recovery and Resiliency designation, included:

- On 02/26/2019 \$688,000 was programmed for the new Learning Management System (\$338,000) and disaster recovery contracts; and (\$350,000) was programmed for disaster management contracts critical in assisting the County in maximizing federal funding and reimbursements.
- On 04/30/2019 \$1.7 million was programmed into the Information System department budget to execute the implementation of measures that will result in a technology infrastructure with enhanced resiliency and redundancies.

This will leave \$6.1 million available for other projects, including matches for Hazard Mitigation Grant Program projects that may be awarded in the coming months. The available balance of the Recovery and Resiliency Set Aside dedicates \$4 million for General Fund match toward pending Hazard Mitigation Grant Program (HMGP) requests, \$900,000 for HMGP program administration, and \$1.2 million available for the Board to program toward Recovery and Resiliency projects (See Tab 25 Exhibit A).

In addition, the General Fund 2<sup>nd</sup> Quarter Consolidated budget adjustments recognized \$3.5 million in additional property tax revenue based on the final assessment rolls from August 2018, which enabled the County to reverse the use of \$2.7 million in General Fund Reserves which were adopted in the FY 2018-19 budget.



Body Text

# OFFICE OF THE COUNTY ADMINISTRATOR



## COUNTY OF SONOMA

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**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

**DATE:** June 11, 2019

**TO:** Members of the Board of Supervisors

**FROM:** Sheryl Bratton, County Administrator

**SUBJECT:** Fund Balance Directory

This memo presents a review of all budgetary funds with restricted uses governed by the Board. The purpose of this report is to review estimated balances and verify the appropriateness of the restrictions for each fund. The combined County and Agency fund list is estimated to have a FY 2019-20 year-end total balance of approximately \$731 million and \$772 million with Reserves. Of the total, \$40.7 million represents the General Fund Reserves including the \$3.9 million as the 2017 Wildfire Audit Reserve.

One of the objectives of the funds review is to assess whether funds can be released for Board priorities. This year, I am recommending the following release of \$2.8 million of various discretionary fund balances be included in the Budget Balancing Tool for the Board's deliberations of restoration/add-back and program change requests:

1. \$348,000 from the Non-Tort Liability fund, this amount is available due to the creation of a new legal fund contingency
2. \$500,000 available from the Malpractice Insurance balance
3. \$314,000 available from Disability Insurance balance
4. \$1,619,661 available from Enterprise Financial System repayments to the General Fund

Other fund balances totaling \$24.7 million are recommended for the Board's deliberation included in the Budget Balancing Tool include:

1. \$2,000,000 available from Teeter one-time
2. \$2,600,000 available from Cannabis Tax one-time
3. \$18,900,000 available from Graton Mitigation one-time
4. \$1,200,000 available from the Recovery and Resiliency set aside for recovery and resiliency projects one-time

More available fund balance could be used at the Board's discretion regarding the County Health Plan Funds total approximately \$23 million, \$12 million is not 100% from General Fund contributions. Another option the Board could exercise through Budget Hearing action is to utilize a portion of the \$2.1 million available from Refuse Franchise Fees to offset General Funds contribution toward Roads, in order to free up that one-time General Fund toward restoration and/or program change requests.

### **Fund Balance Directory - Overview of Funds**

The County and dependent agencies, like all governments, use different funds to properly track and avoid comingling of resources. The practice of accounting for resources by fund improves transparency and fiscal responsibility in managing the public's money. Not only does this report provide a clearer relationship between the sources and their uses, but it also allows for separation of reserve funds to address unanticipated future needs to protect continuity of vital services when the economy declines or in the event of an emergency.

Government funds are designed to report the difference between revenues, expenditures, assets, and liabilities as fund balance. Funds are typically designated as either restricted or unrestricted. There are many reasons for placing restrictions on funds. For example, there may be legal restrictions attached to certain funds set by statute. In other situations, funds may be restricted by the funding source. In addition, the Board may decide to restrict funds through adoption of a specific policy.

Unless the use of funds is already prescribed by legislation or granting agency, funds that consistently carry a \$5 million or more balance must, in compliance with the County's Financial Policies, have a Board approved fund policy. Pursuant to the Board's direction during the Fund Balances review on November 3, 2015, staff has identified funds with estimated balances of \$1 million or more.

There are approximately 572 budgetary funds and specific General Fund designations that are governed by the Board of Supervisors as well as the Board of Directors of the Water Agency, Agricultural Preservation & Open Space District, Community Development Commission, and several special districts governed by the Board, providing fire, sanitation, lighting, landscape, park, water, and other community services.

Government accounting standards require funds to be categorized either as "Governmental" or "Proprietary." "Governmental" funds record typical municipal functions such as law enforcement, while "Proprietary" funds account for goods and services provided by one department to another department, such as the cost of the Human Resources and Enterprise Financial Systems, or to the public for a fee or charge, such as the Airport leasing airplane hangar spaces.

### **Governmental Funds**

The following is a summary of the estimated FY 2019-20 year-end Governmental balances by fund type.

<b>Fund Type</b>	<b>Description</b>	<b>Fiscal Year-End 2019-20 Estimated Balance*</b>
<b>Special Districts</b>	Accounts for entities' funds established for a specific public service, e.g. Water Agency, Community Development.	\$264,748,374
<b>Special Revenue</b>	Tracks use of funds for services primarily delivered on behalf of state/federal agencies, e.g. Health and Human Services or Road programs.	\$194,328,717
<b>General</b>	Used by the County for main operations primarily financed with tax revenue as well as fees and charges for services, e.g. Sheriff.	\$116,349,587
<b>Debt Service</b>	Ensures debt service obligations are met, e.g. Open Space Tax Bonds issued by the County.	\$ 12,838,009
<b>Capital Projects</b>	Represents non-operating resources for Parks and General government facilities (not including Roads) financed with one-time funds and outside funding.	\$677,152
<b>Total</b>	<b>GOVERNMENTAL FUNDS</b>	<b>\$588,941,839</b>

\*Does not include un-spensible amounts included in State Schedule 4.

#### General Fund Balance

The following provides further details on the restricted balances within the General Fund. Of the \$116 million, \$40.7 million represents the General Fund Reserve. Estimated restricted General Fund balance consists of the following categories (see Attachment A for details):

- \$18.3 million for Equipment Replacement – Attachment A pages 2 to 4  
Funds established to accumulate monies in anticipation of scheduled replacements such as fleet vehicles, computer desktops, facilities, technology upgrades, law enforcement communications system and devices, Probation supervised adult crew equipment, and voter equipment.
- \$8.5 million for Reinvestment and Revitalization - Attachment A page 5  
Funds represent property tax redirected from dissolved Redevelopment Areas to the County's General Fund and segregated by Board policy to finance former Redevelopment Area projects and community improvement investments. Based on prior Board direction \$7 million has been earmarked for Springs HUB, parking mitigation, annexation, TMDL MOU, and the Guerneville Homeless Shelter leaving a balance of \$271,656 after County Administrator recommendations for Health redirects toward Residential Care Facilities, Behavioral Health Adult staffing, and one-time Health contracts (See Tab 25 – Exhibit A).

- \$35.9 million for Tribal Impacts - Attachment A page 6
- Funds include \$34.6 million in the Graton Mitigation Fund, consisting of \$5.8 million held in pre-operating and operational reserves, \$28.8 million in balance for various mitigation purposes. This balance includes \$2 million that is recommended for use in supplemental adjustments and anticipated revenues whose receipt is uncertain. Additionally, \$1.3 million in the Dry Creek Mitigation Fund, consisting of \$1.3 million reserved for the Geyserville Specific Plan and follow up projects. See Tab 6 for further discussion.
- \$1.1 million Restricted by the Type of Source- Attachment A pages 7 - 8  
Funds primarily represent sources intended for a specific use, which includes \$159k for Sonoma County Energy Watch for energy incentives, \$ 157k for District Formation, \$229k for Mark West Spring projects, and \$414k for Small Water Systems.
- \$12.0 million for Specific Uses - Attachment A page 9  
Funds set aside for distinct purposes such as Refuse Franchise Fees \$2.1 million for financing part of the County's Pavement Preservation program and covering landfill environmental requirements, and State Mandates audit reserve, kept to address potential repayments in the event of an adverse audit. Additionally, Cannabis Tax has \$2.6 million available, October 2017 Wildfire Disaster Fund has \$3.9 million that related to the FEMA claim and as funds are made available, will be directed to the General Fund Reserves according to the replenishment policy.

#### Special Revenue Balance

The following provides further details on the balances within the Special Revenue Funds. The total for FY 2019-20 is \$194.3 million. Below are highlights of the major components in Attachment B:

- Human Services includes \$15.6 million of various reserves.
- Transportation and Public Works includes \$50.2 million for road, bridges, and public information access.
- Department of Health Services includes \$42.8 million of various reserves including mental health services and 1991 Realignment.
- Sheriff's Office has \$10 million of reserves for specific projects and operations support.
- Probation has \$22.3 million toward programs for adult and juvenile offenders and community corrections.
- District Attorney's Office includes \$6.1 million for consumer protection, fraud, auto theft, family justice, and other programs.

### **Proprietary Funds**

Proprietary Funds are used to track business-type activities performed by the County and Agencies. For example, the Transit Division of the Transportation and Public Works Department collects fares from passengers. Given the business nature of these funds, non-cash values such as asset values and unfunded liabilities are included when reviewing fund balances. As a result, Proprietary funds are stated in term of a “Net Position” rather than a “Budgetary Fund Balance” in accordance with government accounting standards. Last year’s report excluded non-liquid assets. However, to match the system or record, all assets will be accounted for going forward.

The following is a summary of the estimated FY 2019-20 year-end Proprietary Net Position (assets minus liabilities) by fund type, excluding Pension Obligations.

<b>Fund Type</b>	<b>Proprietary Funds</b>	<b>Fiscal Year-End 2019-20 Estimate</b>
<b>Enterprise</b>	Goods or services provided in exchange for a Board established fee or charge. E.g. Airport, Spud Point Marina.	\$89,293,635
<b>Internal Services</b>	Charges collected by departments/agencies for centrally provided services. E.g. Workers' Comp., Information Systems, Equipment Rentals, etc. Includes Water Agency’s facilities and power programs.	\$93,970,737
<b>Subtotal</b>	<b>PROPRIETARY FUNDS WITHOUT PENSION</b>	<b>\$183,264,372</b>

### Pension Liabilities

<b>Fund Type</b>	<b>Proprietary Funds</b>	<b>Fiscal Year-End 2019-20 Estimate</b>
<b>Subtotal</b>	<b>PROPRIETARY FUNDS WITHOUT PENSION</b>	<b>\$183,264,372</b>
<b>Internal Services</b>	Tracks programs’ contributions for Retirement and Pension Obligation Debt. Offset by the associated net pension liability calculations in compliance with Governmental Accounting Standards Board Statement No. 68.	<b>(\$724,000,000)</b>
<b>Retirement &amp; Pension Obligation Bonds</b>		
<b>Grand Total</b>	<b>PROPRIETARY FUNDS WITH PENSION</b>	<b>(\$540,735,628)</b>

The estimated Pension related funds combined Net Position is driven by financial reporting requirements established by the Governmental Accounting Standards Board Statement (GASB) No. 68, *Accounting and Financial Reporting for Pensions*. GASB 68 requires the liability of employers contributing to a defined benefit pension plan to be measured as the portion of the present value of projected benefit payments to be provided through the pension

plan to current active and inactive employees, less the amount of the pension plan's fiduciary net position.

The \$724 million includes \$372 million associated with the County's net pension liability and \$352 million attributed to pending Pension Obligation Bond debt. The \$372 million net pension amount does not account for liability accounted within Proprietary Funds, as well as within the Sonoma County Water Agency and Community Development funds.

### ***Fiduciary Funds***

Fiduciary funds are used to report assets held by the County for outside parties and are unavailable to support the government's own programs. These funds are held in trust for various entities and purposes based on legal authority, Board resolution, or delegated Board authority. Many of these are funds are deposits belonging to other public entities that are held with the County Treasury for investment purposes. Some of these funds are clearing accounts which are typically used for passing through funds to other entities and fund balances are expected to net to zero. Balances should only exist in clearing funds due to the timing of when funds are received and paid out.

Three significant fiduciary funds highlighted in greater detail below are the Tax Loss Reserve Trust, the PARS Trust, and the CMSP Trust. The Tax Loss Reserve Trust Fund (number 82140) also known as Teeter is a Fiduciary fund. First enacted in 1949 (Revenue & Taxation code 4703(a)), the Teeter Plan allows counties to finance property tax receipts for local agencies by borrowing money to advance cash to each taxing jurisdiction in an amount equal to the current year's delinquent property taxes. In exchange, the counties receive the penalties and interest on the delinquent taxes when collected. The law requires that 1% of the County's total property assessed value must remain in the trust to handle delinquent payments. In 2010 the Board adopted a policy increasing the minimum balance required from 1% to 2% in order to weather economic impacts to taxing entities derived from housing which may result in high levels of tax payment delinquencies. In November 2015, the Board temporarily adjusted the 2% requirement to 1.25% to address Road infrastructure needs, and provided policy direction annually thereafter to re-establish the 2% reserve from the future collection of penalties. The FY 2019-20 estimated balance of \$15.8 million is estimated to comply with the equivalent 1.25% reserve, or \$13.6 million, of the FY 2019-20 Assessed Property Tax Roll to be certified to the Board by August of 2019. I recommend utilizing \$ 2,000,000 million of this available balance toward one-time requests.

The PARS (Public Agency Retirement Services) Trust fund (number 82805) is managed by Human Resources/Risk Management and restricted for Other Postemployment Benefits (OPEB) and not available to the County.

The County Medical Services Program (CMSP) Trust was established in January 1983, when California law transferred responsibility for providing health care services to uninsured indigent adults from the State of CA to CA Counties. CMSP provides limited-term health

coverage for uninsured low-income, indigent adults that are not otherwise eligible for other publicly funded health programs. Thirty-five CA counties participate in the pool.

Last year the Auditor-Controller-Treasurer-Tax Collector (ACTTC) conducted an analysis of the Fiduciary funds at the request of the County Administrator. The analysis entailed determining fund purpose and referencing legal authorities and fund sources. County Departments with oversight of the funds were identified and provided additional insight to the analysis.

ACTTC is starting work on implementing a new Governmental Accounting Standards Board (GASB) Statement (No. 84) on fiduciary activities. The implementation of GASB 84 will require ACTTC to expand on the prior analysis and work with responsible departments to ensure appropriate and consistent classification, accounting and financial reporting for fiduciary activities within the County.

***County and Agency Fund balances over \$1 Million***

Finally, Attachment I identifies estimated balances or net position values over \$1 million. The majority are within the Special Revenue Funds and the Enterprise type of funds. Within this group Human Services, Roads, Health Services, Water Agency, and the Airport division have funds that may serve as departmental operational reserve, if needed. Within the Internal Services funds balances exceeding the \$1 million marker include Water Agency Power Resources and Equipment funds, as well as the Human Resources managed self-insurance County Health Plan Economic Uncertainty reserve.

**Attachments:**

- A – General Fund
- B – Special Revenue Funds
- C – Capital Project Funds
- D – Debt Service Funds
- E – Enterprise Funds
- F – Internal Service Funds
- G – Special District Funds
- H – County and Agency Funds over \$1 million

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	General Reserve	County Administrator	10205-General Reserve_Reporting	\$ 40,645,495	Emergency uses and other uses consistent with fund balance reserve policy.	No restriction on use of fund balance, considered discretionary and included in discretionary funds totals according to fund balance policy.	Board Policy	Growth varies per fund balance target policy.

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	2-Replacement	Clerk-Recorder-Assessor	10530-Registrar of Voters ACO_Reporting	\$ 616,639	Accumulation of funds to replace 30 year old voting system. The FY 2018-19 proposed budget includes matching funds for this project.	No restrictions, discretionary, but board set aside for purpose of purchasing new voting system	Annual budget approval	As approved by the Board.
General Fund	2-Replacement	District Attorney	10035-County Ctr Parking Enforcement_Reporting	\$ 8,190	Set up to accumulate dollars for capital projects identified in the 5 year plan to improve parking conditions at the County Center.	Restricted to the purpose of the fund	Board Resolution	Varies. Funding results from parking fines; used on projects as determined by the approved Capital Project Budget.
General Fund	2-Replacement	General Services	10505-Fleet ACO_Reporting	\$ 6,402,044	Accumulates replacement portion of vehicle equipment internal fees paid by departments and agencies.	None	Annual budget approval	As included in replacement schedule.
General Fund	2-Replacement	General Services	10515-County Facilities ACO_Reporting	\$ 883,165	Fund was established to manage funds for the replacement and major maintenance of county facilities that provide shared services, such as the animal shelter.	Funding is provided through a funding agreement with the City of Santa Rosa, and therefore must comply with the terms of that agreement.	Annual budget approval	Annual contributions from the city of Santa Rosa, based on animal shelter agreement.
General Fund	2-Replacement	Information Svcs Dpt	10015-IS Replacement Fund A_Reporting	\$ 4,977,380	Fund contains 1) dept. contributions for computer and equipment replacements for general fund departments allowing a more even expense to the department budgets and ensure depts. are replacing equipment timely and 2) dept. contributions for infrastructure replacement collected through annual rates and expended in varying years dependent on infrastructure replacement based on life of assets and 3) strategic funds including interest earned and balance of project GF contributions for work	GF project contributions from PY for work to be completed in Year 2.	Annual Budget Resolution	Annual contributions are fairly flat but the change in fund balance is dependent on the funds transferred back annually to depts. to cover that year's replacement costs.
General Fund	2-Replacement	Information Svcs Dpt	10020-IS Replacement Fund B_Reporting	\$ 1,554,873	Fund contains dept. contributions for computer and equipment replacements for non-general fund departments allowing a more even expense to the department budgets and ensure depts. are replacing equipment timely.	Use for non-GF dept. computer replacements.	Annual Budget Resolution	Annual contributions are fairly flat but the change in fund balance is dependent on the funds transferred back annually to depts. to cover that year's replacement costs.

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	2-Replacement	Information Svcs Dpt	10025-Technology Investment Fund_Reporting	\$ 0	Established as a one-time contribution for priority technology projects (\$2 M) in FY 01-02 as approved by BOS.	No restrictions on use of fund balance, considered discretionary and included in discretionary funds totals for established fund balance policy.	Annual Budget	None. Initial sum was set aside and drawn down, no plans to grow.
General Fund	2-Replacement	Information Svcs Dpt	10510-Communications ACO_Reporting	\$ 4,336	Accumulated Capital Outlay fund contains dept. contributions for telecommunications replacement for allowing a more even expense to the department budgets and ensure County is replacing equipment timely.	0	Annual Budget Resolution	Growth will occur annually to reach capital replacement needs, then funding will be used to cover County telecomm replacement. Target amount would be up approx. \$5 million.
General Fund	2-Replacement	Information Svcs Dpt	10520-Reprographics ACO_Reporting	\$ 12	Accumulated Capital Outlay fund established for replacement equipment for reprographics.	0	Annual Budget Resolution	None
General Fund	2-Replacement	Information Svcs Dpt	10525-Records ACO_Reporting	\$ 241,533	Accumulated Capital Outlay fund established for replacement equipment for postage equipment.	0	Annual Budget Resolution	Growth should occur annually to reach capital replacement needs, then funding will be used to cover postage and records equipment replacement.
General Fund	2-Replacement	Permit Sonoma	10005- General Fund PRMD Tech Fees	\$ 1,231,333	The tech enhancement fee charges that are recorded in this fund by year end adjustment were originally created to cover the cost of technical enhancements at Permit Sonoma.	Spending for technology related enhancements at Permit Sonoma for increased efficiencies, customer service, and information for internal and external users.	Annual budget	Growth varies based on current departmental projects.
General Fund	2-Replacement	Probation	10080-Probation Radio/Equip Replace_Reporting	\$ 396,783	Is used to manage the maintenance and replacement of protective vest, Juvenile Hall security system, hand held radios, and vehicle radios for the Probation Department.	No restrictions on use of fund balance though could create problems for future equipment replacement.	Annual Budget	Annual contributions are made based on equipment amortization schedules, the contributions presently are about \$60,000 annually. Draws from the fund are made as equipment is replaced.
General Fund	2-Replacement	Probation	10085-Probation SAC Ops. and Maint._Reporting	\$ 1,167,514	Fund was established to provide working capital for the Probation Camp and Supervised Adult Crew programs, as well as provide a fund to accumulate proceeds to be used for necessary equipment replacement for these programs.	No restrictions on use of fund balance though could create problems for future equipment replacement.	Annual Budget	Annual contributions are made based on equipment amortization schedules, the contributions presently are about \$60,000 annually. Draws from the fund are made as equipment is replaced.

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	2-Replacement	Regional Parks	10050-Equipment Replacement Fund_Reporting	\$ 27,104	To accumulate funds to replace mobile assets (e.g. tractors, mowers)	Fund Balance used to replace mobile assets (e.g. tractors, mowers)	Establishment of Equipment Replacement Fund was done in 1999 with resolution 99-1308.	Typically funded by a contribution from Operations and Maintenance.
General Fund	2-Replacement	Sheriff	10070-Sheriff Radio Replacement_Reporting	\$ 218,869	Fund was established to manage capital contributions for the maintenance and replacement of radio infrastructure equipment that is part of the countywide radio system.	No restrictions on use of fund balance though could create problems for future equipment replacement.	Annual Budget	Annual contributions are made through the Capital Projects budget based on maintenance and replacement needs identified throughout the year.
General Fund	2-Replacement	Sheriff	10075-Sheriff Radio Infrastructure_Reporting	\$ 542,478	Is used to manage the maintenance and replacement of protective vest, Juvenile Hall security system, hand held radios, and vehicle radios for the Probation Department.	No restrictions on use of fund balance though could create problems for future equipment replacement.	Annual Budget	Annual contributions are made based on equipment replacement schedules.

**Replacement \$ 18,272,254**  
**Sub-Total:**

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	3-Reinvestment & Revitalization	County Administrator	10090-RDA Dissolution Distributions_Reporting	\$ 8,552,238	Tax increment apportionment for former Redevelopment Areas, which is now deposited into the General Fund after the dissolution of the state RDA program. Source finances the Board's Reinvestment & Revitalization program.	As directed by the Board of Supervisors.	Board policy adopted on 3/29/16	

<b>R&amp;R Sub-Total: \$ 8,552,238</b>	
Miscellaneous Adjustments	\$ 190,566
Supplementals	\$ 2,300,000
<b>Earmarks</b>	
<i>Springs HUB</i>	\$ 2,050,000
<i>HW12 Parking Mitigation</i>	\$ 820,000
<i>SW Santa Rosa Annexation</i>	\$ 2,500,000
<i>Remainder of TMDL MOU</i>	\$ 450,000
<i>Guerneville Homeless Shelter</i>	\$ 1,200,000
	\$ 7,020,000
<i>Adjusted Sub-Total</i>	\$ 4,022,804

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	4-Tribal	County Administrator	10095-Graton Casino Mitigation_Reporting	\$ 34,569,135	Fund activities designed to mitigate negative effects of Casino Operations.	Restricted to the purpose of the fund	Board Action	
General Fund	4-Tribal	County Administrator	10100-Tribal Development Impact Mit._Reporting	\$ 1,279,982	Funds derived from the Memorandum of Agreement with the Dry Creek Rancheria Band of Pomo Indians.	Funds are intended to finance Dry Creek Casino unincorporated area casino impacts.	Board of Supervisors Resolution 15-0390 Memorandum amendment associated with county's tribal impact costs.	
<b>Tribal Sub-Total:</b>				<b>\$ 35,849,117</b>				

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	5-Restricted	County Administrator	10105-Tobacco Deallocation_Reporting	\$ 36,558	No Specific purpose. Has been previously designated for non-capital costs for ADA Transition Plan	Fund Balance amount is not currently in spendable form, it represents the long-term portion of a loan receivable from other funds. The Fund Balance will eventually become spendable when the loan is repaid.	Reporting requirement per GASB Statement No. 54	0
General Fund	5-Restricted	Fire/Emergency Services	10045-ARM Mitigation Fund_Reporting	\$ 11,212	Fund activities designed to mitigate negative environmental effects of gravel mining. Set up to accumulate mitigation fees. Some are passed through to other departments (i.e. Road Mitigation Fees passed to TPW). PRMD keeps mining mitigation fees for future use.	Nexus to Mitigation of Gravel Extraction impacts	Resolution 95-0450 dated 4/11/95 and Resolution Number 09-1077a dated 11/10/09	Some/small growth. Some fees are collected and passed to other departments. PRMD mitigation fees grow very slowly.
General Fund	5-Restricted	General Services	10040-Sonoma County Energy Watch_Reporting	\$ 159,304	Contract program with PG&E, started in 2009. Have a 2-3 year program cycle. Funds pay for some program staffing, energy audits and program incentives.	Restricted by PG&E.	Board Resolution	Growth varies depending on deposit schedule in agreement with PGE and when projects and cost are expended from the fund.
General Fund	5-Restricted	Human Resources	10010-ADA Program Fund_Reporting	\$ 0	To better track expenditures associated with implementing the ADA Self Evaluation & Transition Plan.	As directed by the Board	Resolution 09-1152 December 8, 2009	None
General Fund	5-Restricted	PRMD	10005-General Fund-PRMD Permits	\$ -	This designation within the GF is to serve as a deferred revenue account to finance future permit work.	Utilized to accurately recognize outstanding obligations to Permit Sonoma Customers, and defer revenue received ahead of when the permit application work is actually completed.	Board Policy	Small growth.
General Fund	5-Restricted	Regional Parks	10130-Del Rio Woods_Reporting	\$ 48,263	Fund created to track tax apportionment from former Del Rio Woods Recreation and Park District for ongoing maintenance and improvements of Del Rio Woods facilities.	Board policy direction to follow original intention of revenues collected within former District boundaries for maintenance and improvements of Del Rio Woods beach access, parking lot and associated amenities.	Resolution 15-0400 dated 10/6/15 and 10/24/17 Item#20. Fund established and assets transferred in 2017-18.	Nominal growth if any; anticipated that majority of annual revenues will be utilized for operations, maintenance of beach access, parking lot, restrooms, and picnic facilities.

Fund Type	Level of Discretion	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
General Fund	5-Restricted	Transportation & Pub Works	10055-PW District Formation_Reporting	\$ 156,829	The initial contribution was intended to assist with the formation of water districts. A reimbursement from non-departmental is due to this fund, which will resolve the negative balance.	No restrictions on use of fund balance. To be returned to the GF when no longer needed for the established purpose.	Resolution # 87-2000	Once funds are loaned or granted the proceeds of the loan are returned to the fund. If a district is not formed the funds are not repaid and ultimately reduce available financing of future requests.
General Fund	5-Restricted	Transportation & Pub Works	10056-Cal-Am Franchise Fees_Reporting	\$ 229,494	Provide funding for special projects in the Larkfield/Fulton area of unincorporated Sonoma County.	One time expenditures that benefit the Mark West Springs Community. These funds are not available for ongoing maintenance and any recommendation that creates an on-going maintenance need must include funding from another source. <del>The Mark West Citizen's</del>	Government Code 31010 County of Sonoma Board Resolution #16-0231 Ordinance 5861	CalAm Franchise Fees annual amount equal to 2% of the company's revenue. This amount has been between \$36k-\$38k per year historically, however they will be impacted by fires in FY 18-19
General Fund	5-Restricted	Transportation & Pub Works	10060-PW Small Water Systems_Reporting	\$ 414,339	Loans to small public water systems	Fund balance can only be used for water system loans. Interest earnings used for grants.	Resolution 92-1009/ Resolution 92-1010, Agreement with Sonoma County Water Agency	No growth anticipated.
General Fund	5-Restricted	Transportation & Pub Works	10065-PW Road Maint. District Form._Reporting	\$ 1,315	Loans to entities for district formation activities	No restrictions on fund balance but policy direction of Board to use to start up Road Maintenance Districts	Board directed spending plan for use of FY 12-13 and FY 13-14 One Time GF Contribution to Roads.	Loans to entities for district formation activities

**Restricted Sub- Total: \$ 1,057,314**



Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Ag Weights & Measures	11143-W&M Transaction Verification_Reporting	68	The Fund will be used to pay certain extra ordinary expenses for investigations conducted by the Division of Weights and Measures. Original amount of \$25,000 from court case; used to pay for extra W&M investigation needs.	The Fund will be used for investigations determined by Weights and Measures to have a strong possibility of widespread consumer harm.	The original source of money in the Fund is a \$25,000 judgment from Superior Court Case 233008, People v Safeway, settled by the District Attorney's Environmental and Consumer Law division.	Original amount of \$25,000 from court case; used to pay for extra W&M investigation needs. Occasional growth.
Special Revenue Fund	Ag Weights & Measures	11147-Fish and Wildlife_Reporting	224,326	Fish and wildlife propagation and conservation.	Protection, conservation, propagation, and preservation of fish and wildlife.	California Fish and Game Code Section 13100 and September 16, 1974, Board Resolution No. 46215	County share of California Department of Fish and Game fine monies.
Special Revenue Fund	Clerk-Recorder-Assessor	11102-Assessor - Property Char Data_Reporting	523,190	Support and maintain property characteristics information sources and systems.	Solely for the purpose of providing Assessor property characteristics data to the public.	408.3 Revenue and Taxation Code	Slow growth based on the sale of property data to the real estate industry.
Special Revenue Fund	Clerk-Recorder-Assessor	11103-Property Tax Admin Program_Reporting	0	Supplemental resources for the enhancement of the property tax administration system.	Approved expenditures, including positions and automation improvements, per resolution to participate in the Property Tax Admin Grant Program.	95.31 Revenue and Taxation Code/Resolution No. 02-0942	Suspended; growing only by interest earnings.
Special Revenue Fund	Clerk-Recorder-Assessor	11104-Recorder - Modernization_Reporting	7,035,372	To support a modernized system of recorded documents.	Solely to support, maintain, improve, and provide for the full operation for modernized creation, retention, and retrieval of information in each county's system of recorded documents.	27361 ( c ) Government Code	Fee revenue from recorded documents support this program.
Special Revenue Fund	Clerk-Recorder-Assessor	11105-Recorder - Micrographics_Reporting	1,134,795	To support the micrographics program in the Recorder's office.	To defray cost of converting the recorder's document storage system to micrographics.	27361.4 ( a ) Government Code/Ordinance 2709	Fee revenue from recorded documents support this program.
Special Revenue Fund	Clerk-Recorder-Assessor	11106-Clerk/Recorder VRIP_Reporting	621,842	To support the vital records improvement program.	Improvement in the collection and analysis of health-related birth and death certificate information, and other community health data collection and analysis.	103625 ( f ) - ( g ) Health and Safety Code/Resolution 88-2217	Fee revenues generated by related vital records services support this program. Slow growth.
Special Revenue Fund	Clerk-Recorder-Assessor	11107-Social Security Truncation_Reporting	443,321	Truncate social security numbers in public records to protect against identity theft.	Only for the purpose implementing the Social Security Truncation Program.	AB 1168/27301 Government Code/Resolution 07-1038	Suspended; growing only by interest earnings
Special Revenue Fund	Clerk-Recorder-Assessor	11108-Recorder Operations Fund_Reporting	0	For recording and indexing every instrument, paper, or notice required or permitted by law.	Recording operations and reimbursement costs.	SB 676/27361 Government Code/Resolution No. 10-0081; 10-0082	Fee revenue from recorded documents support this program.
Special Revenue Fund	Clerk-Recorder-Assessor	11137-Recorder - eRecording_Reporting	19,879	Support electronic recording of instruments, papers or notices	Costs related to electronic recordings	GC 27397(c)(1), Ord 6100	Fee revenues generated from document recordings - fees should not exceed costs.
Special Revenue Fund	Clerk-Recorder-Assessor	11150-County Clerk Operations_Reporting	75,175	To support Clerk Operations	Cover costs of providing products and services to the public	0	No growth
Special Revenue Fund	County Administrator	11015-Community Investment Fund_Reporting	1,818,067	Transient Occupancy Tax revenue is allocated with the Community Investment Fund program. Fund balance may result from departments or organizations not fully utilizing allocated funds, or higher than projected collections.	Transient Occupancy Tax (TOT) is a discretionary source of funding for the County of Sonoma, allocated under the Community Investment Fund Policy.	Current Board-adopted Community Investment Fund Policy.	0
Special Revenue Fund	County Administrator	11015-Community Investment Fund- Economic Uncertainty_Reporting	1,672,056	The Economic Uncertainty Reserve Fund can be accessed to fulfill funding commitments if Transient Occupancy Tax collections are lower than projected.	May be used to fulfill funding commitments in-case of lower TOT collections than projected.	TOT funds are discretionary and guided by the Board adopted Community Investment Fund Policy.	0
Special Revenue Fund	County Administrator	11016-Community Investment Measure L_Reporting	1,868,419	Measure L Transient Occupancy Tax	Transient Occupancy Tax (TOT) is a discretionary source of funding for the County of Sonoma. The Community Investment Fund Policy allocates Measure L primarily based on a percentage of revenue, so fund balance will be distributed to departments after a year-end true-up.	Current Board-adopted Community Investment Fund Policy.	0

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	County Administrator	11138-Courthouse Construction_Reporting	130,952	Fund Established to provide adequate court facilities	Fund use must be approved by the California Judicial Council	Government Code Section 76100 et. Seq.	Revenue is generated from Court fines and penalties, and are subject to fluctuations in caseload and collection activity.
Special Revenue Fund	County Administrator	11139-Criminal Justice Construction_Reporting	784,233	Fund established to provide adequate criminal justice facilities	Funds are reserved for major projects and capital projects for County criminal justice facilities.	Government Code Section 76101 et. Seq.	Revenue is generated from Court fines and penalties, and are subject to fluctuations in caseload and collection activity.
Special Revenue Fund	County Administrator	11142-Alternate Dispute Resolution_Reporting	24,632	The fund was established to receive filing fees to be used specifically for Alternative Dispute Resolution services as alternatives to the formal judicial system.	Can only be used for alternative dispute resolution programs that potentially reduce impact of claims on the civil courts.	Business & Professions code section 469, The total amount to be distributed for the support of dispute resolution programs under this section may not exceed eight dollars (\$8) per filing fee.	The funds accumulate as a result of \$8 charge on the filing of first paper or petitions in civil matters. Fund balance may grow based on filing activities and contract costs of ADR program. The Superior Court manages the fund activity and contracts. About \$150,000 is generated annually and used to support the ADR program. Unspent revenues and appropriations are carried forward.
Special Revenue Fund	County Administrator	11144-Tobacco Sec. / Endowment A_Reporting	2	Public benefits Capital investments, as a result of deferred investments when absorbing costs due to tobacco use.	Capital improvements benefiting the public per bonding covenants.	Resolution 00-0066	One-time deposit of proceeds of bonds to be paid by tobacco sales revenues due from class action lawsuit settlement.
Special Revenue Fund	County Administrator/Aud Controller	11145-OSSTA - Measure F_Reporting	22,268,963	Established to receive transfer of measure C funding and sales tax revenues from Measure F. Fund finances the Open Space District's operations and capital acquisition. Is it monitored by the Auditor's Office to ensure debt service and bonding compliance.	Sales tax revenues generated from Measure F - per the Measure, proceeds are eligible only for uses approved by the Expenditure Plan - these include operating and capital acquisition activities of the Open Space District. This restriction also applies to the residual Measure C monies.	Tax Measures C & F	Growth in this fund is the result of new sales tax revenues, sales tax revenues in excess of projections and/or unspent appropriations.
Special Revenue Fund	Dept of Child Support Svcs	11555-DCSS-Child Support Enforcement_Reporting	23,764	Child Support Program Activities.	Activities related to the Child Support Program (Operating Fund).	OMB Circular A-87 Child Support Program	0
Special Revenue Fund	District Attorney	11123-Sheriff - Fed Forf - US Treas_Reporting	5,798	Fund was established to accumulate equitably shared funds that are restricted to use law enforcement activities. Typically funds are expended for one time project needs such as deputy housing, large equipment, transportation busses, command center replacement. LE training, drug education and awareness. Asset tracking and accounting.	Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only.	US Code Section 881 (e)(3) of Title 21.	Growth based on unspent prior funds and new case activities.
Special Revenue Fund	District Attorney	11128-DA - Auto Insurance Fraud_Reporting	0	Funds activities related to investigation and prosecution of auto insurance fraud.	Restricted to auto insurance fraud investigation and prosecution activities.	California Insurance Code § 1872.8 and SB 953 (1988)	Annual growth based on one dollar fee assessed.
Special Revenue Fund	District Attorney	11129-DA - Consumer Protection Fund_Reporting	4,345,474	Funds are designated for the exclusive use by the District Attorney for the enforcement of consumer protection laws.	Used exclusively to support and enhance investigation and prosecution of violations of consumer and environmental laws.	CA Business and Professions Code § 17206 and § 17536	Funds recovered from successful fines and fees recovered from successful prosecution efforts. Percent of proceeds and actual cases determine amount received.
Special Revenue Fund	District Attorney	11130-District Attorney - SCATT_Reporting	1,330,741	Funds Prosecutor and support staff assigned to auto theft task force.	Money shall not be expended to offset a reduction in any other source of funds.	CA Vehicle Code § 9250.14; Senate Bill 2139 (1990)	State grant funds to support program. Varies from year to year based on application and participants.
Special Revenue Fund	District Attorney	11131-DA - Family Justice Center_Reporting	116,826	Support operational activities of the Family Justice Center including community based organization partners.	Restricted to use for activities of the Family Justice Center and partners.	Memorandum of understanding with Community Foundation for private donation funds.	Funds are not expected to accumulate. Operational financing is based on donations and grant awards.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	District Attorney	11132-DA - Asset Forfeiture-Justice_Reporting	7,271	Funds are utilized for staff training and noticing requirements when assets are forfeited.	Funds shall not be used for (a) salaries, except in limited circumstances; (b) use of forfeited property by non-law enforcement personnel; (c) payment of education-related costs; (d) government use of shared assets; (e) extraordinary expenditures.	21 U.S.C. § 881(e)(1)(A) and (e)(3), 18 U.S.C. § 981(e)(2), and 19 U.S.C. § 1616a	Funding is the result of distribution of assets to law enforcement agencies who assisted in the investigation and prosecution of narcotic convictions. Revenues are not predictable and are based on participation from the DA.
Special Revenue Fund	District Attorney	11134-DA - Treasury Forfeiture Fund_Reporting	3,065	Used to support activities related to general narcotic law enforcement efforts.	Use restricted to the purpose of funds.	CA Health and Safety Code § 11493	Funding is the result of distribution of assets to law enforcement agencies who assisted in the investigation and prosecution of narcotic convictions. Revenues are not predictable and are based on participation from the DA.
Special Revenue Fund	General Services	11152-EV Charging Stations_Reporting	6,469	Fees collected from the public the use of electric vehicle charging stations.	Funds to be used for the maintenance and repair of electric vehicle charging stations.	0	Monthly revenue is approximately \$1,000 per month.
Special Revenue Fund	District Attorney	11314-District Attorney Revocation_Reporting	39,245	Used exclusively to fund District Attorney costs associated with revocation proceedings for realigned individuals.	Use restricted to the purpose of funds.	Assembly Bill 118 (2011)	Funds come directly from a portion of state sales tax to fund revocation activities. Not expected to carry a fund balance.
Special Revenue Fund	District Attorney	11316-District Attorney LLES_Reporting	208,208	Fund Established as part of 2011 Public Safety Realignment. Funds represent the previous Citizen Option for Public Safety program for the District Attorney.	Restricted for use by the District Attorney.	AB118 Public Safety Realignment Govt. Code 29553(b)	Funds come directly from a portion of state sales tax to fund law enforcement activities.
Special Revenue Fund	Fire/Emergency Services	11146-Hazardous Materials Fund_Reporting	0	Hazardous Materials Enforcement and Mitigation.	Restricted to use for Hazardous Materials Enforcement and Mitigation.	CUPA Program Regulations Chapter 6.95 of the CA Health and Safety Code and per Settlement/Restitution Agreements	Results of fee collection and hazardous materials clean-up or abatement action cost recovery slow growth.
Special Revenue Fund	Fire/Emergency Services	11805-Driving Under The Influence_Reporting	11,259	Client paid fee for service - DUI program (Self-supporting).	Used for operations of the DUI program.	Health & Safety Code Section 11836-11838.11 (see 11837.3)	No growth. Based on fees paid by clients.
Special Revenue Fund	General Services	11101-Tidelands Leases Fund_Reporting	52,115	Facility construction and improvements necessary or convenient for the promotion and accommodation of commerce and navigation of the Bodega Harbor area. Established to retain lease payments from lessees. Funds projects that benefit commerce in the area.	Can only be used for tidelands properties per the stated purpose.	Chapter 1064 of the Statutes of California, 1959.	Contributions to the fund are generally lease payments and interest earnings. Lease agreements developed by General Services.
Special Revenue Fund	General Services	11153-Communication Towers - Lease_Reporting	15,312	Fees collected from tenants leasing communication tower sites.	Accumulate funds for the maintenance, repairs and replacement of tower equipment.	0	Monthly revenue is \$3,481.
Special Revenue Fund	Health Services	11334-Behavioral Health Account 2011_Reporting	842,979	Records Receipt of State Sales Tax allocations to be spent for Behavioral Health programs	By statute, Revenue can only be used for specifically named Behavioral Health programs	0	Annual contribution dependant on donations less allowable expenditures for client/program needs
Special Revenue Fund	Health Services	11605-Department of Health Services_Reporting	5	Grant Proceeds, State & Federal Statutes, fees collected for services approved by BOS, assigned amounts for a given activity delegated by the BOS.	To be used for the administration of Health Services in accordance with the reimbursement guidelines allowed by the various funding sources.	Grant Proceeds, State & Federal Statutes, fees collected for services approved by BOS, assigned amounts for a given activity delegated by the BOS	Operating fund with nearly zero growth.
Special Revenue Fund	Health Services	11610-Intergovernmental Transfer_Reporting	8,871,560	To expand services to support the local safety net through improved coordination and integration improving health services for Medi-Cal beneficiaries and other underserved populations.	To be used to expand and improve services to Medi-Cal beneficiaries.	Board Resolution No 11-0270, Welfare & Institutions Code section 14087.3, contract 09-86381 between County of Sonoma and North Sonoma County Healthcare District	Annual contribution based on allocation of Federal Medi-Cal managed care capitation rate range for Partnership HealthPlan of California.
Special Revenue Fund	Health Services	11615-Audit Reserve_Reporting	3,553,985	Medicaid program; County has contracted with State.	To be used for MediCal Administrative and Targeted Case Management Activities.	Audit reserve held for 5 years (or based on audit schedule) - prudent business practice- small portion belongs to CBO's	Annual contribution based on a % of claimed MAA/TCM revenue. Funds held for 5 years then released unless internal or State audit finding.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Health Services	11620-First 5 Sonoma County_Reporting	8,857,784	Funding for programs that serve and support children age 0-5 . Board item approved separation from County structure.	To be used for programs that support children age 0-5.	State Prop 10 Sec 130105 (2A)	Annual contribution redirected to First 5 Operating Fund per First 5 Commission and annual expenditure plan for fund balance is under the authority of the First 5 Commission.
Special Revenue Fund	Health Services	11705-Animal Welfare Fund_Reporting	339,751	BOS authorized ACC to solicit and accept donations. Some donations must be spend in the manner prescribed by the donor.	Must be used in the manner prescribed by the donor.	Sonoma County BOS Reso #09-0323	Slow growth. Based on donations.
Special Revenue Fund	Health Services	11710-Public Hlth Fee Stabilization_Reporting	2,414,317	Stabilizes costs of fee-based programs in Environmental Health to ensure costs are recovered by fees per board direction. Provides a mechanism to cover unanticipated overtime, extra help, and/or legal cost that may arise from increased permit and/or enforcement activity. The fund provides a mechanism to recover costs that could not be anticipated for inclusion in the Consolidated Fee Hearing. The fund also protects against fee fluctuations in this 100% cost recovery program.	To be used to fund programs that are funded by fees charged to those receiving services. Fines are to be retained by the local enforcement agency (EHS) for enforcement of the programs.	Various County Code & State law: PRC 45010(b) Solid Waste Penalties; BOS Resolution 16-0163, DHS Fees; SCC, Chapter 14; CA Retail Food Code (HSC 113700 et seq); CA Safe Body Art Act (HSC 119300 et seq); Food & Agriculture Code, Div 15, Sec 3201 et seq. Milk & Dairy; CCR, Title 24, Part 1, Local Detention Facilities; CCR, Title 17, Secs 30700 et seq. Organized Camps; HSC, Sec 18897 et seq. organized Camps; HSC, Sec 24100-24109 Swimming Facilities; and others	Annual amount based on fees approved by Board of Supervisors, enforcement activities, additional unanticipated fee for service workload and offset by unanticipated associated costs.
Special Revenue Fund	Health Services	11720-Maddy Fund_Reporting	21,322	Funds to reimburse physicians for indigent emergency medical care patients.	To be used to reimburse physicians who provide treatment to indigent emergency medical care patients.	Health & Safety Code Section 1797.98a- 1797.98g	Slow to no growth based on court fines received.
Special Revenue Fund	Health Services	11725-Maddy/Richie Fund_Reporting	80,343	Maddy Emergency Medical services Fund to be used to reimburse physicians and hospitals for indigent emergency medical services patients.	Used to reimburse physicians who provide treatment to indigent emergency medical care patients.	SB 1773 Legislation	Slow to moderate growth. Revenue based on court fines.
Special Revenue Fund	Health Services	11730-Tobacco Tax - Education_Reporting	200,225	Tobacco Tax -Education funds to be used for educational and preventative programs to deter smoking.	Used to fund educational and preventative programs to deter smoking.	State Prop 99, California Tobacco Health Protection Act of 1988.	Growth not anticipated.
Special Revenue Fund	Health Services	11735-Hospital Preparedness Program_Reporting	2	Hospital Preparedness Grant	Funds must be used for disaster preparedness at healthcare facilities. Activities and expenses include: purchase of disaster supplies or equipment, trainings, exercises, and development of plans.	Board Resolution 09-1064, agreement with Calif. Dept. Public Health Supplemental Funds Agreement No. EPO 09-49	No growth. Revenues are received based on cost.
Special Revenue Fund	Health Services	11740-Bioterrorism Program_Reporting	0	Public Health Emergency Preparedness	Public Health Emergency Preparedness Cooperative Agreement Programs and CA Health and Safety code 101315-101319.	0	No growth. Revenues are based on State allocations.
Special Revenue Fund	Health Services	11745-Vital Statistics Fund_Reporting	375,978	Fees for a certified copy of a fetal death or death record to be paid to the county's Children's Trust or the states' Children's Trust.	Health & Safety Code allows funds to be used for defraying costs of collecting & reporting Vital Stats. Each year, these funds offset the cost of a partial FTE Vital Stats position, and use of these funds is reported in an Annual Report to the State.	Health and Safety Code Section 103625-103660	No growth. Revenues are based on fees paid for copies of death records.
Special Revenue Fund	Health Services	11750-Solid Waste - EAG_Reporting	337	To protect public health, safety and the environment with regard to solid waste facilities.	Used for costs associated with Solid Waste Facility inspections.	Public Resources Code Section 43230	No growth. Grant revenues based on actual cost of providing service.
Special Revenue Fund	Health Services	11760-Child Safety Seats_Reporting	5,238	Child Support Program Activities Safety Seat.	0	0	0
Special Revenue Fund	Health Services	11765-Tobacco Tax - Prop 56 Funds_Reporting	78,434	To prevent tobacco related diseases and diminish tobacco use.	Funding allocated to the County must be used according to the State Comprehensive Tobacco Control Plan guidelines	Health and Safety Cose Section 104375-104415	Annual contribution based on allocation of tax on sale of tobacco products. Funding anticipated to diminish over time.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Health Services	11810-Substance Use Memorial Fund_Reporting	15,005	Donations to be used for Orenda Center client's care. Used to help clients with living expenses when they are released from treatment.	Must be used in a manner prescribed by donor.	Orenda Memorial Fund policy established 9/15/09 established by community advisory group for a means for family & friends to donate to Orenda Center directly for clients.	Slow growth. Based on donations.
Special Revenue Fund	Health Services	11815-Conditional Release Int. Fund_Reporting	3,543	Donations. To be used as described by donor. Used to help clients with living exp on an interim basis.	Can only be used to help with client living expenses on an interim basis.	PC Section 1026 or WIC 702.3	Slow growth. Based on donations.
Special Revenue Fund	Health Services	11820-Residential Trtmt & Detox_Reporting	33,023	Fines collected by courts for AODS treatment.	To be used to provide alcohol and other drug treatment.	Penal Code 1463.16	Annual contribution based on fines imposed on certain vehicle code violations.
Special Revenue Fund	Health Services	11825-Alcohol Abuse Educ/Prevention_Reporting	19,243	Fines collected by courts for AODS treatment/prev.	To be used to provide alcohol and other drug treatment and prevention.	Penal Code 1463.25	Annual contribution based on fines imposed on certain vehicle code violations.
Special Revenue Fund	Health Services	11830-Drug Abuse Educ/Prevention_Reporting	23	Fines collected by courts for AODS treatment/prev.	To be used to provide alcohol and other drug treatment and prevention.	Penal code 1463.13	Annual contribution based on fines imposed on certain vehicle code violations.
Special Revenue Fund	Health Services	11835-Alcohol and Drug Assessment_Reporting	2	Fines collected by courts for AODS treatment.	Used to provide Alcohol and other drug treatment services.	AB 1916	Slow to no growth based on court fines received.
Special Revenue Fund	Health Services	11840-MHSA - Community Svcs. & Sprt_Reporting	2,157,362	Funding for programs for Community Service & Support.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This fund is for reporting purposes, and will continue to receive MHSA revenues from the State. Moderate growth due to economic recovery and is based on California's highest income earners.
Special Revenue Fund	Health Services	11845-MHSA - Capital_Reporting	1,049	Funding for Capital Projects- and Technology.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This particular fund is no longer being funded. These were MHSA one-time funds used for specific activities and will be spent out by 06-30-15.
Special Revenue Fund	Health Services	11850-MHSA - Early Intervention_Reporting	1,702,502	Funding for Prevention & Early Intervention.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This fund is for reporting purposes, and will continue to receive MHSA revenues from the State. Moderate growth due to economic recovery and is based on California's highest income earners.
Special Revenue Fund	Health Services	11855-MHSA - Innovation_Reporting	2,019,738	Funding for new Innovative Programs.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This fund is for reporting purposes, and will continue to receive MHSA revenues from the State. Moderate growth due to economic recovery and is based on California's highest income earners.
Special Revenue Fund	Health Services	11860-MHSA - Prudent Reserve_Reporting	962,861	Reserve Fund for MHSA programs.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This fund may be funded, in the future, through transfers from other MHSA funds.
Special Revenue Fund	Health Services	11865-MHSA - Education/Training_Reporting	0	Funding for Workforce Education & Training.	To be used in accordance with the approved MHSA plan submitted to the State.	Prop 63 -- restricted to approved MHSA programs	This particular fund is no longer being funded. These were MHSA one-time funds used for specific activities and will be spent out by 06-30-15.
Special Revenue Fund	Health Services	11905-Child Safety Seats_Reporting	0	Court fines on certain vehicle codes relating to child safety.	Per code sections, revenue must be used on child passenger restraint and bicycle safety education programs.	0	No anticipated growth. Revenue based on court fines.
Special Revenue Fund	Health Services	11991-Health Realignment Fund 1991_Reporting	7,575,070	1991 Realignment Funds for Public Health services	To be used for providing health services specified by the state. Must support public health services transferred under 1991 Realignment.	CA Chptr 89 (1991) (AB1288 Bronzan); WIC 17609	Annual growth has been diverted to the Social Services Subaccount for 3 years, then 50% diverted for 2 additional years.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Health Services	11992-Mental Health Realignment 1991_Reporting	2,687,550	1991 Realignment Funds for Mental Health Svcs. Purpose of fund balance is to guard against unanticipated costs, including individual placements in the psychiatric system and conservatorships.	To be used for providing health services specified by the state. Must support mental health services transferred under 1991 Realignment.	CA Chptr 89 (1991) (AB1288 Bronzan); WIC 17609	Annual growth has been diverted to the Social Services Subaccount for 3 years, then 50% diverted for 2 additional years. In addition, per State Law, this fund may receive a transfer from the 1991 Health Realignment Fund (11991) of up to 10% of prior year's receipts. Sonoma County DHS executes this transfer annually.
Special Revenue Fund	Human Services	11312-Human Services AB 118_Reporting	23,550	AB 109 Realignment 2011.	Funds must be spent on Health and Human Services subaccount programs.	County Fiscal Letter (CFL) 11/12-18 & AB 118	Results of annual allocation statewide.
Special Revenue Fund	Human Services	11405-HS Realignment Operating_Reporting	4,354	1991 Realignment Funds	1991 Realignment funds for Human Services programs.	AB 948 Chapter 91, Statutes of 1991 & AB 1288 Chapter 89 Statutes of 1991	Moderate growth. Based on sales tax and vehicle license fees.
Special Revenue Fund	Human Services	11410-Human Services CalWorks MOE_Reporting	400,234	Funds the CalWORKS assistance program.	Restricted to Human Services programs.	County Fiscal Letter (CFL) 11/12-18 & AB 118	Revenues based on realignment sales tax.
Special Revenue Fund	Human Services	11415-AB 85 Family Support Fund_Reporting	70,712	Funds for Family Support Assistance Programs	Restricted to Human Services programs.	County Fiscal Letter (CFL) 11/12-18 & AB 118	Revenues based on realignment sales tax.
Special Revenue Fund	Human Services	11505-Human Services Department_Reporting	10,338,718	Used for matching purposes for 1991 realignment as well as the department's reserve fund should state/federal funds be insufficient to carry out a base level of services.	Restricted to Human Services programs.	Welfare and Institutions code section 17602-17602.1.	No growth. This fund is used for matching purposes for 1991 Realignment.
Special Revenue Fund	Human Services	11510-WP - Federal Assistance Res._Reporting	163,394	Results of Federal Medical Assistance Payments from the ARRA funds that were provided to Human Services to offset the increases in welfare program service demands during the recession.	Can be used for any purpose.	0	One time funds which will not grow or reoccur.
Special Revenue Fund	Human Services	11515-WP - Wraparound_Reporting	2,393,888	HSD WRAP savings	State requirement: any savings must be reinvested into a child welfare service program for direct services to CWS clients.	0	Growth varies based on WRAP population.
Special Revenue Fund	Human Services	11520-Dependent Child Fund_Reporting	167,862	Used for items for Valley of the Moon Children's Home kids.	Only to be used for Valley of the Moon Children's Home children.	Originally established as a trust fund prior to 1980 and converted to Special Revenue Fund upon implementation of GASB standard 34	Moderate growth. Based on donations to the VOMCH.
Special Revenue Fund	Human Services	11525-Children's Fund_Reporting	156,610	This came to us when Human Services Commission came to Human Services. This is birth certificate \$ and donations that is then transferred to 159121 to pay for CBO contracts.	Restricted to use on child abuse prevention contracts.	AB 2994	No significant growth in recent years. Revenues are based on birth certificate fees.
Special Revenue Fund	Human Services	11530-Title IVE Waiver Fund_Reporting	1,878,743	Fund receives revenue for the Title IVE Waiver. Balance is maintained for underspending of obligations within the Waiver.	Funds must be spent on expenditures defined within the Title IVE Waiver agreement.	0	0
Special Revenue Fund	Permit Sonoma	11109-Survey Monument Preservation_Reporting	223,185	Fund retracement or remonument survey of major historical and division lines as authorized by the County Surveyor. Created to accumulate user fee for survey work projects.	County Survey Work.	Ordinance No. 4182 dated 4/10/89	Slow growth from fees charged on maps filed with the Recorder's Office.
Special Revenue Fund	Permit Sonoma	11110-PRMD Planning Administration_Reporting	1,308,932	Fund a portion of costs to maintain required general plan and affiliated programs for work performed by PRMD staff and consultants. Created to accumulate fees for future General Plan work.	General Plan and affiliated programs only.	Ordinance 5777 dated April 15, 2008	Slow growth from building permit fees.
Special Revenue Fund	Permit Sonoma	11156-PRMD - Hazardous Materials_Reporting	307,429	Hazardous Materials Enforcement and Mitigation.	Restricted to use for Hazardous Materials Enforcement and Mitigation.	CUPA Program Regulations Chapter 6.95 of the CA Health and Safety Code and per Settlement/Restitution Agreements	Results of fee collection and hazardous materials clean-up or abatement action cost recovery slow growth.
Special Revenue Fund	Permit Sonoma - Fire Division	11055-Moorland Ave Development Fee_Reporting	0	Fire Prevention Section Operating Fund	Sourced by fee revenue, must be used to support Fire Prevention activities.	Annual Budget	Fee revenue related to fire prevention activities.
Special Revenue Fund	PRMD	11155-PRMD - Fire Prevention_Reporting	611	To fund fire prevention reporting.	0	0	0

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Probation	11136-Probation - CCPIF_Reporting	2,867,037	Community Corrections Performance Incentives Fund (SB 678) for the purpose of improving local probation supervision practices (evidence-based practices) and capacities in order to reduce State Prison population.	Funds allocated shall be used to provide supervision and rehabilitative services for adult felony probationers and be spent on evidence-based practices and programs.	Senate Bill 678 (2009); GC § 30025(e)(6)	Revenues deposited to the Fund proceeds of state block grants based on the county's successful practices as compared to other counties in reducing the prison population by way of Evidence Based Practices that reduce recidivism.
Special Revenue Fund	Probation	11154-Probation Trans Housing Grant_Reporting	2,989,244	To receive funds from the California Department of Finance for a transitional housing program.	Fund balance is used only for California Department of Finance approved Community-Based Transitional Housing Program activities	The California Department of Finance awarded Transitional Housing Program grant funds to Sonoma County based on the stated restrictions.	None
Special Revenue Fund	Probation	11302-Probation Services AB 109_Reporting	0	Realignment funding for local services in order to reduce the State Prison population. Local services funded include custody for non-violent, non-serious, non-sex offenders; local post-release supervision; and local planning.	Shall be used exclusively to fund provisions of AB 109 Realignment (2011). SB 87 one-time funds shall only be used for CCP-approved hiring, training, data mgmt, and planning.	Assembly Bill 118 (2011); Senate Bill 87 (2011)	Results of annual allocation statewide.
Special Revenue Fund	Probation	11304-Probation - YOBG_Reporting	3,309,551	Youthful Offender Block Grant funding for development and implementation of treatment programs and services for non-707(b) offenders who will no longer be sent to State facilities.	Shall be used to enhance the capacity of county probation, mental health, drug and alcohol, and other county departments to provide appropriate rehabilitative and supervision services to youthful offenders.	Senate Bill 81 (Chapter 175, Statutes of 2007); Amended in 2009 by SBX4 13, Chapter 22, Statutes of 2009	Grant funds based on SC proportional share of funds. Minimal growth.
Special Revenue Fund	Probation	11306-Probation - Juv. Prob. & Camp_Reporting	8,914,605	Juvenile Probation Funding for specified probation services for at-risk youth, juvenile offenders, and their families; and Camp Funding for operation of Juvenile camps/ranches.	Shall be used to target at-risk juvenile offenders and their families, and for juvenile camps.	Assembly Bill 139 (2005), Chapter 74	Grant funds based on costs. Minimal growth.
Special Revenue Fund	Probation	11308-Probation - JJCPA_Reporting	2,721,578	Juvenile Justice Crime Prevention Act funds projects that have been proven to be effective in reducing crime and delinquency amount at-risk youth and young offenders.	Shall be used to implement programs targeted at prevention, intervention and suppression of juvenile criminal activity.	Assembly Bill 1913 (2000), Chapter 353	Grant funds based on SC proportional share of funds. Minimal growth.
Special Revenue Fund	Probation	11309-Local Innovation Subaccount_Reporting	58,099	Receive 10% of specific Public Safety Realignment growth funds for Local Innovation Subaccount. This fund is under the authority of the Board, not the Community Corrections Partnership.	Must be used for purposes covered under AB 109, Public safety Realignment of 2011.	AB 109 Public Safety Realignment of 2011.	Slow and variable.
Special Revenue Fund	Probation	11310-AB109 Contingency_Reporting	1,461,203	Realignment funding for local services in order to reduce the State Prison population. Local services funded include custody for non-violent, non-serious, non-sex offenders; local post-release supervision; and local planning.	Shall be used exclusively to fund provisions of AB 109 Realignment (2011). SB 87 one-time funds shall only be used for CCP-approved hiring, training, data mgmt, and planning.	AB 109 Public Safety Realignment of 2011.	Results of annual allocation statewide that are unallocated or unspent.
Special Revenue Fund	Public Defender	11318-Public Defender Revocation_Reporting	34,405	Public Defender cost related to defense of state parole and post-release community supervision clients.	Use restricted to the purpose of funds.	Assembly Bills 109 & 118 (2011)	Funds come directly from a portion of state sales tax to fund revocation activities. Not expected to carry a fund balance.
Special Revenue Fund	Regional Parks	11111-Regional Parks Rstrd Donations_Reporting	533,515	Developed for specific revenue sources dedicated to specific dept projects, programs or purposes.	Each category of funding has restrictions based on revenue source.	Board of Supervisors	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11112-Sonoma Coast Park Mit_Reporting	17,808	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Regional Parks	11113-Cloverdale/Healdsburg Park MIT_Reporting	34,545	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11114-Russian Rv/Sebastopol Park MIT_Reporting	50,754	The intent of Park Mitigation Fees is to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11115-Santa Rosa Park MIT_Reporting	187,032	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11116-Petaluma/Rohnert Pk/Cot Pk Mit_Reporting	32,796	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11117-Sonoma Valley Park MIT_Reporting	24,158	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11118-Larkfield/Wikiup Park MIT_Reporting	30,854	Park Mitigation Fees to establish a funding mechanism to acquire and develop new parks in order to keep pace with the growing population. Set up to accumulate fees to be spent in the mitigation zone for park and/or recreation related capital projects.	Can only be used on Capital Projects.	Government Code Section 66000-66008 and Article VI. Public Improvements, Section 25-58 of the Sonoma County Code. In addition, AB1600 provides annual reporting requirements and case law provide additional restrictions and legal parameters.	Funding based on development fees generated in a particular zone.
Special Revenue Fund	Regional Parks	11161-Measure M - Maint, Safety, Rec_Reporting	1,427	Parks Measure M sales tax to invest in park maintenance, safety and recreation	To invest in park maintenance, safety, and recreation.	n/a - for tracking and reporting purposes.	Quarterly revenue is approximately \$800,000.
Special Revenue Fund	Regional Parks	11162-Measure M - Access_Reporting	1,345,888	Parks Measure M sales tax to improve park access.	To improve park access.	n/a - for tracking and reporting purposes.	Quarterly revenue is approximately \$650,000.
Special Revenue Fund	Regional Parks	11163-Measure M - Natural Resources_Reporting	846,401	Parks Measure M sales tax to protect natural resources.	To protect natural resources.	n/a - for tracking and reporting purposes.	Quarterly revenue is approximately \$500,000.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Sheriff	11120-Sheriff - AB 1109 Fees_Reporting	173,685	The special fund shall be expended to supplement the county's cost for vehicle fleet replacement and equipment, maintenance, and civil process operations. Established based on code to support and enhance the Sheriff civil programs.	The special fund shall be expended to supplement the county's cost for vehicle fleet replacement and equipment, maintenance, and civil process operations.	Govt. code 26746	Funding includes interest earnings and fine and fee revenues. Slow growth.
Special Revenue Fund	Sheriff	11121-Sheriff - AB 709 Fees_Reporting	307,908	For purchase and maintenance of equipment and furnishings of civil Bureau. 5% can be used for department administration of the civil bureau. Established based on code to support and enhance the Sheriff civil programs.	Ninety-five percent of funds shall be expended to supplement the costs of implementation, maintenance, and purchase of equipment and furnishings the sheriff's civil program. Five percent of the moneys used for administrative costs for managing the civil program.	Govt. Code 26731	Funding includes interest earnings and fine and fee revenues. Slow growth.
Special Revenue Fund	Sheriff	11122-Sheriff - Federal Forf - DOJ_Reporting	1,337,585	Fund was established to accumulate equitably shared funds that are restricted to use law enforcement activities. Typically funds are expended for one time project needs such as deputy housing, large equipment, transportation busses, command center replacement. LE training, drug education and awareness. Asset tracking and accounting.	Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only.	US Code Section 881 (e)(3) of Title 21.	Growth based on unspent prior funds and new case activities.
Special Revenue Fund	Sheriff	11124-Sheriff - DMV ID Fee_Reporting	696,171	Rand board determines use of funds (used for automated mobile and fixed identification devices and finger print identification).	Money allocated to a county shall be expended exclusively to fund programs that enhance the capacity of local law enforcement to provide automated mobile and fixed location fingerprint identification of individuals who may be involved in driving under the influence.	Vehicle Code Section 9250.19	Fee Revenues designated by jurisdiction. Do not accumulate.
Special Revenue Fund	Sheriff	11125-Asset Forfeiture Fund_Reporting	1,292,008	Exclusive to support LE efforts. More broad use compared to other asset forfeiture funds. Used for projects that can not be funded by more restricted funds. No supplantation.	Proceeds distributed pursuant to section 11489, "shall not supplant any state or local funds that would [otherwise] be made available" to the agency. This limitation is an expression of legislative intent that forfeiture proceeds should enhance law enforcement and prosecution resources.	Health and Safety Code 11489	Growth based on unspent prior funds and new case activities.
Special Revenue Fund	Sheriff	11126-JAG - Justice Assistance Grant_Reporting	0	Set up to receive grant funding for various criminal justice based projects.	Bureau of Justice Assistance supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the nation's criminal justice system. Limited to the grant approved use.	0	No built in growth. Funding from JAG successful application and award within a given FY. May be minimal carry forward funds to be used on grant projects as approved.
Special Revenue Fund	Sheriff	11127-Detention - Jail Industries_Reporting	22,854	Fund was developed to receive and separate receipts from sale of commissary items to inmates. Funding used to provide services to inmates in detention facilities.	Funds in a Jail Industries Fund restricted for operation or expansion of the jail industry program or to cover operating and construction costs of county detention facilities, and operating and construction costs of county detention facilities.	SB262 & Penal Code 4328	Growth of funds are tied to commissary sales and other sale activities.
Special Revenue Fund	Sheriff	11320-Sheriff Trial Court Security_Reporting	5,664,071	State revenue specifically allocated for the purpose of providing court security services to the Superior Court.	Trial Court Security Account which shall be used exclusively for Bailiff and security services provided to the Superior Court of Sonoma County.	AB118 Public Safety Realignment Penal Code 30027 ( c ) (1)	State funds based on historical costs. Used in year received. Minimal carry forward balances but not expected to accumulate.

Fund Type	County Department	Fund Title	Estimated 06/30/2020 Balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special Revenue Fund	Sheriff	11322-SH - LLES - Booking Fees_Reporting	27,302	Fund set up to receive revenues from the state. Funds are transferred to General Fund to reduce general fund contribution for the cost of detention services.	Restricted to operational activities for detention of inmates.	AB118 Public Safety Realignment Govt. Code 29553(b)	State Law required the separation of realignment funds. These revenues are based on a state formula and will not accumulate but will be used annually to support the cost of jail operations.
Special Revenue Fund	Sheriff	11324-SH - LLES - ST COPS (LED)_Reporting	225,918	Fund Established as part of 2011 Public Safety Realignment. Funds represent the previous Citizen Option for Public Safety program for the Law Enforcement Division of the Sheriff's Department.	Restricted for Law Enforcement Operations	AB118 Public Safety Realignment Govt. Code 29553(b)	Funds come directly from a portion of state sales tax to fund law enforcement activities.
Special Revenue Fund	Sheriff	11326-SH - LLES - ST COPS (DD)_Reporting	200,507	Fund Established as part of 2011 Public Safety Realignment. Funds represent the previous Citizen Option for Public Safety program for the Detention Division of the Sheriff's Department.	Restricted to operational activities for the detention of adult inmates	AB118 Public Safety Realignment Govt. Code 29553(b)	Funds come directly from a portion of state sales tax to fund law enforcement activities.
Special Revenue Fund	Sheriff	11328-SH - LLES - CAL-EMA_Reporting	51,116	Narcotics related activities specific to grant funding application.	Funds shall be used exclusively for Public Safety Services, as defined, and for specific services, by creating a state-mandated local program. For narcotics enforcement.	AB118 Public Safety Realignment Penal Code 13821 (b)	Funds are not expected to accumulate and will be used for purposes specified in the grant application.
Special Revenue Fund	Sheriff	11330-SH - LCC - AB 109 (LED)_Reporting	0	Local Community Corrections Account which shall be used exclusively for Public Safety Services and programming.	Funds used to implement Community Corrections Partnership plan as approved by the Board of Supervisors.	AB109 & AB118	Funds may show minimal growth if costs are less than appropriated. The ending fund balance will be used to offset costs in the following year. Funding is transferred into this SRF from a trust fund based on approved realignment plan and related budget.
Special Revenue Fund	Sheriff	11332-SH - LCC - AB 109 (DD)_Reporting	1	Local Community Corrections Account which shall be used exclusively for Public Safety Services and programming.	Funds used to implement Community Corrections Partnership plan as approved by the Board of Supervisors.	AB109 & AB118	Funds may show minimal growth if costs are less than appropriated. Funding is transferred into this SRF from a trust fund based on approved realignment plan and related budget.
Special Revenue Fund	Transportation & Pub Works	11051-Roads Fund_Reporting	42,967,462	Road Fund General Operations.	Must be used for Roads, bridges and related purposes. Includes restricted and committed amounts. Excludes non-spendable.	Highway tax code sections 2103-2106	Balance represents the multi-year pavement pgoram.
Special Revenue Fund	Transportation & Pub Works	11052-State Tribal Casino Fund_Reporting	95,966	State Tribal Funds.	To offset impacts of tribal gaming on county roads around the casinos.	Govt Code 12710-12718	Stable growth. Based on agreements between tribal gaming institutions and the state.
Special Revenue Fund	Transportation & Pub Works	11053-Sonoma Valley Development Fee_Reporting	364,740	Traffic Mitigations-interest bearing account. To finance road projects that increase daily average trip vehicle capacity.	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	County Ordinance 5877, Govt Code 6606(a), County Code 26-98-010	Grows from fees on development activity in the area per the ordinance.
Special Revenue Fund	Transportation & Pub Works	11054-Countywide Development Fee_Reporting	7,831,084	Traffic Mitigations-interest bearing account.	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	County Ordinance 5877, Govt Code 6606(a), County Code 26-98-605(b)	Grows from fees on development activity countywide per the ordinance.
Special Revenue Fund	Transportation & Pub Works	11119-PEG Access Fees_Reporting	2,541,149	To promote broader public access to cable television infrastructure and public media content.	Can only be used for expenses to support public, education, and government information for the public's consumption.	Ordinance 5851 ref. to Federal Law	Funding from cable provider revenues grows slowly.

Total Special Revenue 194,328,717

County Department	Fund Title	Estimated Balance 6/30/20	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy
CAO/General Services/Regional Parks	20000-Capital Projects Funds_Reporting	677,152	Accumulates funds for specific multi-year projects as approved by the Board as part of the Capital Projects Plan	Defined by scope of approved project.	Annual Budget

Fund Title	Estimated Fund Balance at June 30, 2020
31135-1997-1 Vinecrest Road_Reporting	637
31140-1997-1 Escrow Fund_Reporting	33,082
31160-Willowside #1_Reporting	212
31305-OSD 2007A Bonds Debt Svc._Reporting	5,574,623
31310-OSD 2007B Bonds Debt Svc._Reporting	0
31405-Tobacco Settlement Bonds 05_Reporting	7,229,455
<b>Total</b>	<b>12,838,009</b>

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41701-So Co Energy Independence Prg_Reporting	1,655,226	Operating Fund.	SCEIP Program only.	-	Based on program use, project assessment repayments and fees.
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41702-SCEIP CEC Revolving Fund_Reporting	-	CEC Revolving Fund.	Energy Rebates, disbursements to property owners (meeting specific requirements), certain admin related expenses.	California Energy Commission	Based on program use, revolving fund, limited growth from interest income.
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41704-SCEIP Special Fund - 10 Year_Reporting	2,641,436	Fund tracks SCEIP Loans issued with 10 Year term	SCEIP Program only.	Board of Supervisors	Based on program use, project assessment repayments and fees.
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41705-SCEIP Special Fund - 20 Year_Reporting	16,857,582	Fund tracks SCEIP Loans issued with 20 Year term	SCEIP Program only.	Board of Supervisors	Based on program use, project assessment repayments and fees.
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41706-SCEIP Special Fund - 20Yr SCWA_Reporting	10,807,912	Fund tracks SCEIP Loans issued with 20 Year term for the Water Agency	SCEIP Program only.	Board of Supervisors	Based on program use, project assessment repayments and fees.
Enterprise Fund	District Attorney	41303-Wetlands Mitigation_Reporting	7,439	To segregate activity related to Wetlands.	Restricted to use on Airport Enterprise.	-	Limited growth from airport wetlands revenues devoted to operations costs.
Enterprise Fund	Regional Parks	41111-Mason's Marina_Reporting	294,554	This fund accounts for the operations of Mason's Marina.	Operations of Marina.	Board of Supervisors	No growth, marina usage revenues spent for operations.
Enterprise Fund	Regional Parks	41205-Spud Point Marina_Reporting	43,506	This fund accounts for the operations of Spud Point Marina.	This fund balance was reserved for the replacement of the ice machine.	Board of Supervisors	Slow accumulation for replacement.
Enterprise Fund	Regional Parks	41501-Sport Fishing Center_Reporting	80,952	This fund accounts for the operations of the Sport Fishing Center.	Operations.	Board of Supervisors	No growth, center usage revenues spent for operations.
Enterprise Fund	Transportation & Pub Works	41121-IWD - Administration_Reporting	1,348,719	Primary Administrative operating Fund for Refuse Enterprise. Large apparent balance is due to the fact that capital/fixed assets are included.	Refuse Enterprise costs only.	-	Limited growth from user fees and interest income, devoted to operations costs.
Enterprise Fund	Transportation & Pub Works	41122-Former Rural Landfills_Reporting	12,528,636	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	-	Pledges of revenue as needed to meet estimated liabilities.
Enterprise Fund	Transportation & Pub Works	41123-Former Urban Landfills_Reporting	9,427,883	For cleanup of potential landfill leaks that may pollute water sources.	Funds are maintained to meet unanticipated costs of landfill leaks.	-	Pledges of revenue as needed to meet estimated liabilities.
Enterprise Fund	Transportation & Pub Works	41124-Co Contingent Liability Resrv_Reporting	14,094,582	For cleanup of potential landfill leaks that may pollute water sources. Negative fund balance is due to liabilities that are amortized over the life of the agreement with Republic.	Funds are maintained to meet unanticipated costs of landfill leaks.	-	Pledges of revenue as needed to meet estimated liabilities.
Enterprise Fund	Transportation & Pub Works	41125-Base Concession Payment Fund_Reporting	26,462	Fund established to account for concession fees collected and distributed per Landfill Settlement Agreement	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	None
Enterprise Fund	Transportation & Pub Works	41126-Co Administrative Costs Fund_Reporting	405,900	To cover County's administrative costs associated with the Landfill Settlement agreement with the cities.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	Limited Growth, designed to cover the costs of administration.
Enterprise Fund	Transportation & Pub Works	41127-CDS Leak Fund_Reporting	2,452,523	Fund established to address potential future leaks at former Central Disposal Site	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	None
Enterprise Fund	Transportation & Pub Works	41128-Sonoma Leak Fund_Reporting	2,308,424	Fund established to address potential future leaks at former Sonoma landfill.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	None

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Enterprise Fund	Transportation & Pub Works	41129-Healdsburg Leak Fund_Reporting	2,730,232	Fund established to address potential future leaks at former Healdsburg landfill.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	None
Enterprise Fund	Transportation & Pub Works	41130-Cloverdale Contingent Liabilit_Reporting	167,278	To track Cloverdale's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41131-Cotati Contingent Liability_Reporting	164,362	To track Cotati's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41132-Healdsburg Contingent Liabilit_Reporting	359,121	To track Healdsburg's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41133-Rohnert Park Contingent Liabil_Reporting	850,333	To track Rohnert Park's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41134-Santa Rosa Contingent Liabilit_Reporting	3,488,792	To track Santa Rosa's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41135-Sebastopol Contingent Liabilit_Reporting	223,551	To track Sebastopol's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41136-Sonoma Contingent Liability_Reporting	212,615	To track Sonoma's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41137-Windsor Contingent Liability_Reporting	498,628	To track Windsor's portion of the Special Concession Payment on Committed City Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41138-County Spec Concess Pymt Fund_Reporting	2,097,350	To track the Special Concession payment collected on County and Self Haul Waste including interest earnings.	May only be used as outlined in the Landfill Settlement Agreement with the Cities	Board of Supervisors/Committed Cities per Settlement Agreement	This will grow dependent on the value of waste collected in the individual city plus interest.
Enterprise Fund	Transportation & Pub Works	41301-Airport Enterprise_Reporting	1,019,647	Primary Operating Fund for Airport Enterprise. Large apparent balance is due to the fact that capital/fixed assets are included.	Restricted to use on Airport Enterprise.	-	Limited growth from airport usage revenues devoted to operations costs.
Enterprise Fund	Transportation & Pub Works	41302-Passenger Facility Charges_Reporting	1,517,114	To segregate activity related to Passenger Facility Charges as required by FAA Regulations.	Funding may only be used for projects meeting specific criteria established by the FAA .	Aviation Safety and Capacity Expansion Act (1990)	Slow growth from fees accumulated for project use.
Enterprise Fund	Transportation & Pub Works	41401-Transit - Article 4_Reporting	443,481	To fund County supported fixed-route transit services (Operations and Capital) and ADA paratransit services. Large apparent balance is due to the fact that capital/fixed assets are included.	Funds can only be used for fixed-route transit operations and capital purposes and ADA paratransit services.	Funds provided under Transit - Article 4 include Local, State and Federal transit funds specifically designated and restricted to fixed-route transit and capital purposes.	Limited growth from fares and state and federal transit funds used for operations.
Enterprise Fund	Transportation & Pub Works	41402-Transit - Article 8_Reporting	535,927	To fund County supported ADA paratransit services.	Funds can only be used for ADA paratransit services.	Regulated by State and Federal agency guidelines	Limited growth from fares and state and federal transit funds used for operations.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Enterprise Fund	Transportation & Pub Works	41403-Transit - OHS Grant Funds_Reporting	1,560	To keep OHS grant funds in a separate interest bearing account as required by funding source.	Can only be used on expenditures allowed by specific grant.	Restricted by guidelines of funding source.	Will only be on an individual grant basis.
Enterprise Fund	Transportation & Pub Works	41404-Transit - Prop 1B - PTMISEA_Reporting	1,906	To keep Prop 1B funds in a separate interest bearing account as required by funding source.	Can only be used on expenditures allowed by specific grant.	Restricted by guidelines of funding source.	Will only be on an individual grant basis.
Enterprise Fund	Transportation & Pub Works	41405-Transit - Article 3_Reporting	0	To fund Sonoma County Bicycle Safety Educaiton Campaign activities.	Can only be used on expenditures allowed by specific grant.	Restricted by guidelines of funding source.	Will only be on an individual grant basis.

**Enterprise Funds Total**      89,293,635

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51305-Unemployment Insurance_Reporting	1,053,294	To collect sufficient revenue via payroll to facilitate unemployment insurance benefits.	For use of unemployment insurance benefits.	Unemployment insurance rates are adopted annually by the Board.	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51405-Human Resource Mgmt System_Reporting	266,581	To annually collect user allo sufficient to pay for the operation of HRMS.	Amounts for HRMS only.	County Policy/ GAAP	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51410-Enterprise Financial System_Reporting	1,761,296	Project implementation, tracks operations and maintenance costs and the associated user cost allocation.	Fund designated specifically for system implementation and support.	0	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51505-SCERA_Reporting	1,261,288	Represents the amount that the Board Approved for Future Year Deposit from 1993 and 2003 POB Normal Cost advances.	Funds Reserved for Future Year Deposit with SCERA.	Board Resolution	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51515-2003A POB_Reporting	20,157,776	To collect sufficient revenue via payroll rates to pay the annual principal and interest payments for this POB.	Funds restricted for payment of Debt Service.	Board Resolution/GAAP	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51520-2003B POB_Reporting	7,078	To collect sufficient revenue via payroll rates to pay the annual principal and interest payments for this POB.	Funds restricted for payment of Debt Service.	Board Resolution/GAAP	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51525-2010 POB_Reporting	8,135,427	To collect sufficient revenue via payroll rates to pay the annual principal and interest payments for this POB.	Funds restricted for payment of Debt Service.	Board Resolution/GAAP	
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51530-Debt Service Rate Norm_Reporting	5,861,143	Carryover Balance due to estimation of payroll rates. Funds used for smoothing of future year rates.	Funds restricted for payment of Debt Service.	Board Resolution 12-0357/GAAP	
Internal Service Fund	Human Resources	51205-Program Administration_Reporting	0	Administration costs for self-funded insurance programs.	To be used for administration costs only or returned to departments in rebate of insurance program rates.	BOS Authority	
Internal Service Fund	Human Resources	51210-Benefits_Reporting	101,698	Benefits administration rates for HR to administer for departments, somewhat new (3-4 years); set it up in ISF as net zero cost, but assumptions were off, allocated more costs to that so made it negative, but have it set up to recover over two years.	To be used for administration costs only or returned to departments in benefits administration rate rebates.	BOS Authority	
Internal Service Fund	Human Resources	51215-Health Insurance_Reporting	10,762,336	Fund balance is comprised of employee and employer contributions and has been reduced for incurred claims that have not been paid as of 6/30/12. The Plan actuary also recommends an additional reserve (of 7.7 mil for 11/12) for claims fluctuations.	Established 1976 - BOS authority.	Grows or decreases annually reflecting premium income and claims expenses.	
Internal Service Fund	Human Resources	51220-Workers Compensation Ins_Reporting	21,569,017	Only for outstanding liability in worker's compensation claims costs and future rate rebates should claims result in lower cost than estimated.	Established 1976 - BOS authority.	Grows or decreases annually reflecting premium income and claims expenses.	
Internal Service Fund	Human Resources	51225-Malpractice Insurance_Reporting	502,601	Reserve to be maintained to fund open and incurred but not reported (IBNR) claims incurred prior to changes in the program through liability period (2016).	Established 1988, changes effective 6/21/92 and 7/1/96. BOS Authority.	No longer growing.	
Internal Service Fund	Human Resources	51230-General Liability Insurance_Reporting	2,956,524	Self-funded Liability Program.	Only for outstanding liability in overall liability insurance program costs and future rate rebates should claims result in lower cost than estimated.	BOS Authority	
Internal Service Fund	Human Resources	51235-Property Insurance Deductibles_Reporting	206,756	\$200k balance to pay for property insurance premium deductibles. Amt is reimbursed annually from General Insurance 006304.	\$200k balance maintained in index.	BOS Authority	
Internal Service Fund	Human Resources	51240-Cty Health Plan - Economic Res_Reporting	12,293,207	County Health Plan Economic Uncertainty Reserve - comprised of employer contributions for health benefits.	To cover expenses when available sources of revenue develop at less than projected levels due to country and state recession or other changes to expected revenues.	BOS Authority	
Internal Service Fund	Human Resources	51245-Non-Tort Liability_Reporting	348,773	Initial funding for non-tort liability claims from 12/13 bond derivative settlement.	Intended for establishment of self-funded Non-Tort Liability Program for non-tort Liability claims.	None	

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Internal Service Fund	Human Resources	51250-Disability Insurance_Reporting	314,861	Self-funded Disability Program General Members (discontinued effective 6/30/10). Balance is under review; may be due to state/federal programs.	Used to cover incurred but not reported claims which may occur over time from period of self insurance or to rebate purchased insurance rates.	Established 1976 - BOS authority. Discontinued 6/30/10.	
Internal Service Fund	Human Resources	51255-VDT_Reporting	4,203	Video Display Terminal (VDT) vision plan was terminated effective FY 10/11 as coverage was included in medical plan benefits. Remaining balance to pay for any outstanding claims.	Since Program has been discontinued for more than 1 year, remaining balance now available.	Established 1988-BOS Authority	
Internal Service Fund	Human Resources	51260-LTD Safety_Reporting	81,349	Self funded Disability Program related to safety members.	In discussion with CAO regarding disbursement of fund balance.	Established 1999- Board authority	
Internal Service Fund	Human Resources	51605-Other Post Employment Benefits_Reporting	1,054,826	ISF created for the implementation of the GASB 75- Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions	Postemployment Benefits Other Than Pensions	GASB75	County OPEB payroll rate collection amount
Internal Service Fund	Transportation & Pub Works	51105-Heavy Equipment ISF_Reporting	760,026	Internal Service fund-Heavy Equipment operations; fixing and fueling equipment.	Roads Equipment Operations.	Department policy	Limited growth based upon usage rates charged on equipment for future replacement.
Internal Service Fund	Water Agency	54005-Equipment Fund_Reporting	33,898	Charges for equipment usage. Internal service fund to consolidate equipment purchases, management overhead, and associated capital project expenditures for equipment used within the Water Agency and its enterprises. Large apparent balance is due to the fact that capital/fixed assets are included.	Internal service fund designated for equipment usage and charges for the agency and various districts, like a pass through/accounting fund.	Board Action establishing the ISF Equipment Fund. Subsequent funding resolutions.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Internal Service Fund	Water Agency	54010-Facilities Fund_Reporting	1,553,005	Charges for facility rents. Internal service fund to consolidate facility debt service, overhead, maintenance and services purchases, for buildings used by the Water Agency and its enterprises. Large apparent balance is due to the fact that capital/fixed assets are included.	Internal service fund designated for facilities costs and charges for the agency and various districts, like a pass through/accounting fund.	Board Action establishing the ISF Facilities Fund. Subsequent funding resolutions.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Internal Service Fund	Water Agency	54015-Power Resources_Reporting	2,923,776	Internal service fund to consolidate and socialize all electrical power purchases, management overhead, and associated capital project expenditures for power used within the Water Agency and its enterprises.	Internal service fund designated for power costs and charges for the agency and various districts, like a pass through/accounting fund.	Board Action #4 July 15, 2008 establishing the ISF Power Fund. Subsequent funding resolutions.	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller. While this fund was not contemplated at the time of the memo, the rationale applies and the guideline has been adopted.

**Total: 93,970,737**

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Ag Preservation and Open Space	13605-Open Space District_Reporting	508,205	Ag and Open Space funded by Measure F quarter-cent sales tax in order to permanently preserve the diverse landscapes of Sonoma County. Began 1990 reauthorized 2006	Operations and acquisitions of Ag Pres & Open Space District	District Board of Directors	0
Special District	Ag Preservation and Open Space	13610-Fiscal Oversight Commission_Reporting	23,833	The Sonoma County Open Space Fiscal Oversight Commissions activities occur in this fund. The Commission began operations on April 1, 2011 in accordance with Reso #10-0832.	Operations and acquisitions of Ag Pres & Open Space District	District Board of Directors	0
Special District	Ag Preservation and Open Space	13615-Stewardship Reserve_Reporting	0	Established prior to June of 1998 for the stewardship of conservation easements (CE) and fee lands not yet opened for public recreation, which are held by the District beyond the District's lifespan.	The stewardship of conservation easements and fee lands not yet opened for public recreation, which are held by the District beyond the District's lifespan.	BOD action on 7/19/05	Slow growth. Based on interest earnings of fund balance.
Special District	Ag Preservation and Open Space	13620-Cooley Reserve_Reporting	144,068	Established for public recreational outings on Cooley Ranch. Last transfer from Authority in January 2002. Donation from seller at closing for the purpose of educational outings.	Educational field outings on Cooley Ranch in Northern Sonoma County.	Sales agreement with landowner.	Slow growth. Based on interest earnings of fund balance.
Special District	Ag Preservation and Open Space	13625-Moore Grant Conservation Ben_Reporting	0	Began on 12/1/11: Grant to be used to support an initiative in Sonoma and Santa Cruz Counties that will evaluate the economic benefits of conservation and educate decision-makers and community leaders about these economic benefits in order to enhance and expand investment in conservation. One of the grant requirements is to calculate and apply interest earnings towards the grant efforts. To ease the financial reporting and the interest apportionment, a separate index was established.	Grant funds for a conservation valuation program.	Funding agreement with the Moore Foundation.	Moderate growth. Based on interest earnings and donations.
Special District	Ag Preservation and Open Space	13635-Operations and Maint. Res_Reporting	6,153,682	Established to fund Operations and Maintenance at APOSD-owned properties, to facilitate initial public access, and to provide initial operating expenses on newly-transferred properties.	In accordance with Measure F, up to 10% of the sales tax revenue generated over the life of the measure can be used for the initial public access, operations maintenance of recreational lands.	Measure F Expenditure Plan	0
Special District	Community Dev Commission	46015-General Administration Fund_Reporting	0	To collect expenditures for CDC and then apply the costs in accordance with current allocation schedules.	Restricted to all uses of other CDC funds.	See all other CDC funds.	This is a "clearing" fund to which expenses are initially charged, and from which they are subsequently distributed to other CDC funds as appropriate.
Special District	Community Dev Commission	46020-CDC Housing Fund_Reporting	3,987,239	To administer local housing programs such as Density Bonus monitoring, 1st Time Homebuyer, and other Deferred-Payment loan programs. Funds are used for home buyer loans as eligible units are resold, and to pay admin costs.	Restricted by Commission Policy for affordable housing programs as authorized by the Board of Commissioners.	Board of Commissioner Policy Decisions; See Resolutions: 87-0163; 94-0518; 98-1106; 03-0002; 04-0810	The fund balance increases and decreases from year to year, depending on level of loan activity and admin costs that are charged for related housing programs.
Special District	Community Dev Commission	46025-MCC Program Fund_Reporting	10,823	To administer a County-wide Mortgage Credit Certificate Program. Funds are used for the administration of the MCC Program as administrative costs are incurred.	Restricted to administration of the Sonoma County Mortgage Credit Certificate Program.	Cooperative Agreement between CDC and 9 incorporated municipalities in the County. Subject to tax code. See Resolutions: 94-1439; 94-1440; 94-1441.	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.
Special District	Community Dev Commission	46030-Mobile Home Ordinance Progs_Reporting	216,134	To administer the Mobile Home Space Rent Ordinance in the unincorporated County and in several local cities. Funds are used to pay administrative and legal costs as they are incurred to implement the MHRSO ordinances in the County and several cities.	Restricted to administration of Mobile Home Space Rent Ordinances (MHRSO).	Board of Supervisors Mobile Home Rent Stabilization Ordinances, and Service Agreements to administer city MHRSOs for incorporated jurisdictions (currently under contract with Windsor, Petaluma, Sebastopol, and Cotati); See Ordinance 4565.	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.
Special District	Community Dev Commission	46035-HAC Employee Program_Reporting	125	To administer "penny per hour" housing assistance programs for County, Agency, and Special District employees represented by SEIU, Local 1021. Funds are used to pay administrative and legal costs incurred to implement the HAC trust fund programs.	Restricted to administration of the Housing Assistance Committee loan programs for SEIU employees.	Board of Supervisors policy decision to fund the "penny per hour" program; SEIU MOU; HAC Labor/Management Committee policy decisions. See Resolution: 95-0806; and MOU between CDC, Auditor-Controller, & Treasurer-Tax Collector	The fund balance increases or decreases from year to year as administrative costs are either less than or more than revenues and fees collected.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Community Dev Commission	46040-County General Funds_Reporting	887,437	To implement County Housing Element programs, and support programs that affordable housing/community development objectives but does not provide adequate administrative funding for viability. Comprised of the annual County GF contribution.	Restricted by Board and Commission Policy and CDC Executive Decisions.	Board of Commissioners and Board of Supervisor Policy Decisions. Annual budget approval process.	No fund balance carry overs. Any fund balance at the end of the year is absorbed by the County for the next year's revenue.
Special District	Community Dev Commission	46045-County Fund For Housing_Reporting	24,383,559	To create, preserve, or promote affordable housing within Sonoma County. Funds are used for new housing rehabilitation loans as eligible applications are received, and for administrative costs to implement the program. About \$9.5M is available for budgeting as \$13M is tied up in loan portfolio assets.	Restricted to loans to developments providing affordable housing opportunities that either increase or preserve the affordable housing stock in the County.	Board of Supervisors and Board of Commissioners Policy Decisions regarding program and CDC loan policies. CAO authority letter in database.	The fund balance increases and decreases from year to year as PRMD permit fees are received and as grants and loans are made.
Special District	Community Dev Commission	46050-Reinvestment & Revitalization_Reporting	432,120	To continue projects of the former Redevelopment Agency that were disallowed by the Department of Finance and to carry out Board specified projects specific to former Redevelopment Areas	Funds may be used at the Board of Supervisors' discretion.	Board established Reinvestment and Revitalization Funding Program	0
Special District	Community Dev Commission	46055-Homeless Outreach Service Team_Reporting	132,689	To engage unsheltered homeless people living near the County's waterways and trails, connect them with services and move them into long-term housing.	Restricted to administer the Homeless Outreach Services Team project	Board of Supervisors direction in agenda items approved 8/19/2014 and 11/4/2014	0
Special District	Community Dev Commission	46065-BEGIN Funded Loans_Reporting	3,262,570	Maintaining affordable housing stock within specified state funded housing complexes by providing low interest loans to homeowners.	Restricted to providing loans to qualified State of California Housing and Community Development Funding Restrictions and local program design.	State of California Housing and Community Development Funding Restrictions and local program.	0
Special District	Community Dev Commission	46105-Comm. Devlp. Block Grant_Reporting	16,762,875	To provide loans and grants to eligible sub recipients for affordable housing, community development, economic development, and public services for lower income persons and lower-income neighborhoods.	Restricted to specified target populations, geographic areas, and eligible uses pursuant to federal regulation.	24 CFR, Part 570; Joint Powers Agreement amongst County and the 7 incorporated jurisdictions of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma, and Windsor. See Resolution: 05-0568; Board Item from 5/8/12.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
Special District	Community Dev Commission	46110-HOME Program_Reporting	14,097,124	Loans to developers and sub recipients for affordable housing. Funds are committed to projects prior to the start of the fiscal year; the fund balance is reserved for the specific projects for which funds were committed and for admin costs to implement.	Restricted to specified target populations, geographic areas, and eligible uses pursuant too federal regulation housing within the community.	24 CFR Part 92. Joint Powers Agreement amongst County and the 7 incorporated jurisdictions of Cloverdale, Cotati, Healdsburg, Rohnert Park, Sebastopol, Sonoma and Windsor. See Resolution: 05-0568; See Joint Powers Agreement; Board Item from 5/8/12.	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
Special District	Community Dev Commission	46115-Emergency Solutions Grant_Reporting	4,508	Provide grants to sub recipients for homeless prevention and assistance. Funds are committed to projects prior to the start of the fiscal year; fund balance is reserved for the specific projects for which funds were committed and for admin costs.	Restricted to general administration and program delivery via grants to local non-profit homeless services agencies.	Department of Housing and Community Development, Emergency Solutions Grants Program, State Regulations, California Code of Regulations Title 25, Division 1, Chapter 7, Subchapter 20. 6/21/2016 Resolution # 16-0245.	0
Special District	Community Dev Commission	46120-Flood Elevation_Reporting	1,536,892	To provide grants to elevate flood-prone structures, particularly in the lower Russian River area.	Restricted to assist pre-approved structures at-risk of future riverine flood damage.	FEMA and CalEMA regulations and program guidebook policy. Resolutions: 97-0320; 97-0321	The fund balance increases and decreases from year to year depending on how quickly funded projects are completed.
Special District	Community Dev Commission	46125-Continuum Of Care Intake_Reporting	4,054	To fund a single point of entry into homeless services as mandated by Housing and Urban Development (HUD)	Coordinated Intake Project expenses (primarily subcontractor costs)	HUD Continuum of Care Program Interim Rule, 24 CFR Part 578	0
Special District	Community Dev Commission	46130-Continuum Of Care Mgmt_Reporting	0	To fund the Continuum of Care Coordination role	Continuum of Care planning projects only	HUD Continuum of Care Program Interim Rule, 24 CFR Part 578	0
Special District	Community Dev Commission	46135-CalHome Rehabilitation_Reporting	1,210,132	Provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County. Funds committed to projects prior to the start of the FY; fund balance reserved for the specific projects committed, and for admin costs.	Restricted to providing loans to qualified State of California Housing and Community Development Funding Restrictions and local program design. Homeowners to complete health and safety modification and repairs to their homes.	State of California Housing and Community Development Funding Restrictions and local program design.	The fund balance increases or decreases from year to year depending on how quickly funded projects are completed.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Community Dev Commission	46140-R&R Funded HRLP & CRLP_Reporting	1,978,662	Provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County and repairs and improvements to local businesses. Funds committed to projects prior to the start of the FY; fund balance reserved for the specific projects committed, and for admin costs.	Restricted to providing loans to qualified homeowners and businesses in Sonoma County per the local program design. Homeowners to complete health and safety modification and repairs to their homes.	Board of Supervisors and Board of Commissioners Policy Decisions regarding program and CDC loan policies.	0
Special District	Community Dev Commission	46205-C of C Rental Assistance_Reporting	35,509	To provide rental assistance in connection with supportive services for homeless people with disabilities. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Use of funding is restricted to Shelter Plus Care program administration.	24 CFR Part 582; Resolution: 07-0440	The fund balance increases or decreases over time as grants are received and the number, size, & income level, and rents charge for assisted households changes.
Special District	Community Dev Commission	46210-Housing Choice Voucher Prog._Reporting	2,659,385	HUD Housing Choice Voucher Program - Rental Assistance. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.	Restricted to use for the Housing Choice Voucher (Section 8) rental assistance program.	Housing and Urban Development Funding Regulations. Health and Safety Code sections; 24 CFR Part 982. See Resolutions: 09-0003; 11-0166	The fund balance increases and decreases from year to year depending on the level of funds received and the number, size, income level & rents charged for assisted households changes.
Special District	Community Dev Commission	46215-Homeless Mgmt. Inf. Systems_Reporting	0	To operate the Homeless Information Management System (HMIS) for the local Continuum of Care. Funds are used for administration, management, and data collection for the HMIS.	Restricted to data collection and management of the HMIS.	24 CFR Par 583; Resolution: 07-0440	The fund balance increases or decreases from year to year as new grant funds are received and administrative costs are incurred.
Special District	Community Dev Commission	46305-LMIHAF - Sonoma City_Reporting	6,544,263	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sonoma by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	ABx1 26, AB1484 and CA Community Redevelopment Law sections related to Low-Mod Housing Dollars	Fund balance increases or decreases as loans are made and paid off and rental revenue and expense is incurred.
Special District	Community Dev Commission	46310-LMIHAF - Sebastopol City_Reporting	4,736,010	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sonoma by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	ABx1 26, AB1484 and CA Community Redevelopment Law sections related to Low-Mod Housing Dollars	0
Special District	Community Dev Commission	46315-LMIHAF - Roseland_Reporting	852,136	Low-Mod Income Housing Asset Fund for assets transferred from the Roseland RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	ABx1 26, AB1484 and CA Community Redevelopment Law sections related to Low-Mod Housing Dollars	Fund balance increases or decreases as loans are made and paid off and rental revenue and expense is incurred.
Special District	Community Dev Commission	46320-LMIHAF - Sonoma Valley_Reporting	3,940,563	Low-Mod Income Housing Asset Fund for assets transferred from the Springs RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	ABx1 26, AB1484 and CA Community Redevelopment Law sections related to Low-Mod Housing Dollars	Fund balance increases or decreases as loans are made or paid off.
Special District	Community Dev Commission	46325-LMIHAF - Russian River_Reporting	4,006,117	Low-Mod Income Housing Asset fund for assets transferred from the Russian River RDA by act of law.	Loans, grants, and administration of affordable housing programs in specified geographic area.	ABx1 26, AB1484 and CA Community Redevelopment Law sections related to Low-Mod Housing Dollars	Fund balance increases or decreases as loans are made or paid off.
Special District	Community Dev Commission	46330-LMIHAF Admin Cost Fund_Reporting	453,877	Low-Mod Income Housing Asset fund for administration of the Low-Mod Income Housing Assets transferred from former Redevelopment Agencies.	Administration of housing assets transferred from former Redevelopment Agencies and Low-Mod Income Housing use.	LMIHAF Policy as approved by the Board of Supervisors and the Board of Commissioners on August 19, 2014	0
Special District	Community Dev Commission	46335-Village Green II USDA Project_Reporting	1,632,354	Low-Mod Income Housing Asset fund for assets transferred from the City of Sonoma by act of law.	USDA Rural Development Regulations restrict use for purposes of project expenses related to the development	USDA Rural Development Regulations	0
Special District	Community Dev Commission	46340-Rental Properties_Reporting	150,799	Low-Mod Income Housing Asset fund for assets transferred from the City of Sebastopol by act of law.	Use of funding restricted to maintenance and management of housing assets in compliance sith the LMIHAF policy	LMIHAF Policy as approved by the Board of Supervisors and the Board of Commissioners on August 19, 2014	0
Special District	District Attorney	13125-CSA #40 Fire-Fitch Mountain_Reporting	10,633	For Enhanced Fire Protection in the CSA#40 FS-Fitch Mountain.	For Enhanced Fire Protection in the CSA#40 FS-Fitch Mountain.	Resolution 93-0827	Operational fund, limited growth from tax revenues.
Special District	District Attorney	15119-CSA #41 LD - West Side_Reporting	8,065	Lighting maintenance in West Side.	Lighting maintenance in West Side.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	District Attorney	45530-CSA #41 Jenner - Reserve #2_Reporting	8,024	Water District.	Jenner Water District Reserve 2 to be held until loan defeasance.	Resolution 07-0920 approved a loan with the Safe Drinking Water State Revolving fund	Limited growth for occasional projects.
Special District	Fire/Emergency Services	13115-CSA #40 Fire-Dry Creek_Reporting	176,708	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	Resolution 97-0268	Operational fund, limited growth from tax revenues.
Special District	Fire/Emergency Services	13130-CSA #40 Fire-Wilmar_Reporting	277,221	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	Resolution 97-0267	Operational fund, limited growth from tax revenues.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Fire/Emergency Services	13305-CFD #4 Wilmar_Reporting	0	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	For Enhanced Fire Protection in the CSA#40 FS-Wilmar.	Resolution 97-0267	Operational fund, limited growth from tax revenues.
Special District	Fire/Emergency Services	13315-CFD #5 Dry Creek_Reporting	15,125	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	For Enhanced Fire Protection in the CSA#40 FS-Dry Creek (aka Sotoyome).	Resolution 97-0268	Operational fund, limited growth from tax revenues.
Special District	Fire/Emergency Services	13325-CFD #7 Mayacamas_Reporting	58,774	For Enhanced Fire Protection in the CSA#40 FS-Mayacamas.	For Enhanced Fire Protection in the CSA#40 FS-Mayacamas.	Resolution 99-1190	Operational fund, limited growth from tax revenues.
Special District	Fire/Emergency Services	44515-Penngrove SZ-Bonds_Reporting	11,079	Accumulate and disburse funds for repayment of general obligation bonds.	Debt service.	voter approved general obligation bond	No increases anticipated.
Special District	Fire/Emergency Services	45210-CSA #41 - Fitch Mnt Constr_Reporting	11,907	Water District.	Fitch Mountain Water District Construction.	Resolution 88-0267 approved a State Water Resources loan and grant to acquire and rehabilitate the Fitch Mountain Water System	Limited growth for occasional projects.
Special District	Fire/Emergency Services	46060-CalWORKS Housing Support Prgm_Reporting	11,966	To issue the checks and perform other administrative work of the SonomaWORKS program.	Restricted to administer the SonomaWORKS program.	MOU between Human Services Department and the Sonoma County Community Development Commission	0
Special District	Fire/Emergency Services	13105-CSA #40 Fire Services_Reporting	4,629,881	For Fire Protection within CSA#40.	For Fire Protection within CSA#40.	Resolution 93-0827/ Prop 13 allocations	Operational fund, limited growth from tax revenues.
Special District	Human Services	13395-IHSS Public Authority_Reporting	619,936	Established to be employer of record for in-home supportive services.	Must be used to provide in-home supportive services.	Established under Welfare and Institutions code 12302.25 & Sonoma County Ordinance Article XXIV Sec. 2	No growth intended to zero out annually. Operational fund.
Special District	Permit Sonoma	45105-CSA 41 Sanitation - Sea Ranch_Reporting	192,715	Fund ongoing monitoring, maintenance and inspection of septic waste water treatment systems in Sea Ranch Zone2 serving properties that are not connected to sewer. Operations and management of septic waste water treatment systems.	Operations and management of septic waste water treatment systems in the zone.	Ordinance 3904 dated August 16, 1988	Varies, funded by resident charges, expended when appropriate projects and necessities arise.
Special District	Regional Parks	15045-CSA #41 Parks - Sonoma Valley_Reporting	253,520	Offset operational and maintenance expense at five Sonoma Valley Parks.	For O & M at Larson, Ernie Smith, Moran Goodman.	Board of Supervisors	Slow to no growth. Revenues based on property tax receipts.
Special District	Regional Parks	15050-CSA #41 Parks - SV Ernie Smith_Reporting	0	Capital improvements at Ernie Smith.	Capital Improvements.	Board of Supervisors	No growth. Fund used to pay for specific capital projects.
Special District	Regional Parks	15055-CSA #41 Parks - SV Larsen_Reporting	381	Capital improvements at Larson.	Capital Improvements.	Board of Supervisors	No discernible growth.
Special District	Transportation & Pub Works	13015-Rio Nido GHAD_Reporting	97,410	Geological Hazardous Abatement Dist. Improv-Maint.	Yes.	Resolution 99-0418	Original funding deposit, now interest only, limited growth.
Special District	Transportation & Pub Works	13335-Bittner Lane Perm. Road Dist_Reporting	5,752	Road maintenance on non-county road.	Road maintenance on Bittner Lane.	Street & Hwy code 1160-1197, Resolution 00360-1	Limited growth from property taxes for maintenance and replacement costs.
Special District	Transportation & Pub Works	13340-Mill Creek Ln Perm. Rd. Dist_Reporting	176,594	Road maintenance on non-county road.	Road maintenance on Mill Creek Lane.	Street & Hwy code 1160-1197, Resolution 11069-1	Limited growth from property taxes for maintenance and replacement costs.
Special District	Transportation & Pub Works	13345-Mirabel Height Perm. Rd. Dist_Reporting	16,448	Road maintenance on non-county road.	Road maintenance on Mirabel Heights.	Street & Hwy code 1160-1197, Resolution 21665	Limited growth from property taxes for maintenance and replacement costs.
Special District	Transportation & Pub Works	13350-Monte Rosa Perm. Road Dist_Reporting	29,839	Road maintenance on non-county road.	Road maintenance in Monte Rosa Division #1.	Street & Hwy code 1160-1197, Resolution 19850	Limited growth from property taxes for maintenance and replacement costs.
Special District	Transportation & Pub Works	13355-Peaks Pike Perm. Road Dist_Reporting	39,227	Road maintenance on non-county road.	Road maintenance on Peaks Pike Rd.	Street & Hwy code 1160-1197, Resolution 16402	Limited growth from property taxes for maintenance and replacement costs.
Special District	Transportation & Pub Works	13360-Canon Manor Maint. Ops_Reporting	531,088	Road Maint. /Operations-Private Roads.	Yes.	Fee Assessment per parcel Reso. 01-1318 and O/M Fund Establishment Reso. 09-0534	Limited growth from property assessments only.
Special District	Transportation & Pub Works	15015-CSA #41 Lighting - Roseland_Reporting	532,230	Lighting District.	Lighting maintenance in Roseland area district.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15025-CSA #41 Lighting - Meadowlark_Reporting	19,745	Lighting Assessment District.	Lighting maintenance in Meadowlark area district.	Lighting & Landscaping Act of 1972- Streets & Highway Code 22500 and following, Resolution 05-0266	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15035-CSA #41 Lighting - ALW Zone 5_Reporting	131	Lighting District.	lighting maintenance in Airport Larkfield Wikiup Zone 5.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15065-CSA #41 Airport Center Light_Reporting	0	Lighting District.	Lighting maintenance in Airport Business Center.	0	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15101-CSA #41 LD - Countywide_Reporting	2,832,684	Lighting District	Lighting maintenance.	0	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15102-CSA #41 LD - Belmont Terrace_Reporting	39,827	Lighting maintenance in Belmont Terrace.	Lighting maintenance in Belmont Terrace.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15103-CSA #41 LD - Carmet_Reporting	106,861	Lighting maintenance in Carmet.	Lighting maintenance in Carmet.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Transportation & Pub Works	15104-CSA #41 LD - Cinnabar_Reporting	160,725	Lighting maintenance in Cinnabar.	Lighting maintenance in Cinnabar.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15105-CSA #41 LD - Countryside Manor_Reporting	13,259	Lighting maintenance in Countryside Manor.	Lighting maintenance in Countryside Manor.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15106-CSA #41 LD - Forestville_Reporting	161,668	Lighting maintenance in Forestville.	Lighting maintenance in Forestville.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15107-CSA #41 LD - Geyserville_Reporting	99,658	Lighting maintenance in Geyserville.	Lighting maintenance in Geyserville.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15108-CSA #41 LD - Graton_Reporting	300,266	Lighting maintenance in Graton.	Lighting maintenance in Graton.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15109-CSA #41 LD - Guerneville_Reporting	962,851	Lighting maintenance in Guerneville.	Lighting maintenance in Guerneville.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15110-CSA #41 LD - Jenner_Reporting	200,674	Lighting maintenance in Jenner.	Lighting maintenance in Jenner.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15111-CSA #41 LD - Madrone Acres_Reporting	195,355	Lighting maintenance in Madrone Acres.	Lighting maintenance in Madrone Acres.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15112-CSA #41 LD - Monte Rio_Reporting	251,430	Lighting maintenance in Monte Rio.	Lighting maintenance in Monte Rio.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15113-CSA #41 LD - Pacific View_Reporting	5,532	Lighting maintenance in Pacific View.	Lighting maintenance in Pacific View.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15114-CSA #41 LD - Penngrove_Reporting	156,179	Lighting maintenance in Penngrove.	Lighting maintenance in Penngrove.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15115-CSA #41 LD - Rio Nido_Reporting	409,905	Lighting maintenance in Rio Nido.	Lighting maintenance in Rio Nido.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15116-CSA #41 LD - South Park_Reporting	36,438	Lighting maintenance in South Park.	Lighting maintenance in South Park.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15117-CSA #41 LD - Summer Home_Reporting	60,256	Lighting maintenance in Summer Home Park.	Lighting maintenance in Summer Home Park.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15118-CSA #41 LD - Vly of the Moon_Reporting	1,567,557	Lighting maintenance in Valley of the Moon.	Lighting maintenance in Valley of the Moon.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15120-CSA #41 LD - Woodside_Reporting	49,997	Lighting maintenance in Woodside Club.	Lighting maintenance in Woodside Club.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	15201-So. Santa Rosa Light/Landscape_Reporting	119,674	Lighting District	Lighting maintenance.	Resolution 91-1016 formed district, Resolution 93-0969 levied assessment pursuant to Landscaping & Lighting Act of 1972	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	45205-CSA #41 - Fitch Mnt Operations_Reporting	639,529	Water District.	Fitch Mountain Water District Maintenance.	Resolution 76-54579 created CSA#24 Fitch Mountain. Resolution 93-1589 reorganized CSA#24 into CSA#41	limited growth from water sales for operational costs.
Special District	Transportation & Pub Works	45215-CSA #41 - Fitch Mnt Debt Svc_Reporting	1	Water District.	Fitch Mountain Water District Debt Service.	Resolution 88-0267 approved a State Water Resources loan and grant to acquire and rehabilitate the Fitch Mountain Water System	Assessments and liability for debt service.
Special District	Transportation & Pub Works	45220-CSA #41 - Fitch Mnt Water Res_Reporting	0	Water District.	Fitch Mountain Water District Reserve Fund.	Resolution 88-0267 approved a State Water Resources loan and grant to acquire and rehabilitate the Fitch Mountain Water System	Limited growth for occasional projects.
Special District	Transportation & Pub Works	45305-CSA #41 Water - Salmon Creek_Reporting	112,457	Water District.	Salmon Creek Water District Operations.	Resolution 86-2264 created CSA#32 Salmon Creek. Resolution 93-1589 reorganized CSA#32 into CSA#41	Limited growth from water sales for operational costs.
Special District	Transportation & Pub Works	45310-CSA #41 Salmon Crk - Const_Reporting	3,887	Water District.	Salmon Creek Water District Construction.	Resolution 88-1312 accepted a loan and grant from the State Dept of Water Resources to acquire and rehabilitate the Salmon Creek Water System	Limited growth for occasional projects.
Special District	Transportation & Pub Works	45315-CSA #41 Salmon Crk - Debt Sv 2_Reporting	69,148	Lighting maintenance in WAT-Salmon Creek.	Lighting maintenance in WAT-Salmon Creek.	Streets & Highway Code 19180.1, Ordinance 2639	Limited growth from property taxes for operations and replacement costs.
Special District	Transportation & Pub Works	45320-CSA #41 Salmon Crk - Res #2_Reporting	1	To build required reserve related to debt service payment on system improvements funded by USDA Loan	0	Funds required for USDA Loan for System Improvements	0
Special District	Transportation & Pub Works	45325-CSA #41 Salmon Crk - Depr Res_Reporting	16,140	To build required reserve related to debt service payment on system improvements funded by USDA Loan	0	Funds required for USDA Loan for System Improvements	0

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Transportation & Pub Works	45405-CSA #41 Water - Freestone_Reporting	0	Water District.	Freestone Water District Operations.	Resolution 87-2087 created CSA#33 Freestone. Resolution 93-1589 reorganized CSA#33 into CSA#41	Limited growth from water sales for operational costs.
Special District	Transportation & Pub Works	45410-CSA #41 Freestone - Const_Reporting	4,084	Water District.	Freestone Water District Construction.	Resolution 90-1797 approved loan and grant from the State Water Resources Dept to rehabilitate Freestone Water System	Limited growth for occasional projects.
Special District	Transportation & Pub Works	45415-CSA #41 Freestone DS_Reporting	24,610	Debt Service Account for Loan needed for System Improvements.	Freestone Water District Debt Service Payments.	0	0
Special District	Transportation & Pub Works	45505-CSA #41 Water - Jenner_Reporting	0	Water District.	Jenner Water District Operations.	Resolution 88-0970 created CSA#34 Jenner. Resolution 93-1589 reorganized CSA#34 into CSA#41	Limited growth from water sales for operational costs.
Special District	Transportation & Pub Works	45510-CSA #41 Jenner - Construction_Reporting	0	Water District.	Jenner Water District Construction.	Resolution 89-1327 approved a grant and loan under the 1984 State Safe Drinking Water Bond Act to acquire and rehabilitate the Jenner Water System	Limited growth for occasional projects.
Special District	Transportation & Pub Works	45515-CSA #41 Jenner - Debt Service_Reporting	122,582	Water District.	Jenner Water District Debt Service payments.	Resolution 89-1327 approved a grant and loan under the 1984 State Safe Drinking Water Bond Act to acquire and rehabilitate the Jenner Water System	Assessments and liability for debt service.
Special District	Transportation & Pub Works	45520-CSA #41 Jenner - Reserve_Reporting	52,571	Water District.	Jenner Water District Reserve to be held until loan defeasance.	Resolution 89-1327 approved a grant and loan under the 1984 State Safe Drinking Water Bond Act to acquire and rehabilitate the Jenner Water System	Limited growth for occasional projects.
Special District	Transportation & Pub Works	45525-CSA #41 Jenner - Debt Svc #2_Reporting	17,502	Water District.	Jenner Water District Debt Service 2 payments.	Resolution 07-0920 approved a loan with the Safe Drinking Water State Revolving fund	Assessments and liability for debt service.
Special District	Water Agency	14015-SCWA General Fund_Reporting	3,708,728	Provide for general Agency overhead expenses; all Agency Labor; and ultimate emergency reserve for the Agency. Levels and uses set per Dec 18, 2003 memo to CAO and Auditor-Controller.	Property tax allocation is primary source of revenue. Other restrictions only from Agency Charter and general restrictions on uses of government funds.	Agency Charter - Founding legislation and Government Code. Budget approval, appropriations, adjustments, and agenda items brought to Board of Directors	Growth dependent on Property Tax Revenues.
Special District	Water Agency	14020-Spring Lake Park_Reporting	2,895,948	Provide for the maintenance, operations, and capital expenses associated with Spring Lake Park. County Parks operates the park and Water Agency owns it as a flood control project.	Property taxes, Fees for Services, Concession Revenue for the fund purpose.	Budget approval by Agency Board of Directors.	The Agency through the flood control zone, owns Spring Lake Park and we pay County Parks to operate it. The fund should be stable at roughly 3 months of expenses per Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	14025-Waste/Recycled Water Loan_Reporting	629,339	To provide interim financing for Waste/Recycled water projects.	Used for encumbrances.	Established in FY 98-99 Board approved budget	In active at this time. If used again it will be funded out of the Agency General Fund.
Special District	Water Agency	14030-Sustainable/Renewable Energy_Reporting	94,119	Investigate and implement renewable energy projects for the Water Agency.	Property tax allocation transferred to the fund from the Agency General Fund.	Budget and Agenda Item / Contract Approval by the Board of Directors	Fund is dependent on Agency General Fund and will have changes in fund balance based on projects being funded.
Special District	Water Agency	14105-Zone 1A Laguna Mark West_Reporting	4,861,428	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	The fund goes up and down depending on the cost of projects and timing of permits, etc.
Special District	Water Agency	14110-Zone 2A Petaluma_Reporting	5,286,128	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	The fund goes up and down depending on the cost of projects and timing of permits, etc.
Special District	Water Agency	14115-Zone 3A Valley of the Moon_Reporting	4,387,004	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	N/A
Special District	Water Agency	14120-Zone 5A Lower Russian River_Reporting	1,364,400	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	The fund goes up and down depending on the cost of projects and timing of permits, etc.
Special District	Water Agency	14125-Zone 7A North Coast_Reporting	52,272	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	The fund goes up and down depending on the cost of projects and timing of permits, etc.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Water Agency	14130-Zone 8A South Coast_Reporting	2,528,661	Flood control in specified geographic region.	Property tax allocation for fund purpose.	Board Ordinance? Prop 13 allocation	The fund goes up and down depending on the cost of projects and timing of permits, etc.
Special District	Water Agency	14135-Warm Springs Dam_Reporting	15,744,168	Operation and maintenance portion of Warm Springs Dam and the Dry Creek channel immediately below the dam for both water supply and flood control.	O & M expenses for WSD and Dry Creek channel - transfer of tax proceeds to debt service fund.	voter approved measure for construction and funding of dam	This fund is not growing. It is paying for the Dry Creek Habitat Restoration projects per the Biological Opinion. It also transfers money from the sale of Treasury Strips to the Debt Service Fund to pay the USACE for building WSD.
Special District	Water Agency	43101-Occidental CSD_Reporting	416,545	These funds were contributed to the District from the Water Agency to fund the District's Conservation Program. This balance is adjusted each year based upon actual conservation expenses incurred by the District offset by any additional Agency contributions.	Dedicated to expenses Occidental Districts incurs related to the Conservation Program.	0	Fluctuates based on expenses.
Special District	Water Agency	43102-Occidental CSD Expansion_Reporting	438,306	Expansion/improvement of sewer systems & facilities.	For purpose of fund.	ab1600 - connection fees charged must be used only for the system improvements	Fund would temporarily grow if a capital project was being built in Occidental service area.
Special District	Water Agency	43201-Russian River CSD_Reporting	571,604	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller. While this fund was not contemplated at the time of the memo, the rationale applies and the guideline has been adopted.
Special District	Water Agency	43202-Russian River - Expansion_Reporting	114,177	Expansion/improvement of sewer systems & facilities.	For purpose of fund.	ab1600 - connection fees charged must be used only for the system improvements	Fund would temporarily grow if a capital project was being built in Russian River service area.
Special District	Water Agency	43203-Russian River - Revenue Bonds_Reporting	397,631	Accumulate and disburse funds for repayment of 1981 revenue bonds.	Debt service.	bond documents and approval by the Board of Directors	Only used to pay debt service. No growth expected.
Special District	Water Agency	43204-Russian River - Bonds_Reporting	49,306	Accumulate and disburse funds for repayment of 1979 general obligation bonds.	Debt service.	voter approved general obligation bond	Only used to pay debt service. No growth expected.
Special District	Water Agency	43205-Russian River - Rev Bonds Res_Reporting	121,250	Required reserve per State funding agreement.	Required reserve.	State loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	43206-Russian River - State Loan Res_Reporting	2,484	Required reserve per loan documents with State Water Resources Control Board.	Required reserve.	loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	43207-RRCSD 3rd Unit WCRF_Reporting	2,145	Required reserve per loan documents with State Water Resources Control Board.	Required reserve.	loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	43301-Sonoma Valley CSD_Reporting	10,108,554	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	43302-Sonoma Valley - Expansion_Reporting	13,259,552	Expansion/improvement of sewer systems & facilities.	Expansion/improvement of sewer systems & facilities in district.	ab1600 - connection fees charged must be used only for the system improvements	Fund would temporarily grow if a capital project was being built in Sonoma Valley service area.
Special District	Water Agency	43305-Sonoma Valley - Revenue Bonds_Reporting	1,254,490	Accumulate and disburse funds for payment of 1998 and 2005 revenue bonds.	Debt service.	bond documents and approval by the Board of Directors	Only used to pay debt service. No growth expected.
Special District	Water Agency	43306-Sonoma Valley-Rev Bnd Proj Fnd_Reporting	0		0	0	0
Special District	Water Agency	43307-Sonoma Valley - SRF Loan_Reporting	173,504	Payment of State loan which financed tertiary treatment upgrades at SV treatment plant.	Debt service.	bond documents and approval by the Board of Directors	Only used to pay debt service. No growth expected.
Special District	Water Agency	43308-Sonoma Valley - SRF Loan Res_Reporting	377,317	Accumulation of required loan reserve amount.	Debt service.	loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	43309-Sonoma Valley - State Loan Res_Reporting	162,765	Required reserve per loan documents with State Water Resources Control Board.	Debt service.	loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	43310-Sonoma Valley - Wet Wtr Mit_Reporting	310,976	Mitigation fees to address potential capacity deficiency related to a development project	Public improvements to mitigate the effect of the Sonoma Springs Housing Development on Sonoma Valley Sanitation District collection and treatment capacity.	California code 66001 requires SVCSO to demonstrate a reasonable relationship between fees collected as the condition for the approval of a development project and public facilities financed by the fee.	0

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Water Agency	43401-South Park CSD_Reporting	3,423,420	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller. While this fund was not contemplated at the time of the memo, the rationale applies and the guideline has been adopted.
Special District	Water Agency	43402-South Park - Expansion_Reporting	2,557,979	Expansion/improvement of sewer systems & facilities.	Sewer service and related in the specified area.	ab1600 - connection fees charged must be used only for the system improvements	Fund would temporarily grow if a capital project was being built in South Park service area.
Special District	Water Agency	43403-SPCSD 2000/2005/2017 Rev Bonds_Reporting	468,177	Accumulate and disburse funds for payment of 2005 refunding revenue bonds.	Debt service.	loan agreement	No growth expected once 1 year of debt service has been accumulated.
Special District	Water Agency	44105-Russian River Projects_Reporting	6,729,604	Charges to Marin Municipal Water and North Marin Water in lieu of property taxes paid by Sonoma County for construction of Warm Springs Dam.	Management of the Russian River system flows and related projects.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Fund balance reserve target set by Dec 18, 2003 memo from Randy Poole and Rod Dole to Mike Chrystal.
Special District	Water Agency	44110-Recycled Water Fund_Reporting	402,677	Transfer from the General Fund. In the past this fund was used to promote recycled water projects.	Designated for recycled water projects but could be repurposed.	Budget approval by Agency Board of Directors.	Small fund balance maintained .
Special District	Water Agency	44205-Water Transmission System_Reporting	8,957,634	Operate and Maintain the water production and distribution systems. Capital projects associated with the water production and distribution system. Wholesale water charges, sale of hydro-electric power, and bond financing.	Collection of all wholesale water charges and transfer of revenue to sub-funds per the Restructured Agreement and purpose of the funds.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller
Special District	Water Agency	44210-Water Management Planning_Reporting	290,641	Water sales revenue for fund expenses associated with Water Planning, including the Urban Water Management Plan.	Restricted to functions related to the Urban Water Management Plan.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds flowing through this will increase as the next Urban Water Management Plan is worked on in about three years.
Special District	Water Agency	44215-Watershed Planning/Restoration_Reporting	8,379,782	Water sales revenue for fund expenses associated with Watershed Planning and Restoration for which the Water Contractors are responsible, including compliance with parts of the Biological Opinion .	Restricted to functions for water contractor work on watershed planning and restoration.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds and flows through will increase as water contractors pay for the elements of the Biological Opinion which are their responsibility.
Special District	Water Agency	44220-Recycled Water/Local Supply_Reporting	279,938	Water sales revenue for fund expenses associated with development of Recycled Water use programs and improvements to Local Water Supply for which the Water Contractors are responsible.	Designated for recycled water projects.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	No increases anticipated.
Special District	Water Agency	44225-Water Conservation_Reporting	878,784	Water sales revenue for fund expenses associated with development of water conservation projects for which the Water Contractors are responsible.	Designated to fund conservation projects with water contractors.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Temporary increases may occur if water contractors start making payments ahead of when they do projects.
Special District	Water Agency	44230-Santa Rosa Aqueduct Capital_Reporting	8,097,351	Financing and prefunding of capital projects associated with the Santa Rosa Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Santa Rosa Aqueduct for the purpose of the fund.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.
Special District	Water Agency	44235-Petaluma Aqueduct Capital_Reporting	6,465,264	Financing and prefunding of capital projects associated with the Petaluma Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Petaluma Aqueduct for the purpose of the fund.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Water Agency	44240-Sonoma Aqueduct Capital_Reporting	135,621	Financing and prefunding of capital projects associated with the Sonoma Aqueduct as defined by the Restructured Agreement.	Voluntary charges by the water contractors which receive water from the Sonoma Aqueduct for the purpose of the fund.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds built up depending on funding levels set by water contractors and the eventual application of the funds to a pipeline project.
Special District	Water Agency	44250-Storage Facilities_Reporting	698,309	Finance capital projects for Storage Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Finance capital projects for Storage Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds built up via water sales to fund Storage projects.
Special District	Water Agency	44260-Common Facilities_Reporting	12,058,257	Finance capital projects for Common Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.	Restricted for purposes of the bond proceeds, specifically for various capital facilities projects per agreement.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	Funds should only be available during construction of Common Facilities projects.
Special District	Water Agency	44265-SCWA - ST DWR - Debt CX107_Reporting	139,992	Water sales revenue. Debt service for State Loan for Collector 6.	Debt service.	Loan agreement	No significant build up of fund balance.
Special District	Water Agency	44270-SCWA - ST DWR - Reserve CX107_Reporting	4,500	Accumulation of required loan reserve amount.	Required reserves.	Loan agreement	Only to the required 1 year annual debt service.
Special District	Water Agency	44275-Common Facilities Rev Bonds_Reporting	75,833	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44280-Storage Facilities Rev Bonds_Reporting	39,981	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44285-Sonoma Aqueduct Revenue Bnds_Reporting	131,006	Water sales revenue for 2003 Revenue Bond debt service. These bonds have been refinanced and retired within the last 6 months.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44290-Storage Fac Rv Bonds 2006/2015_Reporting	102,903	Water sales revenue for 2006 Revenue Bond debt service.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44295-Common Fac Rev Bonds 2006/2015_Reporting	900,116	Water sales revenue for 2006 Revenue Bond debt service.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44300-North Marin Water Deposit_Reporting	186,845	North Marin deposit of funds in lieu of participation in debt service for financing Common Facility capital projects.	North Marin's share of Common Facility construction costs.	Restructured Agreement for Water Supply and its predecessor agreements. 1991 and 1996 Agreements for water with Marin Municipal Water District. Budget approval by Board of Directors	No significant build up of fund balance.
Special District	Water Agency	44305-Sonoma AQ Revenue Bonds 2015_Reporting	1,011,658	Water sales revenue for 2015 Revenue Bond debt service.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44310-Common Fac Revenue Bonds 2019_Reporting	8,160,114	Water sales revenue for 20019 Revenue Bond debt service.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44315-Sonoma Aq Revenue Bonds 2019_Reporting	2,183,525	Water sales revenue for 2019 Revenue Bond debt service.	Debt service.	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44405-Sea Ranch SZ1-General_Reporting	727,822	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	44410-Sea Ranch SZ1-Expansion_Reporting	311,057	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within Sea Ranch district.	ab1600 - connection fees charged must be used only for the system improvements	Fund balance reserve target set by Dec 18, 2003 memo fromto CAO and Auditor-Controller.
Special District	Water Agency	44505-Penngrove SZ-General_Reporting	256,462	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo fromto CAO and Auditor-Controller.
Special District	Water Agency	44510-Penngrove SZ-Expansion_Reporting	389,332	Expansion/improvement of sewer systems & facilities	Restricted to construction projects within Penngrove district.	ab1600 - connection fees charged must be used only for the system improvements	Will depend on projects, but no big projects are anticipated at this time.
Special District	Water Agency	44605-Geyserville SZ-General_Reporting	92,835	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 balance	Purpose of Fund	Restrictions on Use of Fund Balance	Legal Authority for Restrictions Statute/Ordinance/Resolution/Policy	Annual Growth or Contribution
Special District	Water Agency	44610-Geyserville SZ-Expansion_Reporting	201,299	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within Geyserville district.	ab1600 - connection fees charged must be used only for the system improvements	Will depend on projects, but no big projects are anticipated at this time.
Special District	Water Agency	44615-Geyserville SZ-Bonds_Reporting	198,702	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	44705-A.L.W. SZ-General_Reporting	1,882,253	Collection treatment and disposal of effluent in geographic region.	Sewer service and related in the specified area.	user fee by ordinance	Fund balance reserve target set by Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	44710-A.L.W. SZ-Expansion_Reporting	773,397	Expansion/improvement of sewer systems & facilities.	Restricted to construction projects within ALW district.	ab1600 - connection fees charged must be used only for the system improvements	Will depend on projects, but no big projects are anticipated at this time.
Special District	Water Agency	44715-ALWSZ 2000/2005/2017 Rev Bonds_Reporting	193,187	Accumulate and disburse funds for repayment of revenue bonds.	Debt service	Bond terms	No significant build up of fund balance.
Special District	Water Agency	44720-ALWSZ Rate Stabilization Fund_Reporting	373,861	Accumulate funds to smooth rate increases	Restricted to smoothing rate increases	Water Agency Board of Directors	0

**Total: 264,748,374**

Discretionary Level	County Department	Fund Title	Esimated 6/30/2020 Balance	Purpose of Fund
6-Specific Use	Auditor-Controller-Treas-Tax Collector	10135-DR - October Fires 17-18_Reporting	3,867,176	Set up to track FEMA Public Assistance expenses and reimbursements received specific to the 2017 Sonoma Complex Fires. Fund will be utilized until Public Assistance claim closeout is complete.
3-Reinvestment & Revitalization	County Administrator	10090-RDA Dissolution Distributions_Reporting	8,552,238	Tax increment apportionment for former Redevelopment Areas, which is now deposited into the General Fund after the dissolution of the state RDA program. Source finances the Board's Reinvestment & Revitalization program.
4-Tribal	County Administrator	10095-Graton Casino Mitigation_Reporting	34,569,135	Fund activities designed to mitigate negative effects of Casino Operations.
4-Tribal	County Administrator	10100-Tribal Development Impact Mit_Reporting	5	Funds derived from the Memorandum of Agreement with the Dry Creek Rancheria Band of Pomo Indians.
6-Specific Use	County Administrator	10146-Fire Services_Reporting	1,330,555	Fund established to support fire service enhancement efforts. Sourced by Prop 172 and Measure L funding dedicated to fire services by the Board.
6-Specific Use	County Administrator/Tra ns & Pub Works	10110-Refuse Franchise Fees_Reporting	2,141,812	Recognize General Fund franchise revenues from Refuse haulers
6-Specific Use	Fire/Emergency Services	10111-So Co Cannabis Program Fund_Reporting	2,601,401	To clearly identify Cannabis Business Tax revenue and reimburse departments for Cannabis Program costs.
2-Replacement	General Services	10505-Fleet ACO_Reporting	6,402,044	Accumulates replacement portion of vehicle equipment internal fees paid by departments and agencies.
2-Replacement	Information Svcs Dpt	10015-IS Replacement Fund A_Reporting	4,977,380	equipment replacements for general fund departments allowing a more even expense to the department budgets and ensure depts. are replacing equipment timely and 2)
2-Replacement	Information Svcs Dpt	10020-IS Replacement Fund B_Reporting	1,554,873	Fund contains dept. contributions for computer and equipment replacements for non-general fund departments allowing a more even expense to the department budgets and ensure depts. are replacing equipment timely.
2-Replacement	Probation	10085-Probation SAC Ops. and Maint._Reporting	1,167,514	Fund was established to provide working capital for the Probation Camp and Supervised Adult Crew programs, as well as provide a fund to accumulate proceeds to be used for necessary equipment replacement for these programs.

Discretionary Level	County Department	Fund Title	Esimtated 6/30/2020 Balance	Purpose of Fund
Special Revenue Fund	Clerk-Recorder-Assessor	11105-Recorder - Micrographics_Reporting	1,134,795	To support the micrographics program in the Recorder's office.
Special Revenue Fund	Community Dev Commission	11104-Recorder - Modernization_Reporting	7,035,372	To support a modernized system of recorded documents.
Special Revenue Fund	County Administrator	11015-Community Investment Fund_Reporting	3,490,123	Portion of Transient Occupancy Tax revenue dedicated to the Community Investment Fund
Special Revenue Fund	County Administrator	11016-Community Investment Measure L_Reporting	1,868,419	Measure L Transient Occupancy Tax
Special Revenue Fund	County Administrator/Aud Controller	11145-OSSTA - Measure F_Reporting	22,268,963	Established to receive transfer of measure C funding and sales tax revenues from Measure F. Fund finances the Open Space District's operations and capital acquisition. Is it monitored by the Auditor's Office to ensure debt service and bonding compliance.
Special Revenue Fund	District Attorney	11129-DA - Consumer Protection Fund_Reporting	4,345,474	Funds are designated for the exclusive use by the District Attorney for the enforcement of consumer protection laws.
Special Revenue Fund	District Attorney	11130-District Attorney - SCATT_Reporting	1,330,741	Funds Prosecutor and support staff assigned to auto theft task force.
Special Revenue Fund	Health Services	11620-First 5 Sonoma County_Reporting	8,894,548	Funding for programs that serve and support children age 0-5 .
Special Revenue Fund	Health Services	11610-Intergovernmental Transfer_Reporting	8,871,560	To expand services to support the local safety net through improved coordination and integration improving health services for Medi-Cal beneficiaries and other underserved populations.
Special Revenue Fund	Health Services	11605-Department of Health Services_Reporting	5	Grant Proceeds, State & Federal Statutes, fees collected for services approved by BOS, assigned amounts for a given activity delegated by the BOS.
Special Revenue Fund	Health Services	11991-Health Realignment Fund 1991_Reporting	7,575,070	1991 Realignment Funds for Public Health services
Special Revenue Fund	Health Services	11615-Audit Reserve_Reporting	3,553,985	Medicaid program; County has contracted with State.
Special Revenue Fund	Health Services	11992-Mental Health Realignment 1991_Reporting	2,687,550	1991 Realignment Funds for Mental Health Svcs. Purpose of fund balance is to guard against unanticipated costs, including individual placements in the psychiatric system and conservatorships.
Special Revenue Fund	Health Services	11710-Public Hlth Fee Stabilization_Reporting	2,414,317	Environmental Health to ensure costs are recovered by fees per board direction. Provides a mechanism to cover unanticipated overtime, extra help, and/or
Special Revenue Fund	Health Services	11840-MHSA - Community Svcs. & Sprt_Reporting	2,157,362	Funding for programs for Community Service & Support.
Special Revenue Fund	Health Services	11855-MHSA - Innovation_Reporting	2,019,738	Funding for new Innovative Programs.
Special Revenue Fund	Health Services	11850-MHSA - Early Intervention_Reporting	1,702,502	Funding for Prevention & Early Intervention.

Discretionary Level	County Department	Fund Title	Esimated 6/30/2020 Balance	Purpose of Fund
Special Revenue Fund	Human Services	11505-Human Services Department_Reporting	10,338,718	Used for matching purposes for 1991 realignment as well as the department's reserve fund should state/federal funds be insufficient to carry out a base level of services.
Special Revenue Fund	Human Services	11515-WP - Wraparound_Reporting	2,393,888	HSD WRAP savings
Special Revenue Fund	Human Services	11530-Title IVE Waiver Fund_Reporting	1,878,743	Fund receives revenue for the Title IVE Waiver. Balance is maintained for underspending of obligations within the Waiver.
Special Revenue Fund	Permit Sonoma	11110-PRMD Planning Administration_Reporting	1,308,932	Fund a portion of costs to maintain required general plan and affiliated programs for work performed by PRMD staff and consultants. Created to accumulate fees for future General Plan work.
Special Revenue Fund	Probation	11306-Probation - Juv. Prob. & Camp_Reporting	8,914,605	Juvenile Probation Funding for specified probation services for at-risk youth, juvenile offenders, and their families; and Camp Funding for operation of Juvenile camps/ranches.
Special Revenue Fund	Probation	11304-Probation - YOBG_Reporting	3,309,551	Youthful Offender Block Grant funding for development and implementation of treatment programs and services for non-707(b) offenders who will no longer be sent to State facilities.
Special Revenue Fund	Probation	11154-Probation Trans Housing Grant_Reporting	2,989,244	To receive funds from the California Department of Finance for a transitional housing program.
Special Revenue Fund	Probation	11136-Probation - CCPIF_Reporting	2,867,037	Community Corrections Performance Incentives Fund (SB 678) for the purpose of improving local probation supervision practices (evidence-based practices) and capacities in order to reduce State Prison population.
Special Revenue Fund	Probation	11308-Probation - JCPA_Reporting	2,721,578	Juvenile Justice Crime Prevention Act funds projects that have been proven to be effective in reducing crime and delinquency amount at-risk youth and young offenders.
Special Revenue Fund	Probation	11310-AB109 Contingency_Reporting	1,461,203	Realignment funding for local services in order to reduce the State Prison population. Local services funded include custody for non-violent, non-serious, non-sex offenders; local post-release supervision; and local planning.
Special Revenue Fund	Regional Parks	11162-Measure M - Access_Reporting	1,345,888	Parks Measure M sales tax to improve park access.
Special Revenue Fund	Sheriff	11320-Sheriff Trial Court Security_Reporting	5,664,071	State revenue specifically allocated for the purpose of providing court security services to the Superior Court.
Special Revenue Fund	Sheriff	11122-Sheriff - Federal Forf - DOJ_Reporting	1,337,585	Fund was established to accumulate equitably shared funds that are restricted to use law enforcement activities. Typically funds are expended for one time project needs such as deputy housing, large equipment, transportation busses, command center replacement. LE training, drug education and awareness. Asset tracking and accounting.
Special Revenue Fund	Sheriff	11125-Asset Forfeiture Fund_Reporting	1,292,008	Exclusive to support LE efforts. More broad use compared to other asset forfeiture funds. Used for projects that can not be funded by more restricted funds. No supplantation.

Discretionary Level	County Department	Fund Title	Esimtated 6/30/2020 Balance	Purpose of Fund
Special Revenue Fund	Transportation & Pub Works	11051-Roads Fund_Reporting	42,967,462	Road Fund General Operations.
Special Revenue Fund	Transportation & Pub Works	11054-Countywide Development Fee_Reporting	7,831,084	Traffic Mitigations-interest bearing account.
Special Revenue Fund	Transportation & Pub Works	11119-PEG Access Fees_Reporting	2,541,149	To promote broader public access to cable television infrastructure and public media content.

Discretionary Level	County Department	Fund Title	Esimated 6/30/2020 Balance	Purpose of Fund
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41705-SCEIP Special Fund - 20 Year_Reporting	16,857,582	Fund tracks SCEIP Loans issued with 20 Year term
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41706-SCEIP Special Fund - 20Yr SCWA_Reporting	10,807,912	Fund tracks SCEIP Loans issued with 20 Year term for the Water Agency
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41704-SCEIP Special Fund - 10 Year_Reporting	2,641,436	Fund tracks SCEIP Loans issued with 10 Year term
Enterprise Fund	Auditor-Controller-Treas-Tax Collector	41701-So Co Energy Independence Prg_Reporting	1,655,226	Operating Fund.
Enterprise Fund	Transportation & Pub Works	41124-Co Contingent Liability Resrv_Reporting	14,094,582	For cleanup of potential landfill leaks that may pollute water sources. Negative fund balance is due to liabilities that are amortized over the life of the agreement with Republic.
Enterprise Fund	Transportation & Pub Works	41122-Former Rural Landfills_Reporting	12,528,636	For cleanup of potential landfill leaks that may pollute water sources.
Enterprise Fund	Transportation & Pub Works	41123-Former Urban Landfills_Reporting	9,427,883	For cleanup of potential landfill leaks that may pollute water sources.
Enterprise Fund	Transportation & Pub Works	41134-Santa Rosa Contingent Liabilit_Reporting	3,488,792	To track Santa Rosa's portion of the Special Concession Payment on Committed City Waste including interest earnings.
Enterprise Fund	Transportation & Pub Works	41129-Healdsburg Leak Fund_Reporting	5	Fund established to address potential future leaks at former Healdsburg landfill.
Enterprise Fund	Transportation & Pub Works	41127-CDS Leak Fund_Reporting	2,452,523	Fund established to address potential future leaks at former Central Disposal Site
Enterprise Fund	Transportation & Pub Works	41128-Sonoma Leak Fund_Reporting	2,308,424	Fund established to address potential future leaks at former Sonoma landfill.
Enterprise Fund	Transportation & Pub Works	41138-County Spec Concess Pymt Fund_Reporting	2,097,350	To track the Special Concession payment collected on County and Self Haul Waste including interest earnings.
Enterprise Fund	Transportation & Pub Works	41302-Passenger Facility Charges_Reporting	1,517,114	To segregate activity related to Passenger Facility Charges as required by FAA Regulations.
Enterprise Fund	Transportation & Pub Works	41121-IWD - Administration_Reporting	1,348,719	Primary Administrative operating Fund for Refuse Enterprise. Large apparent balance is due to the fact that capital/fixed assets are included.
Enterprise Fund	Transportation & Pub Works	41301-Airport Enterprise_Reporting	1,019,647	Primary Operating Fund for Airport Enterprise. Large apparent balance is due to the fact that capital/fixed assets are included.

Discretionary Level	County Department	Fund Title	Esimated 6/30/2020 Balance	Purpose of Fund
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51515-2003A POB_Reporting	20,157,776	To collect sufficient revenue via payroll rates to pay the annual principal and interest payments for this POB.
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51525-2010 POB_Reporting	8,135,427	To collect sufficient revenue via payroll rates to pay the annual principal and interest payments for this POB.
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51530-Debt Service Rate Norm_Reporting	5,861,143	Carryover Balance due to estimation of payroll rates. Funds used for smoothing of future year rates.
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51410-Enterprise Financial System_Reporting	1,761,296	Project implementation, tracks operations and maintenance costs and the associated user cost allocation.
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51505-SCERA_Reporting	1,261,288	Represents the amount that the Board Approved for Future Year Deposit from 1993 and 2003 POB Normal Cost advances.
Internal Service Fund	Auditor-Controller-Treas-Tax Collector	51305-Unemployment Insurance_Reporting	1,053,294	To collect sufficient revenue via payroll to facilitate unemployment insurance benefits.
Internal Service Fund	Human Resources	51240-Cty Health Plan - Economic Res_Reporting	12,293,207	County Health Plan Economic Uncertainty Reserve - comprised of employer contributions for health benefits.
Internal Service Fund	Human Resources	51230-General Liability Insurance_Reporting	5	Self-funded Liability Program.
Internal Service Fund	Human Resources	51605-Other Post Employment Benefits_Reporting	1,054,826	ISF created for the implementation of the GASB 75-Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions
Internal Service Fund	Internal Service Fund	51220-Workers Compensation Ins_Reporting	21,569,017	Only for outstanding liability in worker's compensation claims costs and future rate rebates should claims result in lower cost than estimated.
Internal Service Fund	Internal Service Fund	51215-Health Insurance_Reporting	10,762,336	Fund balance is comprised of employee and employer contributions and has been reduced for incurred claims that have not been paid as of 6/30/12. The Plan actuary also recommends an additional reserve (of 7.7 mil for 11/12) for claims fluctuations.
Internal Service Fund	Water Agency	54015-Power Resources_Reporting	2,923,776	Internal service fund to consolidate and socialize all electrical power purchases, management overhead, and associated capital project expenditures for power used within the Water Agency and its enterprises.
Internal Service Fund	Water Agency	54010-Facilities Fund_Reporting	1,553,005	Charges for facility rents. Internal service fund to consolidate facility debt service, overhead, maintenance and services purchases, for buildings used used by the Water Agency and its enterprises. Large apparent balance is due to the fact that capital/fixed assets are included.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 Balance	Purpose of Fund
Special District	Ag Preservation and Open Space	13635-Operations and Maint. Res. Reporting	6,153,682	Established to fund Operations and Maintenance at APOSD-owned properties, to facilitate initial public access, and to provide initial operating expenses on newly-transferred properties.
Special District	Community Dev Commission	46045-County Fund For Housing Reporting	24,383,559	To create, preserve, or promote affordable housing within Sonoma County. Funds are used for new housing rehabilitation loans as eligible applications are received, and for administrative costs to implement the program. About \$9.5M is available for budgeting as \$13M is tied up in loan portfolio assets.
Special District	Community Dev Commission	46105-Comm. Devlp. Block Grant Reporting	16,762,875	To provide loans and grants to eligible sub-recipients for affordable housing, community development, economic development, and public services for lower income persons and lower-income neighborhoods.
Special District	Community Dev Commission	46110-HOME Program Reporting	14,097,124	Loans to developers and sub recipients for affordable housing. Funds are committed to projects prior to the start of the fiscal year; the fund balance is reserved for the specific projects for which funds were committed and for admin costs to implement.
Special District	Community Dev Commission	46305-LMIHAF - Sonoma City Reporting	6,544,263	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sonoma by act of law.
Special District	Community Dev Commission	46310-LMIHAF - Sebastopol City Reporting	4,736,010	Low-Mod Income Housing Asset Fund for assets transferred from the City of Sonoma by act of law.
Special District	Community Dev Commission	46325-LMIHAF - Russian River Reporting	4,006,117	Low-Mod Income Housing Asset fund for assets transferred from the Russian River RDA by act of law.
Special District	Community Dev Commission	46020-CDC Housing Fund Reporting	3,987,239	To administer local housing programs such as Density Bonus monitoring, 1st Time Homebuyer, and other Deferred-Payment loan programs. Funds are used for home buyer loans as eligible units are resold, and to pay admin costs.
Special District	Community Dev Commission	46320-LMIHAF - Sonoma Valley Reporting	3,940,563	Low-Mod Income Housing Asset Fund for assets transferred from the Springs RDA by act of law.
Special District	Community Dev Commission	46065-BEGIN Funded Loans Reporting	3,262,570	Maintaining affordable housing stock within specified state funded housing complexes by providing low interest loans to homeowners.
Special District	Community Dev Commission	46210-Housing Choice Voucher Prog. Reporting	2,659,385	HUD Housing Choice Voucher Program - Rental Assistance. Funds are used for monthly rental assistance payments to eligible households and for administrative costs.
Special District	Community Dev Commission	46140-R&R Funded HRLP & CRLP Reporting	1,978,662	Provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County and repairs and improvements to local businesses. Funds committed to projects prior to the start of the FY; fund balance reserved for the specific projects committed, and for admin costs.
Special District	Community Dev Commission	46335-Village Green II USDA Project Reporting	1,632,354	Low-Mod Income Housing Asset fund for assets transferred from the City of Sonoma by act of law.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 Balance	Purpose of Fund
Special District	Community Dev Commission	46120-Flood Elevation_Reporting	1,536,892	To provide grants to elevate flood-prone structures, particularly in the lower Russian River area.
Special District	Community Dev Commission	46135-CalHome Rehabilitation_Reporting	1,210,132	Provide health and safety repairs to homes owned by low to moderate income residents of Sonoma County. Funds committed to projects prior to the start of the FY; fund balance reserved for the specific projects committed, and for admin costs.
Special District	Fire/Emergency Services	13105-CSA #40 Fire Services_Reporting	4,629,881	For Fire Protection within CSA#40.
Special District	Transportation & Pub Works	15101-CSA #41 LD - Countywide_Reporting	2,832,684	Lighting District
Special District	Transportation & Pub Works	15118-CSA #41 LD - Vly of the Moon_Reporting	1,567,557	Lighting maintenance in Valley of the Moon.
Special District	Water Agency	14135-Warm Springs Dam_Reporting	15,744,168	Operation and maintenance portion of Warm Springs Dam and the Dry Creek channel immediately below the dam for both water supply and flood control.
Special District	Water Agency	43302-Sonoma Valley - Expansion_Reporting	13,259,552	Expansion/improvement of sewer systems & facilities.
Special District	Water Agency	44260-Common Facilities_Reporting	12,058,257	Finance capital projects for Common Facilities as defined by the Restructured Agreement. Bond proceeds, transfers from O&M Fund, and grants.
Special District	Water Agency	43301-Sonoma Valley CSD_Reporting	5	Collection treatment and disposal of effluent in geographic region.
Special District	Water Agency	44205-Water Transmission System_Reporting	8,957,634	Operate and maintain the water production and distribution systems. Capital projects associated with the water production and distribution system. Wholesale water charges, sale of hydro-electric
Special District	Water Agency	44215-Watershed Planning/Restoration_Reporting	8,379,782	Water sales revenue for fund expenses associated with Watershed Planning and Restoration for which the Water Contractors are responsible, including compliance with parts of the Biological Opinion .
Special District	Water Agency	44310-Common Fac Revenue Bonds 2019_Reporting	8,160,114	Water sales revenue for 20019 Revenue Bond debt service.
Special District	Water Agency	44230-Santa Rosa Aqueduct Capital_Reporting	8,097,351	Financing and prefunding of capital projects associated with the Santa Rosa Aqueduct as defined by the Restructured Agreement.
Special District	Water Agency	44105-Russian River Projects_Reporting	6,729,604	Charges to Marin Municipal Water and North Marin Water in lieu of property taxes paid by Sonoma County for construction of Warm Springs Dam.
Special District	Water Agency	44235-Petaluma Aqueduct Capital_Reporting	6,465,264	Financing and prefunding of capital projects associated with the Petaluma Aqueduct as defined by the Restructured Agreement.
Special District	Water Agency	14110-Zone 2A Petaluma_Reporting	5,286,128	Flood control in specified geographic region.
Special District	Water Agency	14105-Zone 1A Laguna Mark West_Reporting	4,861,428	Flood control in specified geographic region.
Special District	Water Agency	14115-Zone 3A Valley of the Moon_Reporting	4,387,004	Flood control in specified geographic region.

Discretionary Level	County Department	Fund Title	Estimated 6/30/2020 Balance	Purpose of Fund
Special District	Water Agency	14015-SCWA General Fund_Reporting	3,708,728	Provide for general Agency overhead expenses; all Agency Labor; and ultimate emergency reserve for the Agency. Levels and uses set per Dec 18, 2003 memo to CAO and Auditor-Controller.
Special District	Water Agency	43401-South Park CSD_Reporting	3,423,420	Collection treatment and disposal of effluent in geographic region.
Special District	Water Agency	14020-Spring Lake Park_Reporting	2,895,948	Provide for the maintenance, operations, and capital expenses associated with Spring Lake Park. County Parks operates the park and Water Agency owns it as a flood control project.
Special District	Water Agency	43402-South Park - Expansion_Reporting	2,557,979	Expansion/improvement of sewer systems & facilities.
Special District	Water Agency	14130-Zone 8A South Coast_Reporting	2,528,661	Flood control in specified geographic region.
Special District	Water Agency	44315-Sonoma Aq Revenue Bonds 2019_Reporting	2,183,525	Water sales revenue for 2019 Revenue Bond debt service.
Special District	Water Agency	44705-A.L.W. SZ-General_Reporting	1,882,253	Collection treatment and disposal of effluent in geographic region.
Special District	Water Agency	14120-Zone 5A Lower Russian River_Reporting	1,364,400	Flood control in specified geographic region.
Special District	Water Agency	43305-Sonoma Valley - Revenue Bonds_Reporting	1,254,490	Accumulate and disburse funds for payment of 1998 and 2005 revenue bonds.
Special District	Water Agency	44305-Sonoma AQ Revenue Bonds 2015_Reporting	1,011,658	Water sales revenue for 2015 Revenue Bond debt service.



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

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**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

Date: June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: FY 2019-2020 Tribal Impact Mitigation Funds

The County of Sonoma is home to five federally-recognized tribes, four of which have lands held in trust by the federal government and three of which have intergovernmental agreements with the County.

This memo reviews the history and intent of the agreements with the Federated Indians of Graton Rancheria (the Graton Tribe) and the Dry Creek Rancheria Band of Pomo Indians (the Dry Creek Tribe), which provide funding to mitigate casino impacts, payments received to date, accumulated available balances, and recommendations for further mitigation action with available funding.

### **Overview**

Tribes are sovereign governments, and trust lands are essentially removed from County jurisdiction and exempt from local land use and taxing authority. As such, the County has prioritized establishing intergovernmental agreements and currently has agreements with the Graton Tribe, the Dry Creek Tribe, and the Lytton Band of Pomo Indians (the Lytton Tribe). The County is currently in negotiations with the Kashia Band of Pomo Indians and Cloverdale Rancheria of Pomo Indians related to areas of mutual interest.

The agreements with the tribes cover a number of different issues, but central to all of them is the premise that the impacts of developments on land held in trust for these sovereign governments should be borne by those governments. Some mitigation measures are carried out by the tribes, and some are carried out by neighboring local governments such as the County with funding from the Tribe as governed by the agreements.

The Graton Tribe and the Dry Creek Tribe each operate casinos on their trust lands, and the agreements with them focus on mitigating the off-reservation impacts of those and future developments. They are the only two tribes from which the County is currently collecting mitigation payments and has established Mitigation Funds. The agreement with the Lytton Tribe also includes provisions for mitigation payments, however those payments do not begin until the land owned by the tribe outside of Windsor goes into trust.

The County has adopted the following financial policy with regard to mitigation funds:

“Tribal Development Impact Mitigation Funds shall be accounted for separately, so that when budgeting, only those monies received in the current year shall be relied upon for financing costs in the coming budget. The Board of Supervisors shall make a determination, as new tribal developments occur, on the best uses of these funds to mitigate impacts and maintain the high quality of life in surrounding or affected communities.”

Staff recommendations herein seek to apply these principles to the expenditure of funds associated with the Graton and Dry Creek Mitigation Funds.

### **GRATON MITIGATION FUND**

The Graton Tribe has a 254-acre parcel of land held in trust by the federal government located west of Rohnert Park (the Reservation). On October 23, 2012, the Graton Tribe and the County entered into an Intergovernmental Mitigation Agreement (IMA) primarily to address the anticipated offsite impacts of planned development on the Reservation and to ensure the costs required to mitigate those impacts were borne by the Graton Tribe.

The development of the Graton Resort & Casino is occurring in phases. Phase I included the construction of a 317,750 sq. ft. casino and entertainment space, with approximately 100,000 sq. ft. dedicated to gaming, including up to 3,000 slot machines. The entertainment space includes numerous restaurants and bars, a nightclub, lounge, and banquet facilities. This phase also included a multi-level parking structure and surface parking for some 5,000 spaces. Phase I was completed and opened to the public in November 2013. Phase II development included a 200-room hotel, convention center, pool, and spa.

#### **Intergovernmental Mitigation Agreement (IMA) Payments**

Under the IMA, the Graton Tribe is responsible for covering all costs associated with mitigating the impacts of the casino, including startup costs, one-time infrastructure and project costs, and ongoing expenses. Payments to the County for start-up costs were made directly by the Tribe before the Casino opened. Payments to the County for the remaining costs are made by the state with monies collected from Graton Casino Gaming Revenues as a part of the State Gaming Compact. In any year where insufficient funds are collected by the state to meet all mitigation payments in the State Gaming Compact, the IMA requires the Graton Tribe to directly pay the County for certain minimum guaranteed mitigations, as described below.

The Tribe is currently permitted a deduction from its payments to the Graton Mitigation Fund for payments to tribal members and predevelopment debt. This will end in 2021, and will thus send more revenue into the Graton Mitigation Fund to be distributed by the state to the City of Rohnert Park and the County. In addition to paying the guaranteed mitigations, this revenue is to be used to address effects on roads, groundwater, and other impacts identified in the agreement. The Graton Mitigation Fund revenue is dependent on revenue the Tribe generates from Class III gaming machines (i.e. slot machines), and is thus subject to fluctuation based on Casino revenues.

### *Start-Up Payments*

In order for local agencies to sufficiently prepare for the opening of the casino, the Graton Tribe agreed to make non-recurring payments for startup costs that would later be repaid. Those payments through the agreement with Sonoma County included: \$1.77 million for law enforcement, \$1.5 million for fire services, and \$60,000 for costs associated with negotiating the agreement, and \$10,000 to re-time a nearby traffic signal, totaling \$3.27 million.

### *Guaranteed Recurring Mitigation Payments*

The agreement provides for guaranteed recurring payments as follows:

- Law, Justice, Public Safety, and Tribal Relations: \$3.1 million annually to mitigate impacts on law, justice, and public safety, including payments to the Sheriff's Office, District Attorney's Office, Public Defender's Office, Probation Department, and other County public safety providers. These mitigation payments are also intended to cover dispatch services, tribal relations and administration, and data gathering.
- Health, Human Services, and Socioeconomic Impacts: \$600,000 annually to mitigate health, human services, and socioeconomic impacts including substance abuse, domestic violence, and child welfare, and to implement programs that address gambling addiction.
- Fire and Emergency Services: \$1 million annually for pass through payments to Rancho Adobe, Central Fire, Rohnert Park, and CSA 40 fire districts for the provision of fire and emergency services.
- Crime Impact Mitigation to Cities: \$416,918 annually for pass through payments to Cotati, Petaluma, Santa Rosa, and Sebastopol to mitigate crime impacts caused by the development.

These annual guaranteed payments total \$5.1 million. Should casino revenue not be sufficient to pay these commitments, the tribe will directly pay for these commitments. Pursuant to the IMA, these payments are to increase each year based on the Consumer Price Index (CPI) Adjustment, which is to be applied by the Graton Tribe annually. Through FY 2018-19, the cumulative CPI increase has totaled approximately 16%, with a total of \$5.9 million in Fiscal 2018-19.

### *Other Recurring Mitigation Payments*

When there is sufficient revenue going into the Graton Mitigation Fund administered by the state, the IMA instructs that payments to the County first fund the four Recurring Payment categories listed above. Once those are fully funded, the following County mitigation measures will be funded: study, design, analysis, and implementation of potential groundwater mitigation projects; development and mitigation fees; Transient Occupancy Tax in-lieu fees; local roads maintenance; and Highway 101 Sonoma County Transit Authority (SCTA) pass through.

As of the quarter ending March 31, 2018, since the establishment of the agreement the County has received \$8.2 million in other recurring payments.

During FY 2017-2018 Budget Hearings, the Board allocated \$100,000 to County Service Area #40 to pay volunteer fire companies for operational costs not covered under prior agreements. This funding came from the in Lieu TOT allocation within *Other Recurring Mitigation payments*. The FY 2019-2020 budget includes the use of \$1.1M in Graton Mitigation funds allocated for local road maintenance in the vicinity of the Graton Casino, to be used for repairs of Labath Avenue and Whistler Avenue, as approved by the Board on May 21, 2019. Per the agreement, use of these funds are restricted to "local roads within a

two-mile radius of the site, collector and/or arterial roadways located within ten miles of the project site, or roads impacted by project construction.”

#### *Community Benefit Payments*

Additional payments to fund mitigation to parks and open space and other environmental mitigation measures are in a subsequent category and are not funded until all other obligations have been fully funded, the County has reimbursed the Tribe for all direct payments from the Tribe, the City of Rohnert Park has reimbursed the Tribe for certain amounts paid to the city, and the ongoing revenue is high enough to fund all previously-mentioned ongoing expenses. To date the County has received \$3.3 million in pre-operating payments and \$13.8 million in guarantee payments directly from the tribe. Since the second half of FY 2016-17, casino revenues have been sufficient to fully make the guarantee payments and it is not expected that these repayment amounts will grow, however it will likely be a number of years before sufficient revenue has been generated to provide Community Benefit funding.

#### **Payments, Expenditures, and Recommendations**

The table below lays out recurring payments received from the Graton Tribe and expenditures made by the County to date for each program area as broken out by the IMA, in addition to the approved reserved balances for the payback of start-up payments. Also included in the overall estimates are revenues and expenditures included in the FY 2019-20 recommended budget adjusted with supplemental requests, which is why the totals differ from the totals in the fund balance directory.

#### *FY 2019-20 Estimated Year End Fund Balance Summary*

From 2012/2013 to FY 2019-20	Total Revenue	Total Expenditures	Estimated Balance (Repayment)	Estimated Balance
Law Justice Public Safety Tribal Relations	\$ 23,891,021	\$11,727,692	\$ 4,309,093	\$7,854,236
Health Human and Socio	\$ 4,281,488	\$700,000	\$0	\$3,581,488
Fire	\$ 8,618,673	\$6,252,928	\$1,500,000	\$865,745
Cities Public Safety	\$ 2,975,049	\$ 2,975,049	\$0	\$0
Other Recurring Mitigation	\$ 14,582,125	\$1,200,000	\$0	\$13,382,125
Interest	\$ 769,137	\$0	\$0	\$ 769,137
<b>Total</b>	<b>\$ 55,117,493</b>	<b>\$ 22,855,668</b>	<b>\$ 5,809,093*</b>	<b>\$26,452,732*</b>

*\*FY 2019-20 Estimated Year End Balance including supplemental adjustments not included in the State schedule 4 nor the Fund Balance Directory, is \$32,261,825; which net of the amount earmarked for repayment results in \$26.45 million. This amount is further adjusted to comply with the Board’s policy to program revenues the year after they are collected. For FY 2019-20 this amount is \$5.8 million, which adjusts the available year-end balance to \$20.66 million, of which \$1.16 million is ongoing for Law-Justice-Public Safety impacts and \$600,000 is on ongoing for Health-Human-Socioeconomic impacts, leaving \$18.9 million in one-time funds subject to limitations set within each mitigation category.*

### ***Law, Justice, Public Safety, and Tribal Relations***

Pre-operating expenses were paid by the Graton Tribe to the County for startup costs related to the Sheriff's Office (\$1,700,000), tribal relations including the cost of negotiating the agreement (\$60,000), and re-timing of a traffic signal (\$10,000). Revenues not expended on operating costs in FY 2013-14 and 2014-15 have been reserved for the payback of pre-operating expenses. The total necessary reserve of \$1,770,000 has been set aside. Additionally, the Board approved maintaining an operational reserve equal to the current year's budgeted expenditures or \$2.5 million so that operations may continue to be funded for one year in the event that payments cease. While mitigation payments are only expected to increase, this conservative measure ensures the County has time to adjust services and the budget accordingly.

Expenditures for previously approved mitigation measures are as follows:

- **Sheriff:** Start-up funds were used to cover the cost of hiring four additional deputies and the ongoing costs of those positions to offset the law enforcement impacts. These positions ensure an additional deputy in the service area 24 hours per day.
- **Tribal Relations:** One-time funds were used to offset the cost of negotiating the IMA, \$15,000 to the County Counsel's Office and \$15,000 to the County Administrator's Office. Ongoing mitigation payments have been approved to cover costs in the County Administrator's Office and the County Counsel's Office for tribal affairs work. In prior years, tribal work legal affairs has exceeded the budgeted amount and an adjustment has been done to ensure those costs are not borne by the General Fund.
- **Traffic Mitigation:** \$16,914 was expended to re-time the traffic signal at Rohnert Park Expressway and Stony Point Road prior to the casino opening. \$10,000 was covered by the Graton Tribe and the remaining was paid with interest accrued on the fund balance.
- **REDCOM:** REDCOM provides dispatch services supporting law enforcement and fire and emergency services. \$100,000 was expended for startup costs and \$200,000 per year covers the increased demand on those services.

#### *Recommendations*

##### Recommended Budget:

- Administration: Approve continued recurring expenditures of \$130,000 for tribal affairs work in the County Administrator's Office (\$30,000) and the County Counsel's Office (\$100,000) to cover the actual costs incurred of this work. Public Safety: Continue the previously approved payments to the Sheriff's Office, with an adjustment for CPI to \$1,395,493. Continue payments of \$200,000 to Redwood Empire Dispatch Communications Authority (REDCOM).

##### Supplemental Budget:

- Actual costs of public safety has exceeded the approved mitigation fund amount to the Sheriff's Office. Staff recommend a true-up of the funding gap of \$843,600 in addition to the continued recurring expenditures for FY 2019-2020. Because this is a true-up of costs for existing approved programs, it is included in the supplemental budget recommendations.

##### Recommendations for Board Hearings:

Law and Justice: Staff recommend allocating balance of recurring mitigation payments to other law and justice departments providing services to community including the Public Defender and District Attorney's Office. This funding will help mitigate increased workload in the departments, and will be discussed more fully during Budget Hearings.

### ***Health, Human Services, Socioeconomic Impacts***

In FY 2015-2016, \$400,000 was paid to the Petaluma Health Center to cover up to 50% of equipment costs for its health center in Rohnert Park to assist with mitigating the impacts of the development on health services. No start-up payments were provided in this category.

In FY 2017-18 budget hearings the Board allocated \$100,000 per year for three years for the Secured Sonoma Family Initiative.

#### *Recommendations*

##### Recommended Budget:

Per prior direction, continue the third year of funding for the [Secured Families Collaborative](#). The Collaborative includes Catholic Charities, Vital Immigrant Defense Advocacy and Services (VIDAS), Legal Aid of Sonoma County, and the University of San Francisco Immigration and Deportation Defense Clinic. On November 1, 2018, the Collaborative started offering free legal deportation defense services to Sonoma County residents.

##### Recommendations for Board Hearings:

- Health Services ongoing: Staff recommend allocating \$600,000 of recurring ongoing funding to the Department of Health Services to fund critical Behavioral Health needs. This funding would offset potential reductions. Recommendations will be discussed more fully during budget hearings.
- Health Services one-time: Staff recommend providing \$867,600 in one-time fund balance accrued in the Health, Human Services, and Socioeconomic Impacts section as an increased discretionary funds contribution to the Health department to pay for information technology costs associated with the implementation of the Sonoma ACCESS Sonoma Data Hub Project intended to enhance information sharing and coordination among safety net departments.

### ***Fire District Funding Pass Through***

Funding for four fire districts, Rancho Adobe, Sonoma County Fire (the successor agency to Central Fire and Rincon Valley fire Protection District), Rohnert Park, and CSA 40, is designated to cover expenditures associated with additional staffing and other costs necessary to provide services on the Reservation and additional offsite impacts. The Graton Tribe paid \$1,500,000 to cover startup costs, of which only \$179,957 in actual costs were incurred and paid to the fire districts. The remaining pre-operating balance and additional funds from the FY 2014-2015 operating payment have been set aside to pay back the non-recurring payment.

In FY 2014-2015 the Board allocated \$297,400 to Rancho Adobe to allow for full station staffing and for station repairs; and \$351,710 to Central Fire for station repairs, payment on a new fire apparatus, property tax loss and additional dispatch costs tied to the casino; with an additional \$20,000 allocated to CSA 40 for costs associated with administering the funding and for costs incurred with services provided centrally by the County.

The four agencies listed in the IMA met to agree on recommendations on how best to distribute mitigation funds. On December 6, 2016, the Board approved four-year agreements with each agency running from FY 2016-2017 through FY 2019-2020. Per the agreements, this fiscal year, the Rincon

Valley Fire Protection District received \$682,915; the Rancho Adobe Fire Protection District received \$300,000; and the City of Rohnert Park Department of Public Safety received \$50,000. These amounts will be adjusted annually in accordance with changes in funding received from the Tribe in accordance with the Agreement. In addition, Sonoma County Community Services Area (Fire) #40 has received \$20,000 annually.

The County Administrator's Office will begin discussions with the agencies and their successors on future distributions.

*Recommendations*

- **FY 2017-2018 Pass-Through Distribution:** Continue to provide pass-through payments to the fire district in accordance with the 2016 agreements. Return to your Board in the fall of 2019 with recommended distribution amounts for successor agreements.

***City Public Safety Funding Pass Through***

The IMA specifically lays out pass through payments to the surrounding cities to mitigate crime impacts in the following amounts: \$12,808 to Cotati, \$102,591 to Petaluma, \$286,923 to Santa Rosa, and \$14,596 Sebastopol. The payments are adjusted annually in accordance with the CPI used by the Graton Tribe to adjust its mitigation payments to the County. In FY 2014-2015 and FY 2015-2016, the CPI Adjustment was not included in the pass through payments to the cities. In FY 2016-2017, the appropriate adjustments were made in addition to the full FY 2016-2017 pass-throughs, leaving the fund balance at \$0. No start-up payments were provided in this category.

*Recommendations*

- Continue to provide pass-through payments with CPI adjustments to the surrounding cities.

***Other Mitigations***

Through the quarter ending March 31, 2018, the County received \$8.2 million beyond the guaranteed payment amount. The agreement calls out \$5.265 million plus CPI for other mitigations, in no particular order, up to the annual amount listed for each category. Per the agreement, these funds may be expended development and mitigation fees (\$1.79 million plus CPI); TOT in-lieu fees (\$700,000 plus CPI); local roads maintenance (\$500,000 plus CPI); Highway 101 Sonoma County Transit Authority (SCTA) pass through (\$2 million plus CPI); and groundwater mitigation/conjunctive use (\$275,000 plus CPI). The agreement does not specify how funding should be distributed between these pots when full funding is not received for all designated actions, only the total should the full payment be made. The most recent payment, for the quarter ending March 31, 2019, is the first payment that fully funded these priorities.

In addition, up to \$1,610,000 is set aside for one-time groundwater mitigation projects.

In Fiscal Year 2017-18 Budget Hearings, the Board allocated \$100,000 of In Lieu TOT funding to County Service Area #40 to provide funding to Volunteer Fire Companies for operational costs not covered under the primary contracts with County Fire. And more recently, on May 21, 2019, approved the use of \$1.1 million to finance road improvements within the casino's vicinity.

### *Recommendations*

- Staff recommend your Board consider the use of this fund as appropriate. Options will be presented during Budget Hearings to utilize these funds.

### **DRY CREEK MITIGATION FUND**

The Dry Creek Tribe owns federal trust lands in the Alexander Valley known as the Dry Creek Rancheria, on which the River Rock Casino is located. The County entered into a Memorandum of Agreement (MOA) with the Dry Creek Tribe on March 18, 2008, to address the impacts of the casino and other potential developments on the surrounding area and to ensure the cost of mitigation was borne by the Dry Creek Tribe. To fund mitigation measures, the Tribe agreed to pay the County \$75 million over the course of the agreement. Annual payments were set at \$3.5 million, with a balloon payment due at the end of 2020 for the remaining balance. The negotiated payments contemplated the development of a hotel resort complex on the Rancheria by 2011, which has not occurred.

Given the lack of opening the resort and other negative revenue impacts the tribe reopened the MOA in 2013 because it was experiencing a decline in business due to the recession, and anticipating further revenue declines upon the opening of the Graton Resort and Casino in fall 2013. The Tribe failed to pay the County the \$3.5 million annual payments that were due on June 30, 2014, and again on June 30, 2015.

On September 22, 2015, the Board adopted an amendment to the MOA that, among other things, renegotiated the mitigation payments due to the County. The amendment provided for a one-time past-due recovery payment of \$4.2 million to partially address the \$7 million in missed annual payments. It also included a reduced annual payment of \$750,000, due on December 15 each year, which has since been received and has the potential to increase based on increases in casino revenue.

### **Payments and Expenditures**

The County received mitigation payments from the Dry Creek Tribe from the year the casino opened in September of 2002 until the June 30, 2013, payment. These funds, totaling \$20.8 million, were transferred to the General Fund to cover the loss in property tax revenue and to operational increases, which included four additional deputies to provide an extra deputy on patrol in the Alexander Valley region 24 hours a day, additional overhead such as training, uniforms, patrol cars expenses, and waste management services provided by Probation's Supervised Adult Crews through a contract from the Department of Transportation and Public Works (TPW). The initial payments were also used to offset indirect costs associated with the District Attorney's Office, Public Defender's Office, and Probation Department for the provision of justice services, as well as costs incurred by the County Counsel's Office and the County Administrator's Office in administration, tribal relations, and negotiation of subsequent agreements.

Out of the total payments received, in November 2009, the Board allocated \$1.2 million to Transportation and Public Works to mitigate infrastructure-related impacts in the areas surrounding the casino. Staff identified several projects that were priorities for funding including a pedestrian connection on Highway 128 near Geyserville High School, Lytton Station Road maintenance, intersection improvements at Highway 128 and Geysers Road, repairs to the Jimtown Bridge, shoulder widening on Alexander Valley Road, and intersection improvements at Healdsburg and Alexander Valley. The Lytton State resurfacing was completed as part of the 2012-2013 Pavement Preservation Bonded Wearing

Course contract through a different funding source, and a feasibility study for the Jimtown Bridge repairs has been completed, though the Department is still seeking funding options for the full project.

The remainder of the identified projects would be reassessed as part of the planning and scoping process discussed below to determine how the remainder of the funds (\$1,133,869) should be expended.

Since FY 2014-2015 when mitigation payments from the Dry Creek Tribe ceased, the costs for justice services, administration, and the waste management services contract have been paid by the General Fund as the County was committed to continuing these mitigation services for the community despite the lack of reimbursement.

With the adoption of the FY 2016-2017 budget, the Board approved continued General Fund support for public safety, waste management, and administration while the Tribe failed to make payments under the MOU.

Additionally, the Board approved a set-aside of \$1,086,743 to fund outreach efforts, planning, and infrastructure projects in the Geyserville Area to mitigate the impacts of the casino and general associated changes in the area. On February 27, 2018, your Board approved the use of \$60,000 for the Geyserville Fire Protection District to develop and implement a community preparedness plan leaving a balance of \$1,026,743.

#### *Revenues and Expenditures*

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Payments Received	\$ 4,200,000	\$ 797,933	\$ 797,932	\$ 797,932	\$ 750,000
Administration	\$ 60,000	\$ 60,000	\$ 60,000	\$ 70,000	\$ 70,000
Sheriff	\$ 1,043,552	\$ 1,069,015	\$ 1,094,671	\$ 1,230,625	\$ 1,230,625
TPW	\$ 147,988	\$ 147,988	\$ 147,988	\$ 147,988	\$ 147,988
Expense	\$ 1,251,540	\$ 1,277,003	\$ 1,302,659	\$ 1,448,613	\$ 1,448,613
General Fund Repayment		\$ 3,113,257			
Balance	\$ 2,948,460	\$ (479,070)	\$ (504,727)	\$ (650,681)	\$ (698,613)
Geyserville Planning and Projects set-aside					\$ 1,026,743
Roads Projects Balance					\$ 1,133,869

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20 Estimated
Payments Received	\$ 4,200,000	\$ 797,933	\$ 797,932	\$ 797,932	\$ 750,000
Administration	\$ 60,000	\$ 60,000	\$ 60,000	\$ 70,000	\$ 70,000
Sheriff	\$ 1,043,552	\$ 1,069,015	\$ 1,094,671	\$ 1,230,625	\$ 1,230,625
TPW- Litter Pick Up	\$ 147,988	\$ 147,988	\$ 147,988	\$ 147,988	\$ 147,988
Expense	\$ 1,251,540	\$ 1,277,003	\$ 1,302,659	\$ 1,448,613	\$ 1,448,613
<b>Surplus/Deficit (GF Cost)</b>	<b>\$ 2,948,460</b>	<b>\$ (479,070)</b>	<b>\$ (504,727)</b>	<b>\$ (650,681)</b>	<b>\$ (698,613)</b>
Geyserville Planning and Projects set-aside					\$ 1,026,743
Roads Projects Balance					\$ 1,133,869

### Recommended Actions

- Ongoing Mitigation: Continue funding public safety, waste management, and administration from the Dry Creek Mitigation Fund with the necessary General Fund backfill, as costs are currently higher than anticipated payments. Mitigation payments may increase in the future if revenues increase.

### Conclusion

Previously anticipated outreach was postponed due to the 2017 wildfires and subsequent focus on recovery efforts.

Staff recommends that the Board adopt the FY 2019-20 Recommended Budget based on previously approved mitigation measures and take the following supplemental actions:

- Graton Mitigation Fund
  - Continue allocation of funding to law enforcement, REDCOM, administration and tribal affairs including a one-time true up of law enforcement costs. These expenditures are currently included in the Recommended Budget for the Graton Mitigation Fund and associated departments.
  - True up costs of existing approved programs with the Sheriff's Office, as included in the supplemental budget adjustments.
  - Consider allocating balance of available guaranteed fund balance to department programs that mitigate downstream impacts such as the Public Defender and District Attorney's Office, and Health Services.

- Dry Creek Mitigation Fund
  - Continue funding administration, law enforcement, and waste management services with a General Fund backfill. These expenditures are currently included in the Recommended Budget for the Dry Creek Mitigation Fund and associated departments.
  - Consistent with FY 2017-18 budget hearings actions, continue approval of \$1,026,743 towards financing Geyserville Planning and Projects.
  - Reaffirm direction to Transportation and Public to identified projects to mitigate infrastructure-related impacts in the areas surrounding the casino as part of the department's planning process.



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**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: FY 2019-2020 Budget: Reinvestment and Revitalization Funds (R&R)

During the April 10, 2019 Budget workshop, the Board requested that the County Administrator return with details about the use of Reinvestment and Revitalization (R&R) funds and available fund balance to aid in the discussion regarding discretionary funding source options available to the Board to solve for the Department of Health Services Residential Care Facilities services financial gap. This memo provides an overview of historical Reinvestment and Revitalization revenues and use of funds, FY 2019-20 funding recommendations, and supplemental budget changes and proposed revisions to funding plan recommendations.

The County Administrator is recommending the following actions discussed in more detail in the memo:

1. Approve FY 2019-20 Funding Recommendations, including the following Supplemental Budget adjustments, totaling \$3,421,656:
  - a. Increase Redevelopment Residual property tax revenue by \$300,000
  - b. Reduce appropriations by \$2 million in ongoing R&R funding allocated to Community Development Commission County Fund for Housing to make this funding source available for budget hearing deliberations.
2. Approve proposed revisions to the FY 2019-20 Funding Recommendations:
  - a. Allocate \$2 million in ongoing R&R funds and \$650,000 in one-time FY 2018-19 R&R funds to the Department of Health Services Residential Care Facilities
  - b. Add back \$2 million in one-time funding to County Fund for Housing from a combination of R&R funds and General Fund discretionary fund balance.
  - c. Program \$300,000 in one-time available R&R fund balance to fund Department of Health Services Adult Services staffing.

### Background

Prior to 2011, the State of California allowed local governments to create Redevelopment agencies to assist in the economic redevelopment of areas in need of revitalization. Upon the formation of a redevelopment project area, the increased property taxes resulting from redevelopment activity went to redevelopment agencies to invest in various developments to stimulate economic growth and increase affordable housing. In Sonoma County the County Redevelopment Agency administered by the Community Development Commission, included redevelopment project areas in the Springs area of the Sonoma Valley, Roseland, and the Russian River. After the dissolution of redevelopment agencies by the

State of California in February 2012, Successor Agencies were established at the local level to manage redevelopment projects underway, make payments on enforceable obligations, and dispose of redevelopment assets and properties. In Sonoma County, the Board of Supervisors designated the County as the Successor Agency to the Sonoma County Community Redevelopment Agency for non-housing assets, liabilities and operations, and the Sonoma County Housing Authority to serve as the Successor Housing Entity to the Redevelopment Agency to assume control over housing assets and functions. The tax increment funding that had previously gone to redevelopment agencies was placed in a county-wide Redevelopment Property Tax Trust Fund (RPTTF) administered by the Auditor-Controller-Treasury-Tax Collector (ACTTC) to distribute RPTTF revenue to local taxing entities that had pre-existing pass-through agreements, and to successor agencies to fulfill enforceable obligations.

Funds remaining in the RPTTF, after payments made to fulfill financial and project obligations entered into prior to the dissolution of Redevelopment agencies, are considered residual RPTTF funds that are distributed proportionally to the taxing entities that would otherwise have received property tax revenues from the former project areas. The Board established the Reinvestment and Revitalization (R&R) fund using the residual RPTTF funds and Asset Liquidation revenues (proceeds from the liquidation of former redevelopment assets) under the control of the Board of Supervisors to support the completion of former redevelopment projects, as well as countywide economic, community, and housing development projects.

#### **I. Historical Revenue, Expenditure and Fund Balance Summary**

Attachment A provides a historical R&R Fund summary of revenues, expenditures and fund balance use, including FY 2018-19 estimates, and FY 2019-20 recommended and supplemental budget.

Revenue received in the R&R fund is primarily sourced from Residual Property Taxes and Asset Liquidation revenues. The revenue received beginning in FY 2012-13 through FY 2017-18 include repayments from the Successor Agency for expenditures associated with the Roseland Village Mixed Use Project and Highway 12 Improvement Project<sup>1</sup>. From FY 2012-2013 to FY 2017-2018, \$28.6 million in Residual Property taxes and \$6.1 million in sales of former redevelopment projects has been collected, and a total of \$23.4 million has been distributed to finance programs and projects. As of this writing, ACTTC does not anticipate one-time Asset Liquidation revenues.

The Fund Balance summary provides an overview of fund balance use since 2013 as well as a list of project commitments or “earmarks” totaling \$7 million that have been made in past plans. Based on information from ACTTC and staff analysis of historical revenue trends, the Supplemental Budget includes increased revenue projections totaling \$3.4 million in revenues and interest earnings for FY 2019-20. Should the Board approve R&R funded expenditures as set forth in the FY 2019-20 Recommended Budget and discussed in Section II of this memo, as well as Supplemental Budget adjustments discussed in Section III, after excluding \$7 million committed to projects, there will be an available uncommitted end fund balance of \$4,022,804.

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<sup>1</sup> The Board committed R&R funds to provide cash flow to allow project completion of these two former redevelopment projects amid the litigation between the County Successor Agency’s and State Department of Finance in dispute that these projects were enforceable obligations. The lawsuit was successfully settled in the County’s favor in 2016.

## II. Summary of FY 2019-20 Project and Program Funding Recommendations

A total of \$5,421,656 in Reinvestment and Revitalization (R&R) funding is included in the FY 2019-20 Recommended Budget. Of this amount, \$512,011 is in the County Administrator's FY 2019-20 Recommended Budget, and \$4,909,645 is included in the Community Development Commission's FY 19-20 Recommended Budget, of which \$570,000 was approved by your Board on April 30, 2019 as part of the Home Sonoma County funding cycle actions.

The attached spreadsheet, Attachment B, outlines the funding plan for R&R Funds adopted in FY 2018-19, funding recommendations for FY 2019-20, and HOME Sonoma County predetermined funding awards approved by the Board on April 30, 2019. The programs and projects recommended for FY 2019-20 are consistent with the Board's prior policy direction.

The following is a brief summary of the FY 2019-20 funding recommendations totaling \$5,421,656:

### A. Community Development Commission FY 2019-20 Recommended Budget (\$4,909,645)

#### 1. County Fund for Housing (\$2,000,000)

This fund provides loans and grants to qualified developers to create new or preserve existing affordable rental and ownership housing.

#### 2. Housing Rehabilitation Loan Program (\$425,000)

The Housing Rehabilitation Loan Program provides loans to low-income homeowners to finance a range of residential improvements, including health and safety measures, and accessibility modifications.

#### 3. Programs to Prevent and End Homelessness (\$1,285,000)

##### a) Annual Competitive Grants (\$170,000)

Funding for community-based organizations via annual competitive grants, providing a range of public services, including those supporting homeless services, youth services, housing, and safety net services. This funding was predetermined as part of the HOME Sonoma County funding award action on April 30, 2019.

##### b) Shelter Programs and all Winter Shelters (\$300,000)

\$150,000 of this amount was predetermined as part of the HOME Sonoma County funding award action on April 30, 2019. The Board may consider applying the Contracting Principals for Safety Net Programs next fiscal year to ensure these programs follow the procurement process in accordance with the policy adopted on April 2, 2019.

##### c) Rapid ReHousing (\$340,000)

Rapid ReHousing programs help families and individuals living on the streets or in emergency shelters to solve the practical and immediate challenges to obtaining permanent housing and linking them to community resources that support them in achieving long-term housing stability. The Board may consider applying the Contracting Principals for Safety Net Programs next fiscal year to ensure these programs follow the procurement process in accordance with the policy adopted on April 2, 2019.

Programs to Prevent and End Homelessness (\$1,285,000) (Continued)

d) Palms Inn (\$95,000)

The Palms Inn project, administered by Catholic Charities, provides permanent supportive housing and supportive services to chronically homeless persons in Sonoma County using a Housing First approach. The R&R funding for Palms Inn contributes a share of the cost to staff to operate the facility. The Board may consider applying the Contracting Principals for Safety Net Programs next fiscal year to ensure that this project follows the procurement process in accordance with the policy adopted on April 2, 2019.

e) Sonoma Valley - Homeless Service System (\$250,000)

This is a re-budget from one-time FY 2018-19 allocation to address housing service gaps in Sonoma Valley. This funding was predetermined as part of the HOME Sonoma County funding award action on April 30, 2019.

f) Homeless Outreach Services Team (\$130,000)

Funding for housing and homeless services to the most vulnerable homeless population within the County.

4. Project Delivery Costs (\$175,000)

Includes direct project and construction management for Housing Rehabilitation Loan Program \$75,000, Homeless Outreach Services Team \$70,000, and Annual Competitive Grants \$30,000.

5. Administration/Program Management Expenses (\$299,520)

General and indirect administrative costs for CDC to handle the budgeting, contracting, tracking, and reporting of the funds approved for various projects and programs, including salary and benefit costs for the Affordable Housing Director position.

6. Technology Assessment and Upgrades (\$500,000)

This is a re-budget from a one-time FY 2018-19 Budget Hearing allocation for improvements to technology and data management infrastructure.

7. Disaster Recovery Time-Limited Position (\$75,125)

This is a re-budget of half of a one-time FY 2018-19 Budget Hearing allocation for a time-limited grants management support position. Ongoing funding to support this position is anticipated from Community Development Block Grant – Disaster Recovery (CDBG-DR) funding through FY 2022-23.

8. Low- & Moderate-Income Housing Asset Fund (LMIHAF) Administrative Costs (\$150,000) – One Year Extension

This Housing Successor allowance was legally established in February 2014 to provide adequate funds for administration of inherited housing assets and obligations for five years, or until 2019. These funds covered annual Successor Agency administrative costs listed on Recognized Obligation Payment Schedules that the State Department of Finance (DOF) repeatedly denied. CDC joined together with several other jurisdictions to file a lawsuit to seek to have the DOF denial overturned, and R&R funds covered these costs pending resolution of this litigation. The ruling for this case was unfavorable for the County rendering housing authorities ineligible for the allowance. The requirement to continue administering the LMIHAF's \$22 million Affordable Housing Loan Portfolio and approximately \$9 million of real property will continue with many loans carrying a 30-year term.

B. County Administrator's Office FY 2019-20 Recommended Budget (\$512,010)

1. Office of Recovery and Resiliency Staff (\$271,961)
2. Total Maximum Daily Load (TMDL) (\$240,050)

Funding for services for lower Russian River community for planning and implementation activities for the TMDL Action Plan.

Approval of the above listed recommended expenditures, requires use of \$2,271,656 in R&R fund balance.

**III. FY 2019-20 Supplemental Budget and Proposed Revisions to Funding Recommendations: Residential Care Facilities**

During the April 10, 2019 Budget Workshop, the Board expressed a desire to explore financial solutions, including potential use of Reinvestment and Revitalization funds, to address the Department of Health Services proposed elimination of supplemental payments for Residential Care Facilities to help close the department's projected FY 2019-20 fiscal gap. These supplemental payments support housing for approximately 216 clients in 19 contracted Residential Care Facilities. Clients who lose placements at these facilities will require new housing and may be more continually at-risk for homelessness and face increased crisis situations that can lead to use of Hospital Emergency Department services and higher cost/longer-term care and/or incarceration.

FY 2019-20 Supplemental Budget Adjustments

Based on an analysis of historical Residual Property Tax receipts, staff has increased the amount of revenue assumed in FY 2019-20 by \$300,000 for a total of \$3,300,000 on an ongoing basis. Additionally, consistent with the Board's direction to include Reinvestment and Revitalization funds as a funding source option to address the Residential Care Facilities financial shortfall, the FY 2019-20 Supplemental Budget recommendations include a reduction in appropriations of \$2 million in the Community Development Commission County Fund for Housing, financed by R&R funds. This reduction releases R&R funds to make available as part of the County Administrator's funding recommendations.

Proposed Revisions to the FY 2019-20 R&R Recommended Funding Plan:

CDC and Health Service staff have identified 116 clients residing in Residential Care Facilities that can potentially be enrolled in Sonoma County's Housing Choice Voucher program to receive rent subsidy vouchers to help pay for housing. Should all 116 clients successfully enroll in the program, this will offset costs by approximately \$1.45 million. CDC staff will be able to process intake for the Residential Care Facility residents by September 2019. The recommendation for a one-time funding contribution of \$650,000, discussed below, will provide bridge funding to allow continuity of service levels to all 116 Residential Care Facilities clients until they are fully absorbed in the Housing Choice Voucher program.

To solve for the \$3.8 million need to restore Residential Care Facilities supplemental payments, staff is proposing the following revisions to the FY 2019-20 R&R Funding Recommendations:

- 1) Program \$2 million in available R&R funds beginning in FY 19-20, previously annually allocated to County Fund for Housing, to Department of Health Services Residential Care Facilities on an ongoing basis.
- 2) Redirect \$650,000 in one-time FY 2018-19 R&R funds to Residential Care Facilities
  - \$250,000 from R&R fund balance in unspent Housing Rehabilitation Loan Program allocation
  - \$400,000 in discretionary CDC Agency fund balance
- 3) Addback \$2 million in one-time FY 2019-20 funding to Community Development Commission County Fund for Housing
  - \$1,201,148 from projected R&R uncommitted fiscal year end fund balance
  - \$798,852 from one-time discretionary General Fund identified in the annual review of fund balance report.

In addition to the above recommended changes, the County Administrator is recommending allocating \$300,000 in available one-time uncommitted R&R fund balance to partially fund the Department of Health Services request to restore Adult Services staffing for FY 2019-20.

Community Development Commission staff are planning to issue the annual Notice of Funding Availability (NOFA) for housing projects eligible for the County Fund for Housing (CFH) in July 2019. The proposed \$2 million one-time funding to CFH will allow continuity of the \$4 million NOFA into FY 2019-20, to include available Development In-Lieu fees and Transient Occupancy Tax funds, loan repayments to the fund, and to make the annual payment on the 2150 West College Property County Treasury note of approximately \$900,000.

Attachment C provides a side-by-side comparison of the R&R funding plan FY 2018-19 estimated budget, FY 2019-20 recommendations, supplemental budget changes, and proposed revisions, including a list of earmarks, and fund balance estimates for FY 2019-20.

Should the Board approve the Supplemental Budget and proposed revised funding recommendations in Section III; expenditures will total \$7,172,804 and require use of uncommitted fund balance of \$3,722,804. This will leave approximately \$271,656 in uncommitted fund balance at the end of FY 2019-20 after accounting for \$7 million in earmarks.

**IV. Budget Fiscal Policy Alignment for FY 2020-21**

Historically, the distribution of R&R funds was based on a five-year plan that relied upon fund balances and future anticipated revenue to finance up to five years of prospective expenditures. As part of the FY 2018-19 budget hearings, staff recommended adoption of a new approach for the distribution of R&R funding. This new approach replaced the five-year plan with an annual expenditure plan that aligns ongoing activities with ongoing sources of revenue, and is consistent with the Board's financial policies to reduce reliance on fund balance for operating purposes by FY 2020-21. R&R funds are General Fund discretionary dollars under the Board's authority and given the historical reliance and steady depletion of R&R fund balance to finance programs and projects over the past several years, staff is recommending effectuation of this annual expenditure planning process beginning with the FY 2019-2020 budget development cycle. .

**V. Attachments**

Attachment A: Reinvestment and Revitalization Revenue, Expenditure and Fund Balance Summary

Attachment B: FY 2019-20 Recommended Budget Summary

Attachment C: Proposed Revisions to FY 2019-20 Funding Recommendations

Attachment D: Policy for Use of Reinvestment and Revitalization Funds

Attachment E: List of Remaining Active Redevelopment Projects



Reinvestment and Revitalization Revenue, Expenditure and Fund Balance Summary

Reinvestment and Revitalization Revenue Summary

			Actuals				Estimated FY 18-19	Recommended Budget FY 19-20	Supplemental Budget FY 19-20	Grand Total
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18				
Residual Property Taxes	\$ 9,921,801	\$ 2,568,394	\$ 3,347,023	\$ 3,517,924	\$ 3,797,827	\$ 5,455,040	\$ 3,515,793	\$ 3,000,000	\$ 300,000	\$ 35,423,802
Asset Distribution		\$ 1,356,247	\$ 572,589	\$ 4,098,015	\$ 121,844					\$ 6,148,702
Interest on Cash	\$ 4,760	\$ 50,877	\$ 56,601	\$ 77,607	\$ 177,255	\$ 220,833	\$ 227,221	\$ 150,000		\$ 965,154
Successor Agency Repayment			\$ -	\$ 3,635,549	\$ 305,582					\$ 3,941,131
<b>Total Revenue</b>	<b>\$ 9,926,561</b>	<b>\$ 3,975,517</b>	<b>\$ 3,976,213</b>	<b>\$ 11,329,095</b>	<b>\$ 4,402,508</b>	<b>\$ 5,675,873</b>	<b>\$ 3,743,014</b>	<b>\$ 3,150,000</b>	<b>\$ 300,000</b>	<b>\$ 46,478,781</b>

Reinvestment and Revitalization Expenditure Summary

	Actual		Actual				Est. Actual FY 18-19	Recommended Budget FY 2019-20	Supplemental Budget FY 19-20	Total
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18				
CDC Various Projects		\$ 3,511,047	\$ 720,000	\$ 2,089,518	\$ 4,638,645	\$ 4,330,569	4,334,520	4,334,520	(2,000,000)	\$ 23,958,819
CDC/GSD for Roseland*			\$ 904,808							\$ 904,808
CDC/TPW for Hwy 12*	\$ 599,916	\$ 1,297,108	\$ 1,154,629							\$ 3,051,653
TPW for Penngrove			\$ 250,000	\$ 330,000	\$ 1,670,000					\$ 2,250,000
Guerneville Sheriff			\$ 102,986							\$ 102,986
Regional Parks Andy's Park				\$ 700,000						\$ 700,000
Office of Recovery & Resiliency						\$ 124,899	271,961	271,961		\$ 668,821
Total Maximum Daily Load Program & Ombudsman						\$ 36,621	34,950	240,050		\$ 311,621
Behavioral Health Backfill						\$ 925,000				\$ 925,000
Housing Bond Exploration						\$ 74,600				\$ 74,600
Roseland Library and Boys and Girls Club							500,000			\$ 500,000
CDC Grants Management Time-Limited Position							75,125	75,125		\$ 150,250
CDC Technology Assessment and Upgrades								500,000		\$ 500,000
Support for Volunteer Fire Companies							100,000			\$ 100,000
Vegetation Management							500,000			\$ 500,000
Support for Behavioral Health							2,400,000			\$ 2,400,000
Social Advocates for Youth restoration							125,000			\$ 125,000
2019 Flood Disaster Fund							250,000			\$ 250,000
<b>Total Transfers</b>	<b>-</b>	<b>\$ 4,110,963</b>	<b>\$ 2,921,916</b>	<b>\$ 3,597,133</b>	<b>\$ 5,668,645</b>	<b>\$ 7,161,689</b>	<b>\$ 8,591,556</b>	<b>\$ 5,421,656</b>	<b>\$ (2,000,000)</b>	<b>\$ 37,473,558</b>

\* Successor Agency has repaid the R&R fund use to cash flow these projects.

Redevelopment Agencies (RDA) Dissolution Distribution - Fund Balance Summary

			Actuals				Estimated FY 2018-19	Recommended Budget FY 19-20	Supplemental Budget FY 19-20
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18			
Beginning Balance		\$ 9,926,561	\$ 9,791,115	\$ 10,845,412	\$ 18,599,605	\$ 17,333,548	\$ 15,863,002	\$ 11,014,460	\$ 8,742,804
PLUS: Revenue	\$ 9,926,561	\$ 3,975,517	\$ 3,976,213	\$ 11,329,095	\$ 4,402,588	\$ 5,675,873	\$ 3,743,014	\$ 3,150,000	\$ 300,000
LESS: Expenses		\$ 4,110,963	\$ 2,921,916	\$ 3,597,133	\$ 5,668,645	\$ 7,146,419	\$ 8,591,556	\$ 5,421,656	\$ (2,000,000)
Use of Fund Balance		\$ (135,446)	\$ 1,054,297	\$ 7,731,962	\$ (1,266,057)	\$ (1,470,546)	\$ (4,848,542)	\$ (2,271,656)	\$ 2,300,000
<b>Available Fund Balance at Year End</b>	<b>\$ 9,926,561</b>	<b>\$ 9,791,115</b>	<b>\$ 10,845,412</b>	<b>\$ 18,577,374</b>	<b>\$ 17,333,548</b>	<b>\$ 15,863,002</b>	<b>\$ 11,014,460</b>	<b>\$ 8,742,804</b>	<b>\$ 11,042,804</b>

Committed/Earmarks (Not Yet Included in Budget Appropriations)

1) Springs HUB	\$ 2,050,000
2) Hwy 12 Parking Mitigation	\$ 820,000
3) SW Santa Rosa Annexation (Contingency)	\$ 2,500,000
4) Remainder of TMDL MOU	\$ 450,000
5) Guerneville Homeless Shelter	\$ 1,200,000
<b>Total</b>	<b>\$ 7,020,000</b>
<b>Uncommitted FY 2019-20 Fund Balance</b>	<b>\$ 4,022,804</b>



	FY 2018-19	FY 2019-20	4/30/2019	FY 2019-20
	Adopted Budget	Recommended	Board Action	Notes
Description	Budget	Budget	FY 2019/20 HOME Sonoma County Funding Awards	
Residual Property Taxes	\$ 3,000,000	\$ 3,000,000		
Interest on Pooled Cash	\$ -	\$ 150,000		
<b>Total Revenue</b>	<b>\$ 3,000,000</b>	<b>\$ 3,150,000</b>		
<b>Community Development Commission Projects</b>				
<i>Affordable Housing Projects &amp; Programs</i>				
County Fund for Housing	\$ 2,000,000	\$ 2,000,000		
Housing Rehabilitation Loan Program	\$ 425,000	\$ 425,000		
Housing Rehabilitation Loan Program Project Delivery Costs	\$ 75,000	\$ 75,000		
<i>Homesless &amp; Community Services</i>				
Community Service Fund - Annual Competitive Grants to Non-Profits*	\$ 170,000	\$ 170,000	\$ (170,000)	
Homeless and all Winter Shelter Programs	\$ 300,000	\$ 300,000	\$ (150,000)	
Rapid ReHousing Programs (Homeless Rehousing Programs)	\$ 340,000	\$ 340,000		
Palms Inn (Homeless Rehousing Programs)	\$ 95,000	\$ 95,000		
Homeless Outreach Services Team*	\$ 130,000	\$ 130,000		
Sonoma Valley Homeless Services Capacity Building	\$ 250,000	\$ 250,000	\$ (250,000)	Rebudget only.
Rebudget Lower Russian River Homeless Services	\$ 500,000	\$ -		
CDC Project Delivery Costs	\$ 100,000	\$ 100,000		*Includes: Annual Competitive Grants \$30K, and Homeless Outreach Srvc Team \$70K.
CDC Administration/Program Management Costs	\$ 449,520	\$ 299,520		Administrative costs for budgeting, contracting, tracking, and reporting, and Special Projects Director position.
<i>Other Projects &amp; Programs</i>				
Roseland Library and Boys and Girls Club	\$ 500,000	\$ -		
Housing Revenue Measure support	\$ 75,000	\$ -		
Technology Assessment and Upgrades	\$ 500,000	\$ 500,000		Rebudget only.
Disaster Recovery Time-Limited Position	\$ 150,250	\$ 75,125		Rebudget only. FY 18/19 Budget Hearing action one-time allocation for grants management support position. Ongoing funding anticipated from CDBG-DR through FY 2022-23.
Extension of CDC Low Moderate Income Housing Asset Fund Administrative Costs		\$ 150,000		One-year extension
<b>Total Rebudget</b>		\$ 825,125		
<b>Total One Time</b>	\$ 1,225,250	\$ 150,000		
<b>Total ongoing</b>	\$ 4,834,520	\$ 3,934,520		
<b>Total Community Development Commission</b>	<b>\$ 6,059,770</b>	<b>\$ 4,909,645</b>	<b>\$ (570,000)</b>	
Office of Recovery and Resiliency Staff	\$ 271,961	\$ 271,961		
Total Maximum Daily Load (TMDL) Program	\$ 275,000	\$ 240,050		
Support for Volunteer Fire Companies	\$ 100,000	\$ -		
Vegetation Management	\$ 500,000	\$ -		
Support for Behavioral Health	\$ 2,400,000	\$ -		
Social Advocates for Youth restoration	\$ 125,000	\$ -		
2019 Flood Disaster Fund	\$ 250,000	\$ -		
<b>Total Other</b>	<b>\$ 3,921,961</b>	<b>\$ 512,011</b>		
<b>Total Expenditures</b>	<b>\$ 9,981,731</b>	<b>\$ 5,421,656</b>		



	FY 2018-19	FY 2019-20	FY 2019-20	FY 2019-20	FY 2019-20
	Estimated	Recommended	Supplemental	Revised Recommended	Proposed Revisions Notes
Description	Budget	Budget	Budget	Budget	
Residual Property Taxes	\$ 3,515,793	\$ 3,000,000	\$ 300,000	\$ 3,300,000	
Interest on Pooled Cash	\$ 227,221	\$ 150,000	\$ -	\$ 150,000	
<b>Total Revenue</b>	<b>\$ 3,743,014</b>	<b>\$ 3,150,000</b>	<b>\$ 300,000</b>	<b>\$ 3,450,000</b>	
<b>Community Development Commission Projects</b>					
<i>Affordable Housing Projects &amp; Programs</i>					
County Fund for Housing (CFH)	\$ 2,000,000	\$ 2,000,000	(\$2,000,000)	\$ 1,201,148	FY 2019-20 proposed revised recommendation allocates one-time use of uncommitted R&R fund balance. The remaining \$789,852 will be covered by one-time General Fund discretionary fund balance.
Housing Rehabilitation Loan Program	\$ 175,000	\$ 425,000		\$ 425,000	
Housing Rehabilitation Loan Program Project Delivery Costs	\$ 75,000	\$ 75,000		\$ 75,000	
<i>Homesless &amp; Community Services</i>					
Community Service Fund - Annual Competitive Grants to Non-Profits*	\$ 170,000	\$ 170,000		\$ 170,000	
Homeless and all Winter Shelter Programs	\$ 300,000	\$ 300,000		\$ 300,000	
Rapid ReHousing Programs (Homeless Rehousing Programs)	\$ 340,000	\$ 340,000		\$ 340,000	
Palms Inn (Homeless Rehousing Programs)	\$ 95,000	\$ 95,000		\$ 95,000	
Homeless Outreach Services Team*	\$ 130,000	\$ 130,000		\$ 130,000	
Sonoma Valley Homeless Services Capacity Building	\$ -	\$ 250,000		\$ 250,000	Rebudget only.
Rebudget Lower Russian River Homeless Services	\$ 500,000	\$ -		\$ -	
CDC Project Delivery Costs	\$ 100,000	\$ 100,000		\$ 100,000	*Includes: Annual Competitive Grants \$30K, and Homeless Outreach Srvc Team \$70K.
CDC Administration/Program Management Costs	\$ 449,520	\$ 299,520		\$ 299,520	Administrative costs for budgeting, contracting, tracking, and reporting, and Special Projects Director position.
<i>Other Projects &amp; Programs</i>					
Roseland Library and Boys and Girls Club	\$ 500,000	\$ -			
Housing Revenue Measure support	\$ -	\$ -			
Technology Assessment and Upgrades	\$ -	\$ 500,000		\$ 500,000	Rebudget only.
Disaster Recovery Time-Limited Position	\$ 75,125	\$ 75,125		\$ 75,125	Rebudget only.
Extension of CDC Low Moderate Income Housing Asset Fund Administrative Costs		\$ 150,000		\$ 150,000	
<b>Total Rebudget</b>		\$ 825,125		\$ 825,125	
<b>Total One Time</b>	\$ 575,125	\$ 150,000		\$ 1,351,148	
<b>Total ongoing</b>	\$ 4,334,520	\$ 3,934,520	\$ (2,000,000)	\$ 1,934,520	
<b>Total Community Development Commission</b>	<b>\$ 4,909,645</b>	<b>\$ 4,909,645</b>	<b>\$ (2,000,000)</b>	<b>\$ 4,110,793</b>	
Office of Recovery and Resiliency Staff	\$ 271,961	\$ 271,961		\$ 271,961	
Total Maximum Daily Load (TMDL) Program	\$ 34,950	\$ 240,050		\$ 240,050	
Behavioral Health - Residential Care Facilities				\$ 2,250,000	\$2M ongoing allocation redirected from CFH, and one-time \$250,000 from available R&R fund balance from unspent 18/19 CDC Housing Rehab allocation.
Behavioral Health - Adult Contract Staffing				\$ 300,000	One-Time Funding.
Support for Volunteer Fire Companies	\$ 100,000	\$ -			
Vegetation Management	\$ 500,000	\$ -			
Support for Behavioral Health	\$ 2,400,000	\$ -			
Social Advocates for Youth restoration	\$ 125,000	\$ -			
2019 Flood Disaster Fund	\$ 250,000	\$ -			
<b>Total Other</b>	<b>\$ 3,681,911</b>	<b>\$ 512,011</b>	<b>\$ -</b>	<b>\$ 3,062,011</b>	
<b>Total Expenditures</b>	<b>\$ 8,591,556</b>	<b>\$ 5,421,656</b>	<b>\$ (2,000,000)</b>	<b>\$ 7,172,804</b>	
<b>Use of R&amp;R Fund Balance</b>	<b>\$ 4,848,542</b>	<b>\$ 2,271,656</b>	<b>\$ (2,300,000)</b>	<b>\$ 3,722,804</b>	
<i>Fund Balance - Beginning</i>	\$ 15,863,002	\$ 11,014,460	\$ 8,742,804	\$ 11,042,804	
<i>Fund Balance - Ending</i>	\$ 11,014,460	\$ 8,742,804	\$ 11,042,804	\$ 7,291,656	
<b>Earmarks</b>					
<i>Springs HUB</i>	\$ 2,050,000	\$ 2,050,000	\$ 2,050,000	\$ 2,050,000	
<i>HW12 Parking Mitigation</i>	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	
<i>SW Santa Rosa Annexation</i>	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000	
<i>Remainder of TMDL MOU</i>	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	
<i>Guerneville Homeless Shelter</i>	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$250K used for 2019 Flood cleanup
<b>Total Earmarks</b>	<b>\$ 7,020,000</b>	<b>\$ 7,020,000</b>	<b>\$ 7,020,000</b>	<b>\$ 7,020,000</b>	
<b>Remaining Fund Balance Less Earmarks</b>	<b>\$ 3,994,460</b>	<b>\$ 1,722,804</b>	<b>\$ 4,022,804</b>	<b>\$ 271,656</b>	



**Sonoma County Board of Supervisors  
Policy Regarding Use of Reinvestment and Revitalization Funds  
Revised as of March 29, 2016**

Funds available to the Sonoma County Board of Supervisors as a result of the dissolution of Redevelopment Project Areas will be known as “Reinvestment and Revitalization Funds” and will be used to fund projects and programs in the following order:

1. To fund former Sonoma County Redevelopment Agency projects previously approved by the Board of Supervisors acting as the Commissioners of the Redevelopment Agency.
2. To supplement the County General Fund support for the Community Services Fund.
3. To fund former Sonoma County Redevelopment Agency programs previously approved by the Board of Supervisors acting as the Commissioners of the Redevelopment Agency.
4. To fund projects and programs in unincorporated areas of Sonoma County.
5. To fund projects and programs which promote economic development.
6. To fund affordable housing projects and programs.

Funds will primarily be used in the County’s unincorporated areas, except where the funds have historically been used for County-wide purposes (as with the Community Services Fund). They will also be needed to cover administrative costs, operating costs listed on Board-approved Recognized Obligation Payments Schedule (ROPS) if denied by the state, and Housing Successor Agency costs if other funds from the Community Development Commission are not available

This policy is intended to apply through FY 2019-2020. It will be reviewed annually, as well as specific funding recommendations.



# Former Redevelopment Agency (RDA) Projects

Attachment E

## Projects / Programs

### Policy Area 1 - Former RDA Projects Previously Approved

- 1 Highway 12 Phase 2 - Stage 2 Parking Mitigation
- 2 Roseland Village Mixed Use Project - Reimbursed by Successor Agency



COUNTY OF SONOMA  
OFFICE OF THE COUNTY ADMINISTRATOR  
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Date: June 11, 2019  
To: Members of the Board of Supervisors  
From: Sheryl Bratton, County Administrator  
Re: Fiscal Year 2019-20 Cannabis Program Overview

### **Program Overview and Background**

In December 2016, the Sonoma County Board of Supervisors adopted a series of ordinances establishing the Sonoma County Cannabis Program (Cannabis Program) to permit and regulate the medical cannabis industry. Since the adoption of the Cannabis Ordinance, the state law has changed to accommodate Adult Use and the state has released emergency regulations, which will be finalized this spring.

In 2017, the County began implementing the Cannabis Program which included hiring and training staff, developing specific rules and guidelines based on the ordinance, creating support materials for businesses such as checklists and fact sheets, and building out multi-departmental online permitting, tax collection, and database systems. This work also included an extensive public outreach and education program highlighted by the “Dirt to Dispensary” workshop series and the creation of the Cannabis Advisory Group. Staff began accepting permit applications for cannabis.

### ***FY 2018/19 Accomplishments and Objectives***

- Aligned the Cannabis Business Tax with latest state regulations to ensure consistency between the three Sonoma County Cannabis Ordinances, while ensuring that no changes are made that would require voter approval under Proposition 218.
- Expanded the scope of Cannabis Health Ordinance from medical cannabis businesses to adult recreational, update definitions and align with state law.
- Updated the Cannabis Land Use Ordinance to allow adult use cannabis businesses, enhance neighborhood compatibility, harmonize with State cannabis laws where appropriate, and make other minor amendments
- Code Enforcement - In FY 2018- 2019 thru May 30, 2019, Code Enforcement staff investigated 171 cannabis complaints.
- Provided direct business assistance and responded to over 1000 email and hotline inquires

### ***FY 2019/2020 Objectives***

As the implementation of a brand new regulation unfolds and the layers of CEQA, NEPA, neighborhood compatibility, and mitigation impacts complexities become clear, the program has adjusted those initial estimates down to reflect current activity. The penalty relief program has benefited vendors and the County to work through these complex issues. Departments will be engaging in a second phase of ordinance alignment with the State as well as a proposed environmental impacts review.

The Agriculture Commissioner will be leading the alignment to federal changes to the laws affecting hemp crops. The Agriculture Improvement Act of 2018, effective January 1, 2019, removed hemp from Schedule I of the federal Controlled Substances Act. Thus, hemp is no longer a federally regulated controlled substance.

### **Program Budget Overview**

In Fiscal Year 2017-18 the County collected \$3.4 million in Cannabis Tax funds. The County also collected \$1.6 million in additional departmental revenue from fees and fines. Final FY 2018-19 numbers will be available following the end of the close of books in July, but are estimated to be approximately \$2.1 million in tax revenue and \$2.7 million from departmental revenue.

Original estimates for revenue from staff for the December 6, 2016 Board of Supervisors meeting stated in the summary report that "FY 2017-18 at the proposed starting rates will total approximately \$5 million annually from the cultivation tax. The manufacturing tax is estimated to bring in another \$1.3 million, for a combined annual revenue of approximately \$6.3 million."<sup>1</sup>

In FY 2019-20, increased activity in Permit Sonoma from the update toward conditional use permits is reflected in the approximately \$1 million increase in expenses. Staff currently estimates that approximately \$2.6 million in yearend fund balance will be available toward the County's one-time use needs in FY 2019-20. The Cannabis program has a program change request totaling \$750,000 to complete a countywide Environmental Impact Review in preparation of Phase 2 of the alignment to State ordinance.

Cannabis Program Overview	FY 2017-18 Actual	FY 2018-19 Estimate	FY 2019-20 Requested
Salaries and Benefits	1,543,797	1,632,769	2,263,343
Services and Supplies	1,173,931	893,176	1,297,601
<b>Total Expenses</b>	<b>\$ 2,717,728</b>	<b>\$ 2,525,945</b>	<b>\$ 3,560,944</b>
Departmental Revenue	1,630,163	2,719,838	1,945,357
Cannabis Tax	3,403,892	2,048,282	1,471,585
<b>Total Sources</b>	<b>\$ 5,034,055</b>	<b>\$ 4,768,120</b>	<b>\$ 3,416,942</b>
Cannabis Tax Surplus/Deficit	\$ 2,316,327	\$ 2,242,175	\$ (144,003)

### **Cannabis Fund Balance**

	FY 2017-18 Actual	FY 2018-19 Estimate	FY 2019-20 Requested
Beginning Balance	\$ 1,890,502	\$ 1,905,293	\$ 2,601,401
Changes to Fund Balance		768,471	
Adopted Changes	32,540	72,363	
<b>Available for Budgeting</b>	<b>\$ 1,923,042</b>	<b>\$ 2,601,401</b>	<b>\$ 2,601,401</b>

<sup>1</sup> December 6, 2016, Sonoma County Board of Supervisors Regular Meeting, Cannabis Program Item, Attachment M: [https://sonoma-county.granicus.com/MetaViewer.php?view\\_id=2&clip\\_id=667&meta\\_id=208446](https://sonoma-county.granicus.com/MetaViewer.php?view_id=2&clip_id=667&meta_id=208446)

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DATE: June 11, 2019

TO: Members of the Board of Supervisors

FROM: Sheryl Bratton, County Administrator

**SUBJECT: Restorations and Program Change Add Requests**

The FY 2019-20 Recommended Budget required General Fund departments to take a 2.2% reduction in their General Fund contributions. This was necessary in order to create a structurally balanced budget, per Board policy, and to ensure that sufficient funding was set aside for known upcoming needs. In addition, FY 2019-20 budgets are built on assumptions of increased labor costs due to the recognized need for long-term labor agreements that give stability to the County and ensure that it is able to recruit and retain a high quality workforce. The combination of these two factors, along with department-specific revenue issues, necessitated many departments to make reductions to services in their recommended budgets. Overall, the number of positions in the Recommended Budget decreases by 91.95 from the current allocations, to a new total of 3,958.03.

Departments have submitted restoration requests, or “add backs”, for many of the positions and programs that are being reduced in the FY 2019-20 Recommended Budget. In total, 76 requests for restorations totaling \$20 million were submitted. These requested restoration of 65 positions, 40.5 of which were filled at the time of submission. In order to ensure that any potential layoffs were the result of final budget determinations and not speculation, any filled positions will not be deleted until October 8, 2019. This will allow for layoff process to begin following final determinations by the Board, and for a period of layoff mitigation to minimize the number of layoffs.

Departments also submitted program change requests to add new or enhanced programs. A total of 35 requests requiring County discretionary funding were received for a total of \$19 million and requests to add 25 positions. Additionally, 22 requests including the addition of 19 positions were submitted that were supported by departmental or external revenue.

### Evaluation of Requests

In evaluating requests, the County Administrator’s Office first divided the items based on whether they required County discretionary funds or were fully funded by departments. Items that required County discretionary funds were then evaluated on a set of criteria developed by the County Administrator’s Office staff. A description of the scoring criteria and process can be found in Attachment A. Because the goal was to ensure that available resources are strategically aligned to County priorities, restorations and program change requests were ranked together. Departmental ranking of their own requests were considered in setting the final rankings.

One-time requests were then separated from ongoing requests. Because ongoing requests must be matched against ongoing revenue sources per County policy, this better enabled staff to match requests against available resources. Once the scoring process was complete, the County Administrator finalized prioritization and recommendations of how to utilize available funding. The final recommendations are laid out in Tab 24. A description of ongoing requests is found in Attachment B and a description of one-time request is found in attachment C.

Items that were submitted as fully funded are found in Attachment D. These items were evaluated based on 1) the necessity of making the addition and 2) whether staff was confident that funding would be available. Based on this evaluation, staff are recommending that 18 requests including the addition of 15 positions be included in the adopted budget. One request from the Department of Health Services requested that a time-limited position be made permanent. Because this position is grant funded, staff is recommending that instead the time-limited position be extended to the end date of the new grant in September 2020.

Three requests from Permit Sonoma are not recommended at this time due to significant uncertainty over available departmental revenues to fund the existing appropriations which are discussed in the Recommended Budget Book. As such it would not be prudent to add additional positions based on expected revenues at this time. The department, Auditor, and County Administrator's Office staff will be evaluating the Permit Sonoma revenues in January 2020, and program change requests will be considered then if they are supported by sufficient revenues and workload justifications.

Attachment E contains the full program change requests submitted by departments. Because the restoration requests involved restoring existing services rather than justifying new programs, they were not required to submit the same full form.

### **Attachments**

Attachment A: Scoring and Ranking of Restoration and Program Change Requests for FY 2019-20

Attachment B: Ongoing Restoration and Program Change Requests Requiring County Discretionary Funding

Attachment C: One-Time Restoration and Program Change Requests Requiring County Discretionary Funding

Attachment D: Program Change Request Fully Supported by Departmental Revenues

Attachment E: Program Change Request Forms

## Scoring and Ranking of Restoration and Program Change Requests FY 2019-20

The County Administrator's Office has worked with departments to present a structurally balanced budget while providing capacity in the budget to pay for increases to negotiated labor costs. What this translated to in FY 2019-20 was department operational reductions resulting in \$34 million of restoration and program change requests for the Board's consideration at June hearings. Board budget requests were not included in the priority exercise as they are requests from Board members or community based organizations generated outside of the budget system. The Board budget requests are intended for deliberation at the Board Budget hearings in June and any of those requests that are recommended for adoption will need to be translated into the budget system by the lead department of that service or product.

The Operations and Budget team first separated out the department requests that are fully funded or result in no additional net cost of either General Fund. After those filters had been applied, supporting analysts reviewed their department requests and provided a score at a maximum of up to 15 points. The scoring criteria is outlined below. It is important to note that the scoring criteria intentionally did not place a weighted value on the type of service provided (other than whether a request directly supports a mandated service).

### Maximum Points:

- 1 One-time cost: If this is a one-time expense, it receives 1 point.
- 3 Avoids downstream impact (1-3 points 1=Low, 2=Medium, 3=High) Does this item prevent additional costs for dependent operations, i.e. reduced beds for behavioral health may increase impacts to homeless services, justice services and by approving the request avoids those downstream impacts.
- 3 Directly supports mandated service (1-3 points 1=Low, 2=Medium, 3=High)
  - Items that directly support a mandated service but the mandate can be met without funding and/or be delayed = 1
  - Items that directly support a mandated service but without this funding the level of service would be reduced exposing the department to audit findings = 2
  - Items that directly support a mandated service and the Department will be unable to comply with the mandate at any level = 3.
- 3 Directly leverages state or federal dollars (1-3 points 1=Low, 2=Medium, 3=High)
  - Item includes General Fund/Non-General Fund match 1:1 = 1
  - Item includes General Fund/Non-General Fund 1: many = 2
  - Item includes General Fund/Non-General Fund match as in-kind = 3.
- 3 Return on investment (1-3 points 1=Low, 2=Medium, 3=High)
  - Item provides qualitative benefit to the organization = 1
  - Item provides qualitative benefit to both the organization and community = 2
  - Item provides both qualitative and quantitative benefit to the organization and community = 3.
- 1 High impact from equities - more than 1.5% (the County average equity impact) If the department experienced higher than average impacts from equity adjustments = 1 point.
- 1 Department's top priority: If item is the Department's top priority = 1 point.

ID # (matches exhibit A)	Department Name	Add Back/PCR Name	Dept. Rank	PCR/Addback Scoring	FTE Change	Filled Reductions (potential layoffs)	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
1	District Attorney	Critical DA Prosecution Staff	1	11	1	0.5	205,676	Add Back	Critical Deputy District Attorney (1.0 FTE)	Public Safety is a critical county priority.	The DAO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts equivalent to 14% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the Department's ability to fulfill its mandate to "conduct on behalf of the people all prosecutions," which may lead to a rise in crime and negatively affect the quality of life of community members, especially victims of crime. These positions are solely funded by the General Fund with no leveraging of state or federal funds.
2	District Attorney	Critical DA Prosecution Staff	1	11	1	1	205,676	Add Back	Critical Deputy District Attorney (1.0 FTE)	Public Safety is a critical county priority.	The DAO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts equivalent to 14% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the Department's ability to fulfill its mandate to "conduct on behalf of the people all prosecutions," which may lead to a rise in crime and negatively affect the quality of life of community members, especially victims of crime. These positions are solely funded by the General Fund with no leveraging of state or federal funds.
3	District Attorney	Critical DA Prosecution Staff	1	11	10	6	1,275,693	Add Back	District Attorney Critical Prosecution Staff	Public Safety is a critical county priority. A 10 FTE reduction impacts each division (attorneys, investigators, victim services, support staff), reducing work capability of the District Attorney's office. Priorities 1-3, (12 FTE total) is a 10% reduction and resulting in the DA's office having to decline prosecution of some cases and cause a delay in review and prosecution or remaining cases. This will create an increased risk to public safety.	The DAO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts equivalent to 14% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the Department's ability to fulfill its mandate to "conduct on behalf of the people all prosecutions," which may lead to a rise in crime and negatively affect the quality of life of community members, especially victims of crime. These positions are solely funded by the General Fund with no leveraging of state or federal funds.
4	Public Defender	Attorney	1	11	1	1	185,433	Add Back	1.0 FTE Deputy Public Defender Attorney	Loss of attorney positions results in delays to cases, increase to incarceration time, additional detention costs and possible liability due to ineffective assistance of counsel.	The PDO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 12% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "defend, without expense to the defendant....any person who is not financially able to employ counsel and is charged with the commission of any contempt or offense triable in the superior courts..." This will in turn impact certain indigent individuals in the community who are in need of legal representation. Reduction in attorney coverage will delay disposition of cases, thereby extending a client's exposure to lengthier incarceration, further court congestion, and increased workload for the District Attorney, Jail Detention, and Probation offices. The Public Defender will no longer be able to take discretionary Court Appointments on Probate and Limited Conservatorships. These positions are solely funded by the General Fund with no leveraging of state or federal funds.

ID # (matches exhibit A)	Department Name	Add Back/PCR Name	Dept. Rank	PCR/Addback Scoring	FTE Change	Filled Reductions (potential layoffs)	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
5	Public Defender	Attorney Team 2	2	11	2	2	321,554	Add Back	2.0 FTE Attorneys for coverage equivalent to one courtroom or second team member of 2 courtrooms. The department must have 2.0 FTEs per Courtroom.	Loss of attorney positions results in delays to cases, increase to incarceration time, additional detention costs and possible liability due to ineffective assistance of counsel.	The PDO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 12% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "defend, without expense to the defendant....any person who is not financially able to employ counsel and is charged with the commission of any contempt or offense triable in the superior courts..." This will in turn impact certain indigent individuals in the community who are in need of legal representation. Reduction in attorney coverage will delay disposition of cases, thereby extending a client's exposure to lengthier incarceration, further court congestion, and increased workload for the District Attorney, Jail Detention, and Probation offices. The Public Defender will no longer be able to take discretionary Court Appointments on Probate and Limited Conservatorships. These positions are solely funded by the General Fund with no leveraging of state or federal funds.
6	Public Defender	Attorney Team 3	3	11	2	2	281,738	Add Back	2.0 FTE Attorneys for coverage equivalent to one courtroom	Loss of attorney positions results in delays to cases, increase to incarceration time, additional detention costs and possible liability due to ineffective assistance of counsel.	The PDO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 12% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "defend, without expense to the defendant....any person who is not financially able to employ counsel and is charged with the commission of any contempt or offense triable in the superior courts..." This will in turn impact certain indigent individuals in the community who are in need of legal representation. Reduction in attorney coverage will delay disposition of cases, thereby extending a client's exposure to lengthier incarceration, further court congestion, and increased workload for the District Attorney, Jail Detention, and Probation offices. The Public Defender will no longer be able to take discretionary Court Appointments on Probate and Limited Conservatorships. These positions are solely funded by the General Fund with no leveraging of state or federal funds.
7	Probation	Adult Court Support	1	10	2	2	248,347	Add Back	Restore Funding for 2.0 FTE Probation Officers in Adult Investigations	Information would not be available to the Court in real time likely causing delays to scheduled Court hearings.	The Adult Investigations staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The Department is facing severe staffing cuts of 15% in its investigations unit. Insufficient staffing levels will impact the department's ability to fulfill its mandated investigative and report-writing work, which will impede progress of court proceedings and negatively affect community members who are directly and indirectly involved. The impact to court services would also result in longer jail stays for suspects awaiting adjudication. The remaining Probation Officers assigned to the investigations unit would have increased workloads. The officers assigned to the five felony sentencing courtrooms would no longer be available to attend court sessions, as they would be needed to produce reports. The officer assigned to the Early Case Resolution Courtroom (ECR) would no longer be able to attend court as they would be needed to produce reports. Delays in providing reports to the Court would cause defendants to remain in custody (jail) for longer periods of time pending sentencing. These positions are 100% funded by the General Fund with no leveraging of state or federal funds. Restoration of these positions is a top priority of the Department.

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8	Sheriff's Office	Add Back 1 FTE River Sergeant	3	9	1	1	316,655	Add Back	Increased law enforcement presence at the River substation will greatly impact the direct provision of services to this community. Adding back one of two Sergeants to the River substation will result in a dramatic increase in services. With two Sergeants sharing supervision in the River area, Main Office Sergeants are not challenged with covering the entire County during swing and graveyard shifts.	Reduction of law enforcement presence at the River substation will greatly impact the direct provision of services to these communities. Eliminating one of two Sergeants from the substation will result in a dramatic decrease in services. Supervision will be cut in half in these areas, leaving the Main Office Sergeants to cover the entire County on swing and graveyard shifts.	The SCSO staffing reductions and substation closure in the Sonoma Valley and Russian River areas would negatively impact the local community, and hinder the SCSO's ability to effectively perform its mandated law enforcement duties in these areas, as enforcement activities would shift to staff located at the Santa Rosa Main Office, further stressing limited resources. The reduced law enforcement presence in these areas would reduce services to the public, pose a public safety risk, and negatively affect community members' quality of life. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
9	Sheriff's Office	Add Back 1 FTE Valley Sergeant	4	9	1	1	316,655	Add Back	Increased law enforcement presence at the Valley substation will greatly impact the direct provision of services to this community. Adding back one of two Sergeants to the Valley substation will result in a dramatic increase in services. With two Sergeants sharing supervision in the Valley area, Main Office Sergeants are not challenged with covering the entire County during swing and graveyard shifts.	Reduction of law enforcement presence at the Valley substation will greatly impact the direct provision of services to these communities. Eliminating one of two Sergeants from the substation will result in a dramatic decrease in services. Supervision will be cut in half in these areas, leaving the Main Office Sergeants to cover the entire County on swing and graveyard shifts.	The SCSO staffing reductions and substation closure in the Sonoma Valley and Russian River areas would negatively impact the local community, and hinder the SCSO's ability to effectively perform its mandated law enforcement duties in these areas, as enforcement activities would shift to staff located at the Santa Rosa Main Office, further stressing limited resources. The reduced law enforcement presence in these areas would reduce services to the public, pose a public safety risk, and negatively affect community members' quality of life. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
10	Public Defender	Attorney	4	8	1	1	185,433	Add Back	1.0 FTE Attorney, reducing misdemeanor court coverage	Loss of attorney positions results in delays to cases, increase to incarceration time, additional detention costs and possible liability due to ineffective assistance of counsel.	The PDO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 12% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "defend, without expense to the defendant...any person who is not financially able to employ counsel and is charged with the commission of any contempt or offense triable in the superior courts..." This will in turn impact certain indigent individuals in the community who are in need of legal representation. Reduction in attorney coverage will delay disposition of cases, thereby extending a client's exposure to lengthier incarceration, further court congestion, and increased workload for the District Attorney, Jail Detention, and Probation offices. The Public Defender will no longer be able to take discretionary Court Appointments on Probate and Limited Conservatorships. This position is solely funded by the General Fund with no leveraging of state or federal funds.
11	Probation	Adult Court Support	1	8	1	1	133,373	Add Back	Restore funding for 1.0 FTE Probation Officer in Adult Supervision	Individuals participating in Drug Court would instead be assigned to remaining caseloads based upon assessed risk to re-offend, which would increase the size of remaining caseloads. A Deputy Probation Officer would no longer be a part of the Drug Court team.	The Adult Supervision staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. If this position were eliminated, offenders on caseloads with a moderate risk to re-offend with mental health issues, sex based offenses and domestic violence offenses would not receive specialized supervision (typically with caseload ratios of 1:65), and would instead be placed on general supervision caseloads of between 150 and 200 individuals per probation officer. Increases in caseload size would significantly diminish the time officers have to spend on each case. Very limited face-to-face contacts would occur with these offenders. Probation officers would be forced to monitor these individuals through telephonic or mailed in monthly reports. Officers' ability to respond to victim, community, and offender needs in a timely manner would be limited. Public safety would be compromised by this action. Insufficient monitoring of offenders in the community may increase the potential for new crimes and victims. These positions are 100% funded by the General Fund with no leveraging of state or federal funds. Restoration of this position is a top priority of the Department.

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12	Sheriff's Office	Restructure Investigations - Add back 2 FTE Detectives	5	8	2	0	544,079	Add Back	Add back 2.0 FTE detectives, which will increase our ability to work crimes against our most vulnerable populations, including the elderly. These positions will increase ability to work on fraud, identity theft, embezzlement, and quality of life cases, as well as property crimes. Less investigative work will need to be deferred to Patrol deputies. Cold cases will still be worked. The Sheriff won't face the same difficulty in meeting DA timelines.	This directly impacts Sheriff's Office ability to solve crimes. Decreased ability to work crimes against most vulnerable populations, including the elderly. Fraud, identity theft, embezzlement, quality of life cases delayed or not worked. Crimes against people prioritized over property crimes. Investigative work deferred to Patrol deputies, requiring balancing emergency calls with investigative follow up. Cold case work will cease. Sheriff's ability to meet DA's timelines in jeopardy.	The SCSO staffing reduction of 2.0 FTE Detectives would necessitate a restructuring of the unit, and would stress limited staff resources needed to perform mandated investigation of crimes in an effective and timely manner. Delayed or deferred investigative work would hinder the processing of certain criminal cases, which impacts other criminal justice system stakeholders. Compromising the unit's ability to investigate crimes may lead to a rise in criminal activity, pose a public safety risk, and negatively affect the quality of life of community members, especially victims of crime. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
13	CRA	Add back Assessor Chief of Assessment Standards	1	8	1	1	158,560	Add Back	Unable to maintain standardized procedures and operations for the office, leading to mistakes and inaccuracies with valuation. Loss of support for the Assessment mapping division, leading to inaccurate maps and potential lawsuits and litigation, as well negatively affecting agencies that rely on accurate assessment maps (BOE, LAFCO, fire districts, PRMD, ISD-GIS, Registrar of Voters and external agencies).	Unable to maintain continuous improvement and efficiencies with assessment systems and procedures. Reduction of mandated yearly Proposition 8 reduction in value assessment reviews. Unable to manage mandatory training for the office to keep appraisers and staff certified as required by law.	The Chief of Assessment Standards is responsible for assisting in developing and implementing the Assessor's policies and procedures, providing technical assistance on complex or unusual assessment standards problems, implementing policies for appraisal related legislation, and measuring compliance of all Assessor operations rendering return on investment that benefit the organization and community. This position ensures compliance of property tax assessment mandates, avoids downstream impacts by supporting Assessment mapping for the County and external agencies/districts, and ensures compliance of training for Appraisers as required by law. This addback is the department's top priority.
14	District Attorney	Family Justice Center	3	8	1	0	156,843	Add Back	Family Justice Center (FJC) Executive Director, required for continuation of the FJC	Sonoma County Family Justice Center provides wrap around services to help victims heal.	The Executive Director position is critical for the success and continuation of the Family Justice Center. Ultimately, this proposed reduction would likely lead to closure of the Family Justice Center at some point in the future, and end Sonoma's successful model for providing wraparound services to Sonoma County's most vulnerable populations. While the Family Justice Center provides valuable and critical services to certain individuals, it is not a mandated service. The County and community have made significant investments of time, money, and resources to implement the FJC wraparound model, which creates many efficiencies for stakeholder departments, such as Human Services and community service providers. If the FJC were to cease operations due to lack of an Executive Director, the more efficient wraparound model would be compromised; in addition, the County would no longer receive Federal grant funding and community donations. This position is solely funded by the General Fund.
15	Probation	Juvenile Grant Funding	16	7	1	0	156,208	Add Back	Restore Gen Fund for 1.0 FTE Probation Officer II.	Reducing this position hampers our ability to provide timely accurate information to the Juvenile Courts and to adjust to the needs of the youth and families we serve.	The Juvenile Investigations staffing reduction would adversely impact the inter-connected and efficient operation of the local juvenile justice system as a whole, including the Superior Court. Insufficient staffing levels will impact the department's ability to fulfill its mandated investigative and report-writing work, which will impede progress of court proceedings and negatively affect youth and family members who are directly and indirectly involved. The impact to court services would also result in longer detention stays for youth awaiting adjudication. The remaining Probation Officers assigned to the investigations unit would have increased workloads. The position is 100% funded by the General Fund with no leveraging of state or federal funds. ☐
16	District Attorney	Essential DA Prosecution Staff	2	8	3	3	267,750	Add Back	District Attorney Essential Prosecution Staff	Public Safety is a critical county priority. These 3 positions represent essential attorney staff to manage misdemeanor case loads and provide the continuous coverage for staff who are out. These reductions increase work burden to remaining staff, lead to reduction in case filings, increase in missed deadlines, and courtroom disruptions due challenge in staffing 10 trial departments, juvenile justice center and multiple treatment courts	The DAO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 14% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "conduct on behalf of the people all prosecutions," which may lead to a rise in crime and negatively affect the quality of life of community members, especially victims of crime. These positions are solely funded by the General Fund with no leveraging of state or federal funds.

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17	Health Services	Add-Back Adult Services (Board & Care Contracts cut)	1	7		0	3,800,840	Add Back	Cut Supportive Housing Board & Care Contracts	Cutting the Board and Care Contracts would reduce supplemental payment supportive housing payments for approximately 216 clients in 19 contracted Board and Care facilities. Clients who lose placements at facilities will require new housing and may be at risk for homelessness and face increased crisis situations that can lead to use of Hospital Emergency Services and higher cost, longer-term care or incarceration	Downstream impacts are severe. Clients will likely become homeless, impacting both the homeless system of care, criminal justice system, or be committed to state hospital and Institutions of Mental Disease (IMD). Return on investment is extremely high compared to cost of state hospital at \$125k and IMD at \$250k annually, which the County is required to cover. Activity is not mandated.
18	Sheriff's Office	Add Back 1 FTE CSO Support	1	7	1	1	105,935	Add Back	Adding back the River Community Services Officer will allow the River Substation to remain open to the public. With a CSO stationed at the River community members will not be required to come to the Sheriff's Main Office in Santa Rosa to conduct business type services. Additionally, area specific crime prevention and community policing activities will not be severely impacted.	Eliminating the River Community Services Officer will result in closing the Substation to the public. Community members will have to come to the Sheriff's Main Office in Santa Rosa to conduct business type services. Additionally, area specific crime prevention and community policing activities will be severely decreased.	The SCSCO staffing reductions and substation closure in the Sonoma Valley and Russian River areas would negatively impact the local community, and hinder the SCSCO's ability to effectively perform its mandated law enforcement duties in these areas, as enforcement activities would shift to staff located at the Santa Rosa Main Office, further stressing limited resources. The reduced law enforcement presence in these areas would reduce services to the public, pose a public safety risk, and negatively affect community members' quality of life. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
19	Sheriff's Office	Add Back 1 FTE CSO Support	2	7	1	1	104,356	Add Back	Adding back the Valley Community Services Officer will allow the Valley Substation to remain open to the public. With a CSO stationed at the Valley community members will not be required to come to the Sheriff's Main Office in Santa Rosa to conduct business type services. Additionally, area specific crime prevention and community policing activities will not be severely impacted.	Eliminating the Valley Community Services Officer will result in closing the Substations to the public. Community members will have to come to the Sheriff's Main Office in Santa Rosa to conduct business type services. Additionally, area specific crime prevention and community policing activities will be severely decreased.	The SCSCO staffing reductions and substation closure in the Sonoma Valley and Russian River areas would negatively impact the local community, and hinder the SCSCO's ability to effectively perform its mandated law enforcement duties in these areas, as enforcement activities would shift to staff located at the Santa Rosa Main Office, further stressing limited resources. The reduced law enforcement presence in these areas would reduce services to the public, pose a public safety risk, and negatively affect community members' quality of life. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
20	Probation	Camp Welding Instructor	2	7	1	1	160,000	Add Back	Restore Funding for Probation Industry Crew Supervisor responsible for the vocational training in welding.	Vocational education is a primary component of the Probation Camp program and this position not only provides instruction in welding, but provides coverage for the wood products operations, a vital program from a vocational and revenue perspective.	This reduction would eliminate the Probation Camp's welding program, which provides youth with vocational instruction, and manufactures metal products for County Regional Parks, State Parks, and other organizations. This program provides developmental and future career benefits to youth and brings in external state revenue. This position is solely funded by the General Fund.
21	Probation	Hall Health Services	3	7		0	150,000	Add Back	Increase funding for clinical and behavioral health services for youth in detention.	Based on estimates provided by DHS, Recommended Budget reflects insufficient funding for the level of clinical and behavioral health services required to address the needs of our population in detention.	Sonoma County Behavioral Health provides both crisis intervention and ongoing therapy for youth in detention at Juvenile Hall. This reduction would eliminate all but crisis intervention for in-custody youth, significantly limiting Juvenile Probation's ability to provide meaningful interventions to the most vulnerable, highest-need youth in the system. Behavioral Health's budget would also be impacted by this reduction. The service is 100% funded by the General Fund with no leveraging of state or federal funds.
22	Probation	Juvenile Supervision	11	7	1	0	174,334	Add Back	Restore funding for 1.0 Probation Officer III assigned to Wraparound unit.	Deleting the position increases caseloads for remaining staff, and decreases our ability to provide intensive Wraparound service to youth and families in high need of support to be successful.	The Juvenile Supervision staffing reductions would adversely impact the inter-connected and efficient operation of the local juvenile justice system as a whole, including the Superior Court. If this position were eliminated, officer caseload ratios would increase in order to continue meeting service mandates. Higher caseload ratios would limit officers' ability to respond to youth, family, and community needs in a timely manner. Public safety would be compromised by this action. Insufficient monitoring of juveniles in the community may increase the potential for new crimes and victims. This position was historically funded 100% by the General Fund.

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23	CRA	Add back Assessor DISS II	2	6	1	1	124,021	Add Back	Office unable to maintain and improve over 50 individual databases specific to assessment process work. Processing of assessments will be slower and less accurate, resulting on an overall lowering of the secured and unsecured roll, leading to reduced revenue.	Reports for the Board of Equalization, Board of Supervisors, taxing districts and financial consultants for cities and districts will no longer be produced. Data purchased from the Assessor's Office no longer produced in timely manner.	The Department Information Specialist II serves as the subject matter expert for all Assessor Systems and databases that are integral to the operation for staff and public as most of the department systems interface with the internet for public access to the public. This is a critical position in the Assessor's Office that supports property tax assessment mandates, and avoids downstream impacts by providing reporting capabilities for the Board of Equalization and taxing districts, and to members of the community by carrying out Americans with Disabilities Act (ADA) remediation support for all department divisions including maintaining website and the Registrar of Voter guide accessibility.
24	Public Defender	Extra Help	5	6		0	155,426	Add Back	Extra Help Paid Law Clerks, clerical and attorney back-fill	Loss of post conviction services including expungements, research and any back-fill coverage.	The PDO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 12% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate. These are extra help positions providing backfill coverage for permanent staff; therefore, while support to mandates services would be impacted and delayed, it would not cease due to losing them. Post-sentencing services provided by extra-help law clerks such as expungements, reduction of charges, and re-sentencings will be delayed four to six months. These services reduce barriers to employment, education, and housing for individuals within our community. These extra help positions are 100% funded by the General Fund with no leveraging of state or federal funds.
25	Sheriff's Office	Add back Public Information Officer/Social Media Sergeant	6	6	1	1	195,235	Add Back	Adding back 1.0 FTE PIO Sergeant will increase information sharing with the public, media, and the Board by centralizing the PIO workload. This will result in quicker dissemination of information to the community. Restoring the PIO position will allow the Sheriff's Office to continue prior work in developing and managing our Social Media Program and participation with the County's Alert and Warning Program. This work includes organizing and providing training for Sheriff's staff in both areas.	Eliminating the PIO Sgt. hinders info sharing with the public, media, & the Board by decentralizing the PIO workload. Requests for info will default to an on-duty watch commander. This will slow dissemination of info to the community, which is particularly acute during emergencies. This loss negates prior work developing & managing our Social Media Program & the Office's participation with the County's Alert & Warning Program, including organizing & providing training for staff in both areas.	The SCSO PIO position is critical to the continued success of its public information sharing efforts over the past several years, as highlighted by this position's contributions during and after the October 2017 fires. While this position performs an important role, it is not a mandated service. The Sheriff's Office has invested significant time, money, and resources to bolster its public information and community engagement unit over the past several years. These efforts have made information sharing more effective and efficient, and improved relations with the general public. This position is 100% funded by the General Fund with no leveraging of state or federal funds.
26	Health Services	Add-Back Adult Services	3	5		0	1,773,178	Add Back	Various 13.6 Adult Outpatient allocations moved to other funded programs	Cutting Outpatient Program staffing will result in the complete elimination of case management and therapy services for approximately 500 beneficiaries. A significant percentage of these beneficiaries' conditions will worsen requiring more intensive and costly mental health services and Hospital Emergency services, as well as increased contract with law enforcement and the criminal justice system	Leverages state and federal funding. Program avoids downstream impacts as clients may regress into psychiatric crises and/or law enforcement and criminal justice encounters. Activity is not mandated.
27	CRA	Add back Assessor Appraiser III Fire	3	5	1	1	79,578	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Appraiser position was added in FY 18/19 to address the assessment backlog due to the 5,300 reassessment that resulted from the 2017 wild fires. This position directly supports mandated property tax assessment services by processing values to fire related reassessments, provides a return on investment to the organization and the community by adequately addressing increased enrollment of new values into the property tax system, customer service needs, activity in fire related replacement residence exclusions, corrections to the assessment roll and the ability to defend values at assessment appeals hearings to capture timely property tax revenue. This time-limited position ends June 2021.

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28	CRA	Add back Assessor Appraiser III Fire	4	5	1	1	79,578	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Appraiser position was added in FY 18/19 to address the assessment backlog due to the 5,300 reassessment that resulted from the 2017 wild fires. This position directly supports mandated property tax assessment services by processing values to fire related reassessments, provides a return on investment to the organization and the community by adequately addressing increased enrollment of new values into the property tax system, customer service needs, activity in fire related replacement residence exclusions, corrections to the assessment roll and the ability to defend values at assessment appeals hearings to capture timely property tax revenue. This time-limited position ends June 2021.
29	CRA	Add back Assessor Appraiser III Fire	5	5	1	1	79,578	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Appraiser position was added in FY 18/19 to address the assessment backlog due to the 5,300 reassessment that resulted from the 2017 wild fires. This position directly supports mandated property tax assessment services by processing values to fire related reassessments, provides a return on investment to the organization and the community by adequately addressing increased enrollment of new values into the property tax system, customer service needs, activity in fire related replacement residence exclusions, corrections to the assessment roll and the ability to defend values at assessment appeals hearings to capture timely property tax revenue. This time-limited position ends June 2021.
30	Probation	FTO Probation Officer	4	4	1	1	195,000	Add Back	Restore 1.0 FTE Probation Officer III assigned to Field Training Officer Program	The FTO currently participates in creating and facilitating the unarmed officers scenario training. Also implemented is scenario training created and facilitated by the FTO for current trainees targeting specific skill areas. Other areas that will be impacted include operational protocol development, evidence control/management, service delivery quality control, educational debriefings and coordinating standardized training.	Eliminating the Field Training Officer position would diminish the Department's ability to provide mandated safety training to new field officers. This position also assists with development of operational protocols, evidence management, service delivery quality control, and overall training coordination. This position is solely funded by the General Fund with no leveraging of State or Federal funding.
31	General Services	Janitorial	10	1	0	0	252,352	Add Back	To meet net cost target General Services reduced the level of janitorial services by 30%.	Additional funding will allow us to keep same level of service as in fiscal year 2018/19.	In the event the Janitorial Add Back is not funded, General Services will be required to reduce service levels in County-owned buildings by 30%. Funding for Janitorial services is an ongoing cost and does not avoid downstream impacts. It doesn't support a mandate or leverage outside funding, but it does have a qualitative impact on County employees and the public, in terms of building cleanliness.
32	Probation	DUI Court Support	5	7	0	0	187,130	Program Change Request	Provide funding for Probation Officer assigned to DUI Court currently funded by AB109.	DUI Court is vital to the overall justice system, but is a Tier 3 service as defined by CCP therefore is more appropriately funded in the General Fund. Without this support, it will be cut in the CCP FY 19-20 budget deliberations.	The Probation Department is requesting a General Fund contribution for a 1.0 FTE Probation Officer III to support DUI Treatment Court operations. The Probation Officer is an essential component of this evidence-based program, which provides comprehensive services for DUI offenders with one or two prior convictions and first-time offenders who exhibit high-risk behaviors. Due to current budget constraints in CCP funding and because this program serves offenders outside the realm of AB 109, Probation believes that it would now be appropriate for General Fund to support this program. The following goals of the DUI Court program help avoid downstream impacts and the criminal justice system: reduce recidivism among non-violent adult DUI offenders; reduce alcohol abuse among non-violent adult DUI offenders; and increase the likelihood of successful rehabilitation through early, continuous, and intensive judicially supervised treatment, random alcohol/drug testing, and the use of graduated incentives and sanctions. The Deputy Probation Officer currently assigned to the DUI caseload would no longer be a part of the DUI Court team. Individuals on the Driving Under the Influence (DUI) Court caseload would be assigned to remaining caseloads based upon their assessed risk level, which would increase the size of remaining caseloads. ☐

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33	Human Services	FTE Add EconAssist	3	7	6	0	21,481	Program Change Request	Adding 6.0 positions to address caseload demand and turn-over.	New state law allowing CalFresh clients to participate in SSI will create larger caseload. HSD expects as much as 9,000 more clients this summer as a result of the change in CalFresh regulation. Additional FTE's will also give the department more flexibility to recruit.	Based on California state guidelines on cost-sharing for Economic Assistance Programs, the additional annual cost of \$716,044 for 6.0 FTEs of Eligibility Specialists IIs will be covered 96.68% by State and Federal funding sources CalFresh and Medi-Cal. The remaining 3.32%, or \$23,773, must be matched by county General Fund in order for HSD to draw down the State and Federal funds. Since the expansion of Medi-Cal under health care reform, HSD has seen a large increase in overall case volume which has resulted in a growing backlog of active and pending applications. Due to HSD staff vacancies, Medi-Cal applications and renewals have been unable to be processed within the standards mandated by the Department of Health Care Services (DHCS). At the initial roll out of the Affordable Care Act, DHCS adopted a "hold harmless" policy with counties with regards to timely processing of applications and renewals; the Department has been notified that the hold harmless policy is no longer in place and counties will be held accountable for timeliness standards. If HSD fails to comply with these standards, it could potentially lead to a corrective action plan from DHCS. Without adequate staffing levels, HSD will continue to exceed the timeliness standards which could lead to corrective action plans and/or financial penalties with our Medi-Cal allocation. In addition to Medi-Cal, Sonoma county is preparing for an expected increase in CalFresh applications due to the upcoming SSI Cash out that will be in effect the first of June. HSD is expecting up to 11,000 new people that will now qualify for the CalFresh program. That will increase the number of CalFresh applications that will be coming to HSD's office, through the mail and online; due to the population of individuals on SSI, HSD expects to see an increase in overall case processing times.
34	Agriculture/Weights and Measures	UGT / MOE	2	10	1	0	184,899	Program Change Request	Add 1.0 FTE to address maintenance of effort and leverage additional unclaimed gas tax funding.	Meet state mandated MOE FAC section 224.5 and provide pesticide use guidance and oversight in the County.	This request adds 1.0 FTE Agricultural Biologist to help meet the Unclaimed Gas Tax Maintenance of Effort (MOE) requirement. Food and Agriculture Code (FAC) Section 224.5(g) mandates a MOE to ensure Counties' continued share of cost for regulatory activities authorized by the FAC and performed by the Agricultural Commissioner staff. Failure to meet MOE could result in the funds allocated, which averages \$660,000 per year, being withheld by the state. This PCR directly supports a state mandate, leverages outside funding, and provides both qualitative and quantitative benefits to the agriculture community and the County. This is the Agricultural Commissioners' top priority.

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35	Probation	Day Reporting Center Staffing	12	7	0	0	419,906	Program Change Request	Provide General Fund support for Adult Day Reporting Center, a key recommendation from the County's 2015 Justice Master Plan.	The DRC program provides comprehensive, evidence based/evidence informed services for both AB109 clients and formal probationers under community supervision. Given the budget constraints facing the CCP, Probation has determined that this is the appropriate time to request a funding shift reflective of the populations being served by the program.	The Day Reporting Center (DRC), a key recommendation of the Criminal Justice Master Plan, is Sonoma County's hub of evidence-based programming for adult offenders reentering the community from jail or prison. The Probation Department is requesting additional General Fund contribution to support 3.0 FTE staffing at the Adult Day Reporting Center (DRC) program. This program provides comprehensive, evidence based/evidence informed services for both AB109 clients and formal probationers under community supervision. Since its inception, the DRC has been primarily funded by Community Corrections Partnership (CCP) funding (AB109 Public Safety Realignment) and has always served a mix of both AB109 and formal probation clients. Given the budget constraints facing the CCP, Probation has determined that this is the appropriate time to request a funding shift reflective of the populations being served by the program. The value of the existing General Fund proportion is \$240,787 in FY 19-20. During the FY 19-20 CCP budget deliberations in February the Sheriff's Office requested an additional \$2.1 million in AB109 funding for staffing a jail unit, in recognition of the additional costs to house AB109 realigned offenders. The CCP approved the additional funding for the unit, in effect depleting existing AB109 fund balance by the end of FY 19-20 (see chart below). This request alleviates the extreme impact of the FY 19-20 CCP budget to future program funding as well as appropriately aligns funding sources with the populations being served. The DRC provides crucial services to realigned offenders and helps fulfill AB 109 mandates.
36	CDC	14010100-PCR01	1	7	1	0	112,240	Program Change Request	Add central compliance specialist to address findings in 2018 HUD civil rights audit	The agency has significant legal and regulatory exposure resulting from the lack of a dedicated compliance specialist with responsibility for cross-agency compliance with state and federal laws including Section 504, fair housing, procurement and labor law.	The Central Compliance Specialist will be responsible for coordinating cross-agency oversight of all federal and state programs with focus on monitoring contracting practices for environmental, fair housing, and procurement and labor regulations, which will partially address the findings in a 2018 Department of Housing and Urban Development civil rights audit - offering both qualitative and quantitative return on investment to the organization and the community. Additionally, this position will provide technical assistance to borrowers, contractors and grantees regarding state and federal compliance requirements further avoiding downstream impacts. This role will serve as the Central Compliance Coordinator across all programs which will enable the department to leverage more State/Federal/grant funding over time to cover position costs in whole. This request is the department's top priority.
37	CDC	14010100-PCR06	2	4	1	0	123,546	Program Change Request	Add an Housing Ombudsman (0826 job class) to address grievances	Addresses key lawsuit issue of reasonable accommodation policies for services related to homeless shelters and housing placements through the mandated Coordinated Entry System.	The Housing Ombudsman will address a critical risk management function in administration of mandated federal and state programs to assist low-income persons, ensure both Housing Authority and Home Sonoma County are compliant with Section 504 of the Rehabilitation Act of 1973 and the 2004 federal Joint Statement on Reasonable Accommodations, avoid downstream impacts by improving customer service and responsiveness regarding disability accommodation, and ensure that those who have a grievance within the Housing Authority or the Homeless System of Care can access a professional and unbiased problem-solver. It is anticipated that position costs will be shared by all programs and leverage more State/Federal funds over time.
38	General Services	Veterans Buildings	4	2	4	0	337,025	Program Change Request	Increase funding to cover loss of revenue as a result of the Veterans Use Policy adopted by the Board on 9/18/18	Approving this request will allow for continued operations of the Veterans Buildings for community and Veterans use.	General Services is requesting \$337,025 of General Fund support to cover loss of event rental revenues as a result of the Veterans Use Policy adopted by the Board on 9/18/18. Additional funding for Veterans Building management is an ongoing cost to account for loss of revenues and increased cost to staff events. There are no downstream impacts, it is not mandated and does not leverage outside funding. There is a qualitative benefit to both the community and County to keep these facilities maintained and staffed properly.

Items 39 through 56 are found in Attachment C, One-Time Program Change Requests and Restorations

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57	Probation	Adult Community Supervision	10	8	0	0	114,975	Add Back	Restore funding for 1.0 FTE Probation Officer in Adult Supervision funded by SB 678 state funds in the FY 19-20 Recommended Budget.	Offenders convicted of sexual offenses, domestic violence and those with moderate mental health issues would not receive specialized heightened supervision. Caseloads of this size would significantly diminish the time officers have to spend on each case. Officer's ability to respond to victim, community and offender needs in a timely manner would be limited. Public safety would be compromised by this action.	This position provides mandated supervision of adults serving probation terms in the community. This position was historically funded 100% by the General Fund; however, the FY 19-20 Recommended Budget assumes this position will be reimbursed by SB 678 Community Corrections Performance Incentive funding (CCPIF), due to an overall decrease in GF support for the Department. This higher level of CCPIF reimbursement in excess of estimated ongoing revenues will be unsustainable long term, so it is recommended that General Fund support for this position be restored to ensure ongoing stability of adult supervision staffing and CCPIF funding levels. Adult supervision officers serve a key role in the overall criminal justice system. There is no leveraging of State or Federal dollars.
58	Probation	Juvenile Grant Funding	18	7	0	0	156,208	Add Back	Restore Gen Fund for 1.0 FTE Probation Officer II, now funded by Juvenile Justice Crime Prevention Act funding.	The increased use of JJCPA funding may result in downstream reductions to service contracts with local community based providers of critical services to youth and families involved in the justice system.	This position provides mandated supervision of juveniles serving probation terms in the community. This position was historically funded 100% by the General Fund; however, the FY 19-20 Recommended Budget assumes this position will be reimbursed by Juvenile Justice Crime Prevention Act (JJCPA) funding, due to an overall decrease in GF support for the Department. This higher level of JJCPA reimbursement in excess of estimated ongoing revenues will be unsustainable long term, so it is recommended that General Fund support for this position be restored to ensure ongoing stability of juvenile supervision staffing and JJCPA funding levels. Juvenile supervision officers serve a key role in the overall juvenile justice system. There is no leveraging of State or Federal dollars.
59	District Attorney	Essential DA Prosecution Staff (Extra Help)	2	6	0	0	217,346	Add Back	District Attorney Essential Prosecution Staff (Extra Help)	Public Safety is a critical county priority. These 3 extra help positions represent essential staff to manage misdemeanor case loads and provide the continuous coverage for staff who are out. These reductions increase work burden to remaining staff, lead to reduction in case filings, increase in missed deadlines, and courtroom disruptions due challenge in staffing 10 trial departments, juvenile justice center and multiple treatment courts	The DAO staffing reductions would adversely impact the inter-connected and efficient operation of the local criminal justice system as a whole, including the Superior Court. The department is facing severe staffing cuts of 14% of its workforce, which is high compared to other County departments. Insufficient staffing levels will impact the department's ability to fulfill its mandate to "conduct on behalf of the people all prosecutions," which may lead to a rise in crime and negatively affect the quality of life of community members, especially victims of crime. These extra help providing backfill coverage for permanent staff; therefore, while support to mandates services would be impacted, it would not cease due to losing these extra help positions. These extra help costs are solely funded by the General Fund with no leveraging of state or federal fun
60	Health Services	Addback PH3	8	6	1	0	205,240	Add Back	Supervising Public Health Nurse DHS-95-2570-0002	Reduction of the Disease Control Team will render the unit less able to respond to request for guidance and support regarding all aspects of communicable disease from County Departments and/or Community Partners. Disease Control team triage services to address most pressing disease control issues within available resources. An expanded disease outbreak may require tapping into County workforce and reserves o cover unbudgeted cost	Avoids downstream impacts. Supports disease control mandates, leverages more state and federal funding than the previous position.

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61	Sheriff's Office	Restore Investigations Overtime	12	5	0	0	67,142	Add Back	Restore Investigations overtime used to work major investigative cases. Detectives will be able to perform case follow-up, rather than deferring additional workload to Patrol deputies.	Reduced overtime will result in less availability to work on investigation cases. Detectives will need to prioritize major investigative efforts. In doing so, additional workload, such as case follow-up, will have to be deferred to Patrol deputies.	The SCSO's reduction of overtime in the Investigations Unit would stress limited staff resources needed to perform mandated investigation of crimes in an effective and timely manner. Delayed or deferred investigative work would hinder the processing of certain criminal cases, which impacts other criminal justice system stakeholders. Compromising the unit's ability to investigate crimes may lead to a rise in criminal activity, pose a public safety risk, and negatively affect the quality of life of community members, especially victims of crime. These are extra help positions providing backfill coverage for permanent staff; therefore, while support to mandates services would be impacted and delayed, it would not cease due to losing them. These positions are 100% funded by the General Fund with no leveraging of state or federal funds.
62	Health Services	Addback PH2	7	5	1	0	185,623	Add Back	Public Health Nurse II Position DHS-75-2564-0004	Reduction of the Disease Control Team will render the unit less able to respond to request for guidance and support regarding all aspects of communicable disease from County Departments and/or Community Partners. Disease Control team triage services to address most pressing disease control issues within available resources. An expanded disease outbreak may require tapping into County workforce and reserves to cover unbudgeted cost.	Avoids downstream impacts. Supports disease control mandates, leverages some state and federal funding.
63	Probation	Institutions EH/OT	8	4		0	229,083	Add Back	Restore funding for EH/OT in Institutions	In a 24/7 institution Extra Help and Overtime is necessary in order to respond to fluctuations in population and staffing due to work injuries, sick call, and paid parental leave. This type of staffing is essential to meeting state mandated staffing ratios and insure a safe efficient operation.	The Juvenile Hall operates as a 24/7 facility and has mandated levels of coverage. The Extra Help and overtime budget provides the needed flexibility for the Department to effectively manage coverage. These costs are 100% borne by the General Fund, with no leveraging of State or Federal funds.
64	Probation	Training	9	4		0	85,000	Add Back	Restore funding for necessary training to meet mandated training standards.	Probation staff must meet minimum hours standards as set by the Board of State and Community Corrections. More importantly in order to implement evidence based programs with fidelity appropriate training is critical.	This add back is equivalent to a roughly 30% reduction in Probation's training budget, which will hinder the Department's ability to provide mandated training to its officers; however, this partial budget reduction would not render the Department unable to comply with mandates. These costs are solely borne by the General Fund and do not leverage state or federal funds.
65	Health Services	Addback PH7	11	4	0.8	0	148,837	Add Back	Public Health Nurse II DHS-75-2564-0036	Loss of case management for the Teen Parent Connection Program will likely increase the rate of non-graduates from high school, have a second teen pregnancy, become homeless, enter child welfare system, enter juvenile justice system and require other County services that lead to increased long-term cost. The program leverages funds through participating in Medi-Cal Targeted Case Management and Cal-Learn funding from Human Services	Assists in avoiding downstream impacts and leverages state and federal funding. Activity is not mandated.
66	Health Services	Addback PH8	13	4	1	1	104,711	Add Back	Social Service Worker III DHS-75-3003-0004	Loss of case management for the Teen Parent Connection Program will likely increase the rate of non-graduates from high school, have a second teen pregnancy, become homeless, enter child welfare system, enter juvenile justice system and require other County services that lead to increased long-term cost. The program leverages funds through participating in Medi-Cal Targeted Case Management and Cal-Learn funding from Human Services	Assists in avoiding downstream impacts and leverages state and federal funding. Activity is not mandated.

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67	Health Services	Addback PH9	14	4	1	1	90,865	Add Back	Social Service Worker III DHS-75-3003-0006	Loss of case management for the Teen Parent Connection Program will likely increase the rate of non-graduates from high school, have a second teen pregnancy, become homeless, enter child welfare system, enter juvenile justice system and require other County services that lead to increased long-term cost. The program leverages funds through participating in Medi-Cal Targeted Case Management and Cal-Learn funding from Human Services	Assists in avoiding downstream impacts and leverages state and federal funding. Activity is not mandated.
68	Sheriff's Office	Restore Extra Help Background Investigations and Internal Affairs Sergeant hours to 100%	9	4	0	0	46,263	Add Back	Adding back extra help hours will restore regular processing times for personnel hiring background investigations and internal affairs investigations. It will also reduce additional workload placed on full time investigators. There will be fewer prolonged vacancies in job classes, and increased responsiveness to IOLERO and the public with regards to complaint investigations.	The reduction of extra help staff hours will slow personnel hiring background investigations and internal affairs investigations by shifting additional workload to the full-time investigators. This will result in prolonged vacancies in all job classes and decreased responsiveness to IOLERO and the public with regards to complaint investigations.	The SCSO has an intensive and lengthy hiring process, and investigating the backgrounds of job applicants is a crucial part of the overall process. Timely and thorough background checks helps expedite the Department's personnel recruitment efforts, and helps ensure proper screening of prospective employees. These extra help hours are 100% funded by the General Fund with no leveraging of state or federal funds.
69	Probation	Account Clerk	6	4	1	0	105,000	Add Back	Restore 1.0 FTE Account Clerk II	This position supports fee collection and victim restitution payments as ordered by the Court.	This position supports mandated collection of restitution payments for victims. Eliminating this position would reduce ability to respond to client billing issues, establish new billing accounts, research issues, and collection of restitution payments for victims. Eliminating this position would also impact the District Attorney's victim services. Probation Accounting provides restitution collection services to the District Attorney's Office at no charge for nearly 500 offenders sentenced to informal probation that are not technically Probation clients or part of its caseload. This position is solely funded by the General Fund with no leveraging of state or federal funds.
70	Probation	Juvenile Hall Programming	7	4	2	0	334,678	Add Back	Restore funding for 2.0 FTE Juvenile Correctional Counselor III.	This reduction provides less staffing at the JCC III level, resulting in fewer rehabilitative evidence based programs offered for youth in detention.	These Juvenile Hall positions are responsible for provide mandated levels of coverage, and are directly responsible for providing case management and direct evidence-based programming for in-custody youth. These positions are 100% funded by the General Fund.
71	Probation	Adult Probation Assistant	14	4	1	0	109,000	Add Back	Restore funding for 1.0 FTE Probation Assistant to support adult services.	Deleting the position may impact wait times, and therefore prompt completion of hours for offenders ordered to Work Release.	This position supports the Work Release program, which helps to lower the overall average daily population of adult inmates in the County's detention facilities. This position is solely funded by the General Fund with no leveraging of state or federal funds.
72	Health Services	BH5	4	4			617,053	Add Back	4.0 CSU BH Clinicians moved to other funded programs	Movement to other funded positions will reduce staff that provide 24/7 crisis intervention, assessment, medication support and up to 23 hours of supportive care for those in acute mental health crisis.	Program avoids downstream impacts. Activity is not mandated. Additional beds is not expected to leverage additional funding because are unable to be transferred to psychiatric health facility.
73	Probation	Juvenile Hall Staffing	15	4	3	0	416,154	Add Back	Restore funding for 3.0 FTE Juvenile Correctional Counselor II.	Deleting these positions increases the risk of inadequate staff being available if detained populations increase for and extended period of time. Short term fluctuations in population will be covered by overtime and extra help.	These Juvenile Hall positions are responsible for provide mandated levels of coverage, and are directly responsible for providing case management and direct evidence-based programming for in-custody youth. These positions are 100% borne by the General Fund, with no leveraging of state or federal funding.
74	CRA	Add back Assessor CRA Specialist II	7	3	1	0	65,023	Add Back	Customer service impacts. Reduction of phone and counter office hours. Change in Ownership correspondence and requests will be delayed, resulting in inaccurate assessments and more roll corrections, reducing the interest generated by the Auditor-Controller-Treasurer-Tax Collector.	Inaccurate valuations will lead to more assessment appeals, negatively affecting the Clerk of the Board and the secured tax roll.	The Clerk-Recorder-Assessor Specialist position is responsible for telephone, email, researching inquiries, answering standard assessment and parcel maps and appraiser and supplemental tax roll inquiries, and tracking and scheduling Board of Equalization trainings. This vacant position does not require one-time costs, does not leverage State/Federal funds and does .

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75	Sheriff's Office	Add back Compliance Correctional Deputy	11	3	0	0	40,385	Add Back	Adding back the Detention Compliance position to a Correctional Deputy will restore job opportunities for CD staff, increase career development and succession planning, and retain operational expertise that is beneficial to this position.	Converting the Detention Compliance position from a Correctional Deputy (CD) to an Administrative Aide will reduce diversity in job opportunities for the CD staff, limit CD career development, hamper Detention succession planning, and lose operation expertise that is beneficial to this position.	Detention compliance is an important mandated function. Transitioning these duties would allow the work to continue; however, it would be as sub-optimal approach compared to the current situation. This compliance position is 100% funded by the General Fund with no leveraging of state or federal funds.
76	Human Services	SoCo GF Cutback VOM EH & OT	1	3	0	0	343,456	Add Back	Cut in over-time & Extra-Help involved in operating the children's residential care center.	Cutback in provision for supplies and maintenance costs need to be offset by fundraising efforts of the VOM Children's foundation.	The Valley of the Moon Children's Center (VMCC) serves approximately 200 youth per year. As a 24/7 emergency shelter, VMCC needs Extra Help Child Residential Care Counselors (CRCC) and Residential Service Workers (RSW) to respond quickly to increases in population to provide adequate care and supervision of children. Additionally, VMCC must adhere to the state mandated ratios providing a minimum of one adult to four youth (1:4). In order to accomplish this 365 day per year/ 24 hours per day, VMCC must have enough Extra Help and Overtime funding to absorb population fluctuations and provide proper care to foster youth. Population fluctuations also affect the maintenance of the facility and meals that need to be prepared. In order to meet these needs over the 7-day week, Extra Help and Overtime funding is needed for the RSW team to perform these functions.
77	CRA	Add back Assessor Assessment Process Specialist Fire	8	3	1	0	74,708	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Assessment Process Specialist position was approved to be added in FY 2019/20 to address the assessment backlog due to the 5,300 reassessment that resulted from the 2017 wild fires to producing the timely annual assessment roll. This support position does not avoid downstream costs to dependent operations, and does not leverage State/Federal funds.
78	CRA	Add back Assessor Appraiser Aide Fire	9	3	1	0	71,200	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Appraiser Aide position was approved to be added in FY 2019/20 to address the assessment backlog due to the 5,300 reassessment that resulted from the 2017 wild fires. This support position does not avoid downstream costs to dependent operations, and does not leverage State/Federal funds.
79	Sheriff's Office	Add back Detention K-9 Handler	10	3	0	0	49,159	Add Back	Adding back the Detention K9 Program and handler will restore a critical resource in drug detection within our Detention facilities.	Termination of the Detention K9 Program, by eliminating the K9 and handler, will increase drug activity within our Detention facilities. This may lead to an increase in drug related in-custody deaths and contribute to increased opportunities for violence as contraband is smuggled into the facilities and goes undetected.	While not a mandated service, detection of drugs in the County's detention facilities is a critical function. Proactive detection of drugs in detention facilities helps prevent inmate drug abuse and smuggling of contraband, which negatively impacts the safety of detention staff and inmates, and has potential risk and liability implications for the County. These costs are 100% borne by the General Fund with no leveraging of state or federal funds.
80	CRA	Add back Assessor Appraiser Aide Fire	10	3	1	0	71,200	Add Back	No longer be able to process fire calamity rebuilt properties in a timely manner, leading to loss in assessed value to the tax roll and fire victims having inaccurate information about their property taxes.	Would not be able to factor and restore base year values or transfer the base years to replacement properties in a timely manner. Will lead to increased assessment appeals and more work and stress for fire victims.	This time-limited Appraiser Aide position was approved to be added in FY 2019/20 to address the assessment backlog due to the 2017 wild fires reassessment. This support position does not avoid downstream costs to dependent operations, and does not leverage State/Federal funds.
81	CRA	Add Back Recorder Receptionist	11	3	1	1	80,603	Add Back	Overall reduction in quality of record keeping, which is basis of first world economy; Risk of not meeting legally mandated document recording, indexing, and image storage rules; Reduced customer service by phone, email, and related to searches, hours of operation, access to maps and public records; Increased processing and wait times, Increased public conspiracy suspicion relating to lack of access; Reduced quality and modernization of images.	Overall reduction in quality of record keeping, which is basis of first world economy; Risk of not meeting legally mandated document recording, indexing, and image storage rules; Reduced customer service by phone, email, and related to searches, hours of operation, access to maps and public records; Increased processing and wait times, Increased public conspiracy suspicion relating to lack of access; Reduced quality and modernization of images	The Receptionist position is responsible for indexing recorded documents, scanning vital statistic (birth, marriage) certificates, booking marriage ceremonies, answering telephone calls and receiving visitors of the Clerk/Recorder Office. This position does not avoid downstream impacts, does not require one-time costs and does not leverage State/Federal funds. The department is projecting declining Recorder revenues in FY 19/20.

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82	CRA	Add back Recorder, CRA Supervisor	12	3	1	1	83,750	Add Back	Overall reduction in quality of record keeping, which is basis of first world economy; Risk of not meeting legally mandated document recording, indexing, and image storage rules; Reduced customer service by phone, email, and related to searches, hours of operation, access to maps and public records; Increased processing and wait times, Increased public conspiracy suspicion relating to lack of access; Reduced quality and modernization of images	Overall reduction in quality of record keeping, which is basis of first world economy; Risk of not meeting legally mandated document recording, indexing, and image storage rules; Reduced customer service by phone, email, and related to searches, hours of operation, access to maps and public records; Increased processing and wait times, Increased public conspiracy suspicion relating to lack of access; Reduced quality and modernization of images	The Clerk-Recorder-Assessor Supervisor is responsible for recording account documents, electronic document recordings (eRecording), addressing changes and corrections, working with title companies, and managing Recorder staff. This position does not avoid downstream impacts, does not require one-time costs and does not leverage State/Federal funds.
83	Probation	Various Service and Supplies	13	3		0	138,000	Add Back	Restore funding for various reductions to service and supplies necessary to maintain services for youth and families.	Reductions will impact various services, including janitorial and equipment maintenance which may create additional costs in the future and impact current clients and staff.	These costs are solely borne by the General Fund, with no leveraging of State or Federal funds. Reductions would directly impact current and future Juvenile Hall operations, but would not have an impact on other departments.
84	General Services	Security	9	2	0	0	235,000	Add Back	To meet net cost target the General Services Department reduced security by ceasing work week Admin Center patrols and replaced them with morning/evening sweeps and weekend sweep by Chanate Campus Security team.	Additional funding will allow us to keep the same level of service as fiscal year 2018/19	In the event the Security Add Back is not funded, General Services will be required to eliminate the County Campus security contract and use existing parking enforcement staff to patrol on weekdays and the Chanate security contract on weekends. Funding for Security at the County Campus is an ongoing cost and does not avoid downstream impacts. It doesn't support a mandate or leverage outside funding, but does have a qualitative impact on the community and County employees, in terms of safety and security while walking/being on the County campus.
85	ACTTC	Addback Senior Office Assistant		2	1	0	105,000	Add Back	Elimination of a Senior Office Assistant position in the Tax Collection Unit.	The elimination of an Account clerk position in Tax Collection will result in longer wait times for walk-in customers. Our office will no-longer be able to perform non-mandated collection activities for Sonoma County Animal Services, a division of Sonoma County Department of Health Services.	Position is vacant. Deletion of this position may have limited impacts on other departments for which the ACTTC provides non-mandated Services, and may cause minor inconveniences to the public, but will not impact ability to deliver mandated services. It would require ongoing funding and does not leverage outside funding.
86	Sheriff's Office	Restore Front Lobby Holiday Services	13	2	0	0	13,560	Add Back	Restore the service of opening the Sheriff's Main Office front lobby during County holidays.	Closing the Sheriff's Main Office front lobby during County holidays will reduce service to the community by decreasing accessibility to Sheriff's staff and information, particularly for working individuals.	Phone calls would be routed through dispatch, which is already over-burdened. Holiday closures would limit the public's access to staff. Costs are 100% funded by the General Fund with no leveraging of state or federal funds.
87	Sheriff's Office	Add back Detention Extra Help hours	14	2	0	0	51,273	Add Back	Restoring staff extra help hours will allow the Sheriff to complete critical administrative projects in Detention such as policy and procedure development and the continuity of operation plan (COOP).	The elimination and/or reduction of extra help staff hours will hamper the Sheriff's ability to complete critical administrative projects in Detention such as policy and procedure development and the continuity of operation plan (COOP).	This proposed add back does not score highly based on ranking criteria; however, eliminating extra help would impact the SCSO's capacity to develop and update internal policies. The Department would need to redirect other staff to support the countywide Continuity of Operations Plan effort, which is a critical initiative. These costs are 100% borne by the General Fund with no leveraging of state or federal funds.
88	Health Services	Addback PH4	6	2	1	1	164,775	Add Back	Program Planning Evaluation Analyst DHS-50-0880-0001	Loss of administrative infrastructure positions will limit the ability of Public Health Program Support Unit to assure compliance and operational excellence across the Division. Elimination of staff will move the duties to other remaining personnel to identify priorities, efficiencies, and alternatives for loss of administrative support services	Avoids downstream impacts. Activity is not mandated and does not leverage funds.

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89	Sheriff's Office	Addback Deputy Voicemail	16	2	0	0	92,000	Add Back	Addback of Deputy voicemail which allows Deputies to make immediate and direct contact with the public, and greatly increases community policing and community engagement efforts by ensuring continuous contact with victims and citizens.	Eliminating voice mail reduces the ability for the public to make immediate and direct contact with a Deputy and diminishes community policing and community engagement efforts as it will be harder to stay in contact with victims and citizens. The public will have to call the main Sheriff's number and leave a message thus creating additional work for staff tasked with answering the phones, including already over tasked dispatchers during non-business hours.	While this proposed add back does not score highly based on ranking criteria, eliminating deputies' voicemail would create inefficiencies and shift workload to over-burdened dispatch staff. Provision of voicemail to deputies is not a mandated services, although it indirectly helps law enforcement personnel in the field be more effective in performance of their mandated duties. The voicemail service costs are 100% funded by the General Fund with no leveraging of state or federal funds.
90	Health Services	Addback PH10	12	2	1	1	99,571	Add Back	Administrative Aide DHS-00-0810-0023	Reduction of the Administrative Aide position would require greater prioritization and coordination of preparedness activities across Health Services workforce and in collaboration with Emergency Management Department and other emergency preparedness and response partners.	May assist with avoiding some downstream impacts. Activity is not mandated and does not leverage funds.
91	Human Resources	Addback Human Resources Main Office Reception Senior Office Assistant	1	2	1	0	108,764	Add Back	Addback 1.0 Senior Office Assistant whose primary responsibility is to staff Human Resources front lobby Reception Desk, greet and direct visitors, receive and direct incoming calls, respond to the public regarding HR services predominantly recruitment and training, provide information to members of the public, employees, and retirees and coordinate the usage of the department's conference rooms. Of the total S&B \$108,764, the GF is reimbursed from Risk ISF \$54,382 for a total GF NC of \$54,382.	During the last 8 months, HR developed a rotation of support staff which has proven to be time consuming & ineffective. Based upon current staffing, support staff rotates 3-4 times/mo. Due to the wide range of services provided by this function, providing info & support to the public, employees & retirees, requires extensive training and knowledge base, & impacts the regular workload of support staff. HR may need to evaluate reducing public service hrs. in order to maintain and staff essential services.	Position is vacant. Deletion of this position may have limited impacts on County staff and public seeking information from HRC, but will not impact ability to deliver mandated services. It would require ongoing funding and does not leverage outside funding.
92	Health Services	BH6 - Mental Health Service Act	5	2			250,381	Add Back	1.6 CAPE Allocations moved to other funded programs	With the elimination of CAPE program, the Department will no longer provide training at local high school and junior college campuses. The Health Department will still respond to crisis requests on an as-needed basis.	Program avoids downstream impacts. Does not leverage funding. Provides positive community impact. Activity is not mandated.
93	CRA	Add back Administrative Accountant II Conf	6	1	0.5	0	52,182	Add Back	.5 Accountant II Confidential is responsible for elections billing, billing districts and candidates for reimbursement of election costs, Files for state grant reimbursements related to Registrar of Voters	Less revenue for the Registrar of Voters office, more general fund contributions required to make up the difference in lost reimbursements and state grants	Accountant II in the Administration Division is responsible for Registrar of Voters billing to districts and candidates for reimbursement of election costs and filing state grant reimbursements. This vacant position does not directly support a mandated service, does not avoid downstream impacts, does not require one-time costs and does not leverage State/Federal funds.
94	Sheriff's Office	Add back 1.0 FTE Purchasing Account Clerk II	7	1	1	1	89,375	Add Back	Adding back 1.0 FTE Purchasing Account Clerk II will restore regular workload and increase internal customer services. Restoring the Account Clerk II to Sheriff's Purchasing will expedite the overall purchasing process for goods and services directly supporting operations. Purchasing processes can revert back to previous standards, restoring internal customer service and increasing responsiveness to internal clients, ACTTC, and General Services Purchasing Division.	Decreasing Sheriff's Administrative/Fiscal staffing will impact remaining staff by shifting workload and decreasing internal customer services. Specifically, deleting the Account Clerk II from Sheriff's Purchasing will slow the overall purchasing process for goods and services directly supporting operations. Certain purchasing processes will have to change, reducing internal customer service and delaying responsiveness to internal clients, ACTTC, and General Services Purchasing Division.	While this proposed add back does not score highly based on ranking criteria, eliminating this position would impact the SCSO's internal operations, primarily its procurement functions. This position does not perform a direct mandated service, but it does indirectly support law enforcement personnel with mandated duties. This position is 100% funded by the General Fund with no leveraging of state or federal funds.

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95	Sheriff's Office	Add back 1.0 FTE Secretary	8	1	1	0	121,034	Add Back	Adding back 1 FTE Administrative Secretary will reduce the excessive workload for existing clerical staff and provide coverage during vacations and sick leave. The public will have increased phone access to the Office and will be able to communicate with a live person who can assist them and direct their calls.	The elimination of one Administrative Secretary will increase the workload for existing clerical staff and eliminate coverage during vacations and sick leave. During these times, the public will have limited phone access to the Office and will be required to leave voicemail messages rather than have a live person assist them and direct their calls.	While this proposed add back does not score highly based on ranking criteria, eliminating this position would impact the SCSO's internal operations, primarily its administrative and clerical functions. This position does not perform a direct mandated service, but it does indirectly support law enforcement personnel with mandated duties. This position is 100% funded by the General Fund with no leveraging of state or federal funds.
96	Health Services	Addback PH5	9	1	1	1	72,603	Add Back	Senior Office Assistant DHS-01-0003-0009	Loss of administrative infrastructure positions will limit the ability of Public Health Program Support Unit to assure compliance and operational excellence across the Division. Elimination of staff will move the duties to other remaining personnel to identify priorities, efficiencies, and alternatives for loss of administrative support services	May assist with avoiding some downstream impacts. Activity is not mandated and does not leverage funds.
97	Health Services	Addback PH6	10	1	1	1	95,275	Add Back	Administrative Aide DHS-00-0810-0017	Reduction of the Disease Control Team will render the unit less able to respond to request for guidance and support regarding all aspects of communicable disease from County Departments and/or Community Partners. Disease Control team triage services to address most pressing disease control issues within available resources. An expanded disease outbreak may require tapping into County workforce and reserves to cover unbudgeted cost	May assist with avoiding some downstream impacts. Activity is not mandated and does not leverage funds.
98	Sheriff's Office	Addback Specialty Uniform Expenditures	15	1	0	0	20,000	Add Back	Adding back specialty uniform expenditures will provide necessary protective gear in several units, such as SWAT body armor and helmets, Bomb Unit ballistic plates, protective eyewear and footwear which increase officer safety.	Reduction will limit the Sheriff's Office ability to replace necessary protective gear in several specialty units, such as SWAT body armor and helmets, Bomb Unit ballistic plates, protective eyewear and footwear which will reduce officer safety.	If the SCSO is unable to procure or replace safety equipment, it may expose staff to safety risk. This equipment is 100% funded by the General Fund with no leveraging of state or federal funds.
99	Agriculture/Weights and Measures	Hemp	2	5	1	0	202,388	Program Change Request	Add 1.0 FTE to provide program development and oversight to the Hemp program.	Develop Hemp program and provide ongoing administration of the Hemp and Cannabis programs.	This request adds 1.0 FTE Deputy Director to provide program development and oversight for the County's Hemp program. On 4/2/19 the department brought a one-year industrial hemp moratorium to the Board, and were instructed to develop an ordinance to regulate industrial hemp during that one-year period. The department reported that there were not enough departmental resources in order to develop and administer a local hemp ordinance and requested additional staffing to meet this goal. This position allocation will oversee both the cannabis ordinance and any future hemp ordinance, as well as staffing for these programs. This position supports new state hemp mandate, but it could be met with current staffing levels. Provides both qualitative and quantitative benefits to County departments and community.
100	Information Systems Department	ADA Program		4.5	4	0	748,173	Program Change Request	Information Systems proposes the creation of an internal team to meet requirements of the Americans with Disabilities Act requiring all government entities receiving federal funding to provide equal access to services. Electronic access to information is as important as physical access to individuals with disabilities. Team will remediate all documents and web content to ensure compliance and access. Workload is anticipated to require 4 FTE's and staged implementation is recommended.	Serves citizens who experience obstacles in accessing information and complies with increasingly rigorous regulations for improving electronic access to government programs and services. Allows all departments and agencies served by ISD to submit documents for remediation to an ADA team of highly trained professionals who would complete the remediation and then route or post the documents. Addresses Department resource and expertise challenges, creates efficiencies, and ensures compliance.	The addition of 4.0 permanent positions will support Americans with Disabilities Act (ADA) regulations by remediating all documents and web content to comply with regulations. This request indirectly supports a mandated service, avoids downstream impacts by enabling members of the public that need assistance viewing online content posted by County departments.

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101	Human Services	HSD-HR Analyst Team: EA PPEA	6	4	1	0	4,951	Program Change Request	Adding a PPEA will be added to the H.R. Analyst Team to focus on training staff in the Economic Assistance (EA) division.	The Program Planning Evaluation Analyst (PPEA) will be the trainer for staff in the Economic Assistance (EA) division.	Based on California state guidelines on cost-sharing for HSD programs, this 1.0 FTE PPEA Training Coordinator in Economic Assistance will require a County General Fund match of 3.3%, or \$5,500 of overall \$165,000 annualized cost. The remainder of this position would be covered by State and Federal funding sources – CalFresh and Medi-Cal. Upon elimination of this position in a previous budget, the department has struggled to meet the needs for induction training for new eligibility staff in Economic Assistance (EA), and to provide continuous staff training to cover the ever-changing rules and regulations. Strategies to provide adequate training have included conducting fewer recruitments for less frequent induction classes, which has resulted in over-sized classes to fill all the vacancies from the less frequent recruitments. Additionally to deal with the large classes, staff must be pulled from other important work to assist the trainers with managing such large groups of new staff. The additional PPEA position will allow for more regular recruiting because of the increased training capacity.
102	Information Systems Department	E-forms		3.9	2	0	394,899	Program Change Request	Expand use of online services to increase access to County programs by creating electronic forms and workflow routing. Eliminates paper forms, reduces administrative costs, improves organizational efficiency, reduces redundancy between departments and provides significant cost savings and revenue opportunities. Adds 2 FTE to provide workflow mapping, form design, electronic signature integration, data collection, analysis structure, and provide integration with existing enterprise systems.	Increases accessibility to online services including government programs and information to citizens, external vendors, and County Departments. Develops solutions to facilitate communications and provides measurement and reporting options, security enhancements, and organizational efficiencies while reducing costs, paper use, and workload redundancy. Expands implementation of County's Digital Government initiative.	The department is proposing to add 2.0 permanent positions to expand implementation of the County's Digital Government initiatives and use of online services for ease of access to government programs with residents, external vendors and County Departments. This request does not directly support a mandated service, does not require one-time costs and does not leverage State/Federal funds.
103	UCCE	Prescribed Burn Program Assistant	1	3	1	0	98,393	Program Change Request	Add funding to hire a full-time permanent employee to provide support and coordination with the regulatory aspects of the vegetation management program. Provides increased education and outreach to both home and landowners for prescribed grazing and burning and other vegetation management tools in the County. A Sr. Agricultural Program Asst. position will cost approximately \$92,000 per year.	The position will work with UCCE advisors, Permit Sonoma & the Office of R & R to increase outreach & education around science-based solutions as related to prescribed burning & grazing as tools for vegetation management. This new position will coordinate efforts across county depts., especially the Natural Resource cohort, along with local agencies, NGOs, Fire Safe Councils and policy makers to increase resiliency and prioritize projects within communities in Sonoma County.	This request adds 1.0 FTE Sr. Agricultural Assistant position to coordinate with PRMD, Office of Recovery and Resiliency, and UCCR advisors to increase education and outreach around science-based solutions for prescribed burning, grazing and tools for vegetation management. This PCR aligns with the Board approved Recovery and Resiliency fuel reduction campaign, however it did not receive funding. This is an ongoing cost that indirectly supports a board mandate. The position does not leverage outside funding, but it does have qualitative benefits to both the community and County by supporting overall fuel reduction activities and fire prevention.
104	General Services	Capital Program Special Projects Funding	5	3	0	0	270,000	Program Change Request	Provide funding for unfunded activities (preparation of the Capital Improvement Plan, Hazardous Materials Abatement, and Board of Supervisors special requests) that result in higher rates for all Capital Projects as these rates are spread.	Preparation of the Capital Improvement Plan, Hazardous Materials Abatement, and the Board of Supervisors special requests are not funded activities and are charged to Administrative Overhead. This results in higher rates for all capital projects as these costs are spread. Providing funding for these unfunded activities will result in lower rates for projects.	General Services is requesting \$270,000 of General Fund support for unfunded capital project activities, like the annual CIP Plan and Hazardous Materials Abatement, which are charged to Administrative Overhead and eventually spread into internal service rates. There are no downstream impacts related to this item, and it does not support a mandated service or leverage outside funding. The funding does have a high potential for qualitative and quantitative impacts to the County departments, in terms of project support for CIP development and hazardous materials monitoring, and eventual reduction in capital project internal service rates.

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105	General Services	Vegetation Management	2	2	0	0	80,000	Program Change Request	Funding required for emergency tree removal and assessment on county owned properties	Address constituent concerns about hazardous trees on county owned properties	General Services is requesting \$80,000 in funding to perform emergency tree removal and assessment on county-owned properties. There were numerous requests in FY 2018-19 to remove hazardous trees at such locations as Timber Cove, Chanate, Cloverdale Vets, and the North County Detention Facility. This is a one-time cost, but it is not mandated, does not leverage outside funding, and doesn't have downstream impacts. It does however impact the community, and the trees could pose potential liabilities if not addressed.
106	General Services	Vegetation Management	2	2	0	0	925,000	Program Change Request	Funding required to respond to constituent complaints about hazardous trees and vegetation overgrowth on County owned properties.	Address constituent concerns about hazardous trees and vegetation overgrowth on county owned properties	General Services is requesting \$925,000 in funding to respond to constituent complaints about hazardous trees and vegetation on county-owned properties. This vegetation management program is an ongoing cost that is not mandated and does not leverage outside funding. It does provide a qualitative impact to the community, in the form of cleaner County-owned properties and fuel reduction. This program is not part of the Board approved vegetation management campaign.
107	General Services	Implement Salesforce Customer Reporting Platform	3	2	0.5	0	143,379	Program Change Request	Project funding for the development of the department's customer reporting platform including: detailed business analysis, efficiency improvement for service delivery processes, and the automation of the improved processes through a customer relationship management system tool. Achieved through consultation work with Salesforce developer. Includes .5 FTE DISS II time limited (3 years 7/1/19-6/30/22)	Improved customer service experience and increased transparency of services provided by the General Services Department	General Services is requesting a total of \$539,379 in FY 2019-20 to implement a Salesforce Customer Reporting Platform. This new software will help improve department business system analysis and workflow mapping, as well as improve customer management systems. This PCR has potential for qualitative benefits to the County, in the form of faster response times, improved customer satisfaction, and more accurate data collection/reporting, which could minimize downstream impacts on other departments working with General Services on projects. But it is an ongoing cost (3 years), not mandated, and doesn't leverage outside funding.
108	General Services	Implement Salesforce Customer Reporting Platform	3	2	0	0	396,000	Program Change Request	Purchase of Salesforce software mentioned in PC07	Improved customer service experience and increased transparency of services provided by the General Services Department	See Item 106
109	General Services	Consolidate and replace asset management and work order software	8	2	0.5	0	246,819	Program Change Request	General Services Department is requesting \$1.6m funds to provide an integrated workplace management system(IWMS) software for the County's management of facilities, leased real estate, capital projects, energy and maintenance programs, and contracts. Includes .50 FTE DISS II time limited (3 years 7/2019-6/2022)	This request will provide a single suite of software applications to allow the business lines within the General Services Department to consolidate planning, design, procurement, construction, asset management, work order management, energy, maintenance and lease management to a unified collaborative system.	General Services is requesting a total of \$1,660,919 in FY 2019-20 to consolidate and replace they asset management and work order software. This application should allow the business lines within the department to consolidate planning, design, procurement, construction, asset management, maintenance and energy programs to a unified collaborative system. While the software data migration is a one-time cost, the staffing and annual license fees are ongoing. This project does not avoid downstream impacts or leverage outside funding. It indirectly supports mandated service by improving asset management tracking, and will have a qualitative impact on the County, in terms of better data tracking and improved FDM service provision.
110	General Services	Consolidate and replace asset management and work order software	8	2	0	0	1,414,100	Program Change Request	General Services Department is requesting \$1.6m funds to provide an integrated workplace management system(IWMS) software for the County's management of facilities, leased real estate, capital projects, energy and maintenance programs, and contracts. Includes .50 FTE DISS II time limited (3 years 7/2019-6/2022)	This request will provide a single suite of software applications to allow the business lines within the General Services Department to consolidate planning, design, procurement, construction, asset management, work order management, energy, maintenance and lease management to a unified collaborative system.	See Item 108
111	CDC	14010100-PCR04	3	1	1	0	113,443	Program Change Request	Add a Dept. Analyst to bridge program delivery, fiscal & budget planning, forecasting, data mining, reporting & decision support	Currently no dedicated staff for analytical functions. This add will improve agency efficacy & efficiency, improve timeliness & clarity of decision support data for Mgmt. & increase ability to secure new outside funding	The addition of a Department Analyst position would bridge between program delivery, finance, and budget. This request does not directly support a mandated service, does not avoid downstream impacts, does not require one-time costs and does not leverage State/Federal funds.

ID # (matches exhibit A)	Department Name	Add Back/PCR Name	Dept. Rank	PCR/Addback Scoring	FTE Change	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
39	Health Services	Add-Back Adult Contracts	3	6	0	631,000	Add Back	Cut Adult Outpatient Contracts	Cutting Outpatient Contracts will result in the complete elimination of case management and therapy services for approximately 500 beneficiaries. A significant percentage of these beneficiaries' conditions will worsen requiring more intensive and costly mental health services and Hospital Emergency services, as well as increased contract with law enforcement and the criminal justice system	Contracts can be funded as one-time cost. Leverages state and federal funding. Program avoids downstream impacts as clients may regress into psychiatric crises and/or law enforcement and criminal justice encounters. Activity is not mandated, but critical to the continuum of behavioral health safety net system of care.
49	Health Services	BH2 - Mental Health Services Act	2	5	0	1,162,239	Add Back	Cut Peer & Family Contracts	These Contracts provide peer-run self-help centers and community-based programs that support beneficiaries to live as independently as possible in their recovery. Absent of these services may cause clients to regress, resulting in an increased need for Hospital Emergency Services, psychiatric crisis services, conservatorship, criminal justice services, placement in higher level of care and encounters with law enforcement	Contracts can be funded as one-time cost. Program avoids downstream impacts as clients may regress into psychiatric crises and/or law enforcement and criminal justice encounters. Activity is not mandated, but critical to the continuum of behavioral health safety net system of care.
40	County Administrator's Office	Community Response Needs		7	0	500,000	Program Change Request	Community Preparedness Plan	The Board approved the Community Preparedness Plan in May, identifying a path forward to help Sonoma County residents take action to prepare for the next disaster. The communications plan includes tactics such as facilitating and attending events, earned and paid media, social campaigns, and providing information across barriers of access and functional needs.	The first two years of the communications plan would serve as a pilot program, and can be funded with one-time funds of \$500,000. The Board of Supervisors for the County of Sonoma identified enhanced community preparedness as a top ten priority in Sonoma County's Recovery and Resiliency Framework. This Community Preparedness Plan establishes communication strategies to move the community into a culture of preparedness.
41	General Services	Chanate Surplus - Transition Funding through Oct.	1A	7	0	362,035	Program Change Request	Extend funding needed during sale process	Create a safe environment at the Chanate property until sale including fire watch safety, security patrols, utilities to maintain fire suppression services and vegetation management to reduce potential fire load.	General Services is requesting Funding for Chanate fire watch, security and property management through October 2019. These actives are mandated one-time costs while General Services waits for the surplus sale process to be completed. This PCR does not leverage outside funding, but it is the department's top priority and has high potential for qualitative impacts to the community, in terms of safety and eventually property development at the site, and quantitative impacts on the County in terms of real estate proceeds. This is also a Board priority with interest from the community.
42	Capital Projects	MADF Door Replacement		6		650,000	Program Change Request	Construct improvements to the housing modules to allow for better management of the inmate population and provide safety and security for inmates and staff. This includes replacement of wood doors with steel doors, installation of new locks and controls and subdividing the housing modules.	Only \$200K available in Capital Budget, \$650K completes door replacement project. Sheriff's Office currently has no funding to implement this program	Replacement of the cell doors in the Main Adult Detention Facility (MADF) is a one-time project related cost that prevents downstream impacts for the Sheriff in terms of inmate safety and suicide prevention. It indirectly supports the Sheriff's mandate to operate the MADF, but does not leverage outside funding. The project provides qualitative benefits to both the community, in the form of inmate safety, and to the County in the form of improved jail operations and risk management.
43	Community Development Commission	Fund for Housing 1x Backfill	1	7	0	2,000,000	Program Change Request	One-time funding to Backfill \$2 million in ongoing funding from Reinvestment and Revitalization fund that was redirected for Board consideration in supplemental adjustments.	CFH provides loans to qualified developers to create new or preserve existing affordable rental and ownership housing. CFH funding leverages private developer funds and makes receiving federal tax credit financing possible. Reduction will cut FY1920 CFH funding in half and will limit the number of affordable housing projects.	This is an Addback request from the County Administrator's Office. This request is a one-time cost, avoids downstream impacts by preserving and creating affordable housing for low-income households, provides qualitative and quantitative return on investment that benefits the organization and the community, and is the department's top priority.

ID # (matches exhibit A)	Department Name	Add Back/PCR Name	Dept. Rank	PCR/Addback Scoring	FTE Change	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
44	CAO	Cannabis Ordinance Phase 2 EIR		6	0	750,000	Program Change Request	One-Time funding to pay for a Cannabis Environmental Impact Report	The Board of Supervisors has directed staff to further amend the cannabis land use ordinance to identify possible amendments to strengthen neighborhood compatibility, environmental protections, further align with state regulations, and improve access and participation in the regulated cannabis market.	An Environmental Impact Report (EIR) is required before any ordinance changes can be adopted by the Board.
45	CAO	Housing Site ID Project		5	0	200,000	Program Change Request	The County Administrator's Office of Resiliency and Recovery is requesting a set aside from contingency funds in the amount of \$200,000 to support evaluation of opportunities for affordable housing development on County-owned properties.	Following the October 2017 wildfires, the County received a number of unsolicited requests to use County owned property to develop affordable housing. Staff have devoted considerable resources to reviewing these requests, and many did not come to the full Board for consideration until after significant staff hours were invested. Staff requests Contingency Fund set aside to enable up to five initial scoping studies. Each study will require Board approval prior to authorizing use of the funds.	Supports critical recovery and ongoing board priorities. Can be funded as a one-time cost.
46	CAO	Internal Services - Centralized Service Review		5	0	800,000	Program Change Request	Utilize consultants to evaluate potential efficiencies of centralized vs. decentralized services, for example: creating a superagency for Health and Human.	Some other counties utilize different methods for providing internal services, including models that are more highly centralized than Sonoma County, in an effort to promote efficiency by decreasing duplication of services (i.e. IT or HR resources) across agencies. Similarly, some Counties have a single "superagency" that contains both Health and Human Services to reduce redundancy in providing administrative services. A study will show whether efficiencies might be realized.	With tight budgets going forward, evaluating strategies to increase the efficiency with which the County delivers services is critical to ensuring that resources are best targeted toward the provision of direct services to the public in the most effective way.
47	Health Services	Access Sonoma database ISD support		6	0	867,600	Program Change Request	Health Services is leading the implementation of the innovative Access Sonoma project, which is creating an information hub for safetynet departments can share data to improve outcomes for their clients. While contract costs and Departmental costs have been fully budgeted, additional resources are needed to fund critical Information Systems Department costs associated with this project.	The Access Sonoma project is placing the County at the cutting edge of information sharing to improve outcomes for clients, who often touch multiple Departments and Agencies. While the system is being developed under contract with IBM, County IT resources are also heavily involved in the project. This funding will help ensure the successful implementation of this critical safetynet system.	The Access Sonoma project is critical for providing services in Sonoma County, affects multiple departments, and leverages outside funding. The current ISD estimates are related to the implementation of the project, and so one time funding is appropriate for current funding. When final resource needs to support the completed system are identified, staff will return with an ask for ongoing funding.
48	IOLERO	Community Engagement Coordinator		5	0	40,000	Program Change Request	Funding for an extra help Community Engagement Coordinator will coordinate all aspects of the community meetings including but not limited to marketing of meetings, announcements on the IOLERO website and social media.	The extra help Community Engagement Coordinator will assist to establish the department's new and improved community engagement model to enable the department to better understand the needs/viewpoints of the community and what policy recommendations may be appropriate.	The extra help Community Engagement Coordinator will assist to enable the department to achieve broader community outreach and awareness about IOLERO's services to draw feedback from the community in order to strengthen the relationship between the community and the Sheriff's Office. This request is for a one time cost, will avoid downstream impacts by assisting improving community engagement efforts and understand community needs, and is the department's top priority.

ID # (matches exhibit A)	Department Name	Add Back/PCR Name	Dept. Rank	PCR/Addback Scoring	FTE Change	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
50	Economic Development Board	Department Analyst (Time-Limited, Broadband)		11	1	32,271	Program Change Request	Add one full-time time-limited department analyst to support efforts related to development of broadband infrastructure in rural areas of Sonoma County	Public Safety is a key user of broadband, which supports cellular connectivity. There are large service gaps in many rural areas of the County. These dead zones cause major public safety issues, including increased response times and decreased communications during disasters. This position will work to facilitate a framework where Sonoma County and its local government partners can organize and develop governance and policy to further advance broadband deployments throughout the County.	This PCR is 85% funded from grant revenues and is supports the Recovery and Resiliency framework top 10 alert and warning system item. This item will also help avoid additional costs for first responders and there is potential future revenues from both participating companies and jurisdictions.
51	Probation	Pretrial Bridge Funding	17	9	0	777,968	Program Change Request	Provide one-time partial General Fund support for Adult Pretrial program, as recommended in the County's 2015 Justice Master Plan and in anticipation of major legislative changes in 2020 and beyond.	The Pre-Trial Services program provides universal front-end screening for all persons booked into jail. Pretrial uses risk-based release decisions to reduce unnecessary incarceration and protect public safety. Once an individual is granted Pretrial release by the Court, he or she is then supervised by a Pretrial Probation Officer to ensure law-abiding behavior and appearance for Court hearings. As communicated to the Board on May 8, 2018, future AB 109 state revenue is projected to be insufficient to provide ongoing funding for this program. The recommended FY 19-20 budget currently reflects AB109 continued funding of the program; however, this level of funding has been severely impacted by recent developments, and it is the Department's recommendation that some costs associated with the program begin to shift in the coming fiscal year. Senate Bill (SB) 10 would effectively eliminate cash bail and replaces the system with Pretrial Assessment Services, using a validated risk assessment tool, as well as community supervision services. The Probation Department would be responsible for these services, and as written SB10 identifies some level of funding support, to be distributed through the local court. Based on CCP budget realities noted below, in order to maintain this vital program while the fate of SB10 is decided by voters in November 2020, it's become more urgent that a portion of the cost of this program be transitioned to General Fund.	Sonoma County's Pre-Trial Services program serves a core criminal justice system function by providing universal front-end screening for all persons booked into jail. Pretrial uses risk-based release decisions to reduce unnecessary incarceration and protect public safety. Once an individual is granted Pretrial release by the Court, he or she is then supervised by a Pretrial Probation Officer to ensure law-abiding behavior and appearance for Court hearings. As communicated to the Board on May 8, 2018, future AB 109 state revenue is projected to be insufficient to provide ongoing funding for this program. The recommended FY 19-20 budget currently reflects AB109 continued funding of the program; however, this level of funding has been severely impacted by recent developments, and it is the Department's recommendation that some costs associated with the program begin to shift in the coming fiscal year. Senate Bill (SB) 10 would effectively eliminate cash bail and replaces the system with Pretrial Assessment Services, using a validated risk assessment tool, as well as community supervision services. The Probation Department would be responsible for these services, and as written SB10 identifies some level of funding support, to be distributed through the local court. Based on CCP budget realities noted below, in order to maintain this vital program while the fate of SB10 is decided by voters in November 2020, it's become more urgent that a portion of the cost of this program be transitioned to General Fund.
52	General Services	Chanate Surplus - Transition Funding through June	18	7	0	519,783	Program Change Request	Extend funding needed during sale process	Create a safe environment at the Chanate property until sale including fire watch safety, security patrols, utilities to maintain fire suppression services and vegetation management to reduce potential fire load.	General Services is requesting Funding for Chanate fire watch, security and property management through June 2020 These actives are mandated one-time costs while General Services waits for the surplus sale process to be completed. Previously the board approved funding activities through October 2019, but it is unlikely the process will be completed by then. This PCR does not leverage outside funding, but it is the department's top priority and has high potential for qualitative impacts to the community, in terms of safety and eventually property development at the site, and quantitative impacts on the County in terms of real estate proceeds. This is also a Board priority with interest from the community.
53	CAO	Fire Tax Ballot Measure Study		7		500,000	Program Change Request	Funding to conduct initial investigation and potentially place a Fire tax measure on the Ballot in November 2019 or on a future ballot.	The Board of Supervisors has accepted a plan for improvements in the fire services that demonstrates the need for significant additional resources devoted to Fire prevention and response countywide, and instructed the Fire leadership group and Staff to explore a tax measure as a means of funding this need. Funding is needed in order to perform research and place a measure on the ballot.	Strengthening Fire and Emergency preparedness and prevention is a top priority for the County. This funding has the potential to create a permanent funding stream that will enable enhancements not possible within existing resources, will reduce future demands on County discretionary dollars, and prevent future losses.

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54	Capital Projects	Demolition Program - Bodega Bay Pier		8		2,515,000	Program Change Request	Several facility assets have been identified for demolition and hazardous mitigation. FY 1 Funding will provide for demolition of the Bodega Bay Piers.	Demolition of these facilities would allow for other potential uses for the properties, and redirection of maintenance dollars to other facilities	This funding will allow for the demolition of the Cannery Building and Pier in Bodega Bay. Demolition of these facilities would allow for other potential uses and redirection of maintenance dollars. This PCR is a one-time project related cost that prevents a downstream impact in the form of environmental liability and potential bodily injury claims from individuals. It does not support a mandated service or leverage outside funding, but it does provide qualitative benefits to the Bodega Bay community, in the form of health and safety, and quantitative benefits to the County in avoided liability costs. This is the Department's top unfunded capital project priority.
55	Capital Projects	Petaluma Veterans Seismic Retrofitting - Design		5		850,000	Program Change Request	Seismic Retrofitting of Petaluma Veterans Memorial Hall and Emergency Generator to ensure continuance of operations during an emergency.	To ensure continuance of operations during an emergency: Seismic repairs to include increased shear resistance measures, column strengthening and replacement of unbraced ceilings throughout in accordance with best engineering practices intended to mitigate these specific issues.	Seismic repairs to the Petaluma Veterans Building is a one-time project related cost that ensures continuance of operations in the event of an emergency. The project provides qualitative benefits because these repairs are necessary for the safety of the community and the County in the event of an earthquake. However, the project does not support a mandate and does not leverage outside funding.
56	Capital Projects	Central Mechanical Plant Generator Replacement		6		1,242,000	Program Change Request	Replace aged generator at the Central Mechanical Plant serving critical emergency response, law enforcement and data needs of County departments.	Current emergency generators are in danger of failing during an emergency event. In order to ensure resiliency and public safety, these aging generators need to be replaced to ensure prompt response during an emergency.	This funding will allow for the replacement of the Central Mechanical Plant Generator, which is in danger of failing during an emergency event. Replacement of the generator is a one-time project related cost that prevents downstream impact in the form public response and data needs during an emergency. It does not support a mandated service or leverage outside funding, but it does provide qualitative benefits to the community, in the form of public safety and response during an emergency, and qualitative benefits to the County, in the form of continuance of operations.

Department Name	Add Back/PCR Name	Dept. Rank	PCR/ Addback Scoring	FTE Change	Net Cost	Add Back or PCR?	Description of Change	Justification and Community Benefit/Impact	CAO Analysis
Community Development Commission	14010100-PCR02	5	Funded	1		Program Change Request	Add intake eligibility specialist for the HCV program. Work previously done by extra help staff.	A consultant conducted a review in 2017/2018 identifying inefficiencies, needed workflow realignments & the addition of a designated person to conduct waitlist intake and eligibility appointments. These appointments are currently parceled out to members of the Occupancy Team, the Waitlist Coordinator, and the Program Compliance Officer. This division of duties is inefficient and has resulted in redundancy and inconsistency in application of regulations and policies.	This position is funded with on-going Federal dollars from HUD's Housing Choice Voucher and Special Needs Grants programs Administrative Cost allowances
Community Development Commission	14010100-PCR03	6	Funded	1		Program Change Request	Add bilingual intake clerical & translation support for the HCV program	In addition to the consultant's workflow recommendations, the HA has rec'd new types of vouchers in 2018 increasing the volume of clerical work.	#N/A
Community Development Commission	14010100-PCR05	4	Funded	1		Program Change Request	Add 2 year time ltd contract administrator for the Homeless Emergency Aid Program (HEAP) grant	Effective administration and monitoring of service provider contracts funded with HEAP Grant funds.	#N/A
General Services	Extend Assistant Project Specialist (time limited) position	7	Funded	1		Program Change Request	The department is requesting the extension of a time limited 1.0 FTE Asst. Project Specialist for two (2) years through 4/30/21 for the duration of the construction of the Behavioral Health Housing Unit capital project . Position costs of \$123,015 are offset by Grant Funds.	This position will continue to support the Senior Capital Project Manager with administrative, coordination, and daily management duties allowing the Senior Capital Projects Manager to continue to provide oversight for this and all other capital projects under design and construction during the period of this project.	Fully funded through BHHU Project - APPROVED
Health Services	22010101-1920 PCR01		Funded	2	265,271	Program Change Request	To delete 1.0 FTE Accountant II in lieu of an additional 1.0 FTE Accounting Technician and delete 2.0 FTE Account Clerk II in lieu of an additional Department Analyst allocation. Deletion were budgeted in 19/20. No additional funding needed. Admin Allocation	Accounting Technician would free-up time for the Dept. Accounting Manager, Supervising Accountants, and Accountants to perform higher level functions; as well as submit reports, request information and billings; Department Analyst: The Dept. Accounting Manager, Supervising Accountants, and the existing Dept. Analyst for Billing & Claiming are currently sharing the responsibilities for this position which enable them to complete their functions at a higher level and timely manner	Deletion of 3.0 FTE to allow the addition of 2.0 FTE to support fiscal and accounting needs. Positions are fully funded. Approved.
Health Services	Vital Stats Tech (VST) PCR03		Funded	0.5		Program Change Request	Increase an existing Vital Statistics Technician (VST) position from .50 FTE to 1.0 FTE by converting 0.5FTE of an SOA position. This increase will allow the Office of Vital Statistics to retain staffing levels necessary to meet essential department functions by VSTs. The deleted FTE is budgeted and funded in the 19/20 Budget. No additional Dept. funds	Currently, there is only one full-time (1.0) Vital Statistics Technician (VST). Adding an additional .50 to make a 1.0 FTE will allow full day coverage by two full-time employees. At least two VSTs are needed in the Office of VS at all times during normal operating hours (9:30AM-4:30PM). An increase in FTE for this position will allow the Office of VS to maintain staffing levels necessary to meet state mandates when staff are sick, on vacation or on leave.	Net zero FTE change to support business needs. Positions are fully funded. Approved.

Health Services	22020400-1920 PCR04		Funded	1	0	Program Change Request	Reverse the hiring freeze of 1.0 FTE Supervising Environmental Health Specialist position in the Public Health Division's Environmental Health Unit. Nect Cost \$0. This position is already in the 19/20 Budget. Position Code: DHS-95-2615-0001	This position will supervise all Environmental Health Specialists I/II and Trainees. The span of control will be comprised of approximately 10 staff on the Environmental Protection Team, responsible for the Solid Waste, Medical Waste, Body Art, Water Systems, Recreational Health, Ocean and Freshwater, Septage, Local Oversight, Environmental Monitoring and Proposition 65 reporting programs	The position was inadvertently included in the hiring freezes approved by the Board on December 11. Position is funded and Department is seeking to reverse the hiring freeze. Approved.
Health Services	22020108-1920 PCR05		Funded	0.25	59,707	Program Change Request	To Delete .25 FTE Supervising PH Nurse in lieu of a .25 Nurse Practitioner/Physician Assistant alloc for Public Health's Sexual Assault Response Team (SART). This is to replace the .25 FTE Nurse Practitioner/Physician Asst allocation currently on hiring freeze. New FTE funded in 19/20. Frozen position swept after budget development.	Converting this time-limited position to a permanent position would provide continuity of leadership for Health Action programs. The only other Health Program Manager position with the Division is overseeing the Epidemiology Unit. Non-conversion of this position to permanent would lead to insufficient oversight of the Division's programs providing vital community health services	Net zero FTE change to support business needs. Positions are fully funded. Approved.
Human Services	HSD-HR Analyst Team: PPEA Safety swap for Dept. Analyst	6	Funded		7,765	Program Change Request	Adding a PPEA to be responsible for Safety procedures as part of the Recovery & Resiliency program implemented within the department. This addition replaces a Dept. Analyst Position that will be vacated by end of FY 2018-2019 (i.e., this is a position swap).	Creating a "Safety" position dedicated to Recovery & Resiliency crises like managing shelters for clients and logistical requirements for said shelters. A vacancy created by a retirement of a Department Analyst incumbent allows HSD to upgrade the position as required by evolving department operations.	Fully Funded
Human Services	HSD-HR Analyst Team: Training PPEA	6	Funded	1	0	Program Change Request	Department Trainer will be brought "in-house": PPEA position duties are appropriate for level of training required for department training needs.	Termination with outside vendor (UC Davis) to train departmental staff brought in-house instead. A county employee would best train fellow county/departmental employees in this situation.	Fully Funded
Human Services	Time-Limited Extension of 1.0 Admin Aide	4	Funded	1	127,642	Program Change Request	Grant funding for the upgrade of Child Welfare computer system has extended beyond the initial timeline, and the state is funding continued upgrade	As with other state projects to upgrade state-wide systems, the delays have pushed out the completion date further out, AND the state has committed to paying for the completion, which includes keeping on human resources assigned to this project.	Fully Funded
Human Services	SIU swap: cut 1.0 EWIII to add 1.0 PASS	2	Funded		40,600	Program Change Request	FTE swap: replace an Eligibility Worker with a Public Assistance Systems Specialist.	The duties of 1.0 EWIII has become more technical in maintaining the computer system used by the other EWIII's. The evolved duties should match the appropriate Job Class.	Fully Funded
Human Services	Time-Limited Extension 3.0 ETC	5	Funded	3	409,510	Program Change Request	Extending for another 1 year the Time-Limited positions.	While current grant funding has ended for these 3 ETC's, more grant funding (for another year) has been secured to continue training SoCo clients for employment.	Fully Funded
Human Services	E&T 2.0 E&T Specialist swap for 2.0 EWII	8	Funded	0	18,583	Program Change Request	Replace 2.0 currently vacant Eligibility Worker II positions with 2.0 FTE Employment & Training Specialist positions, which allow the E&T division to process more clients.	The 2 for 2 swap will allow the Employment & Training division of HSD to determine client eligibility for CalWORKs, CalFresh, and Medi-Cal as well as provide services such as Welfare to Work, mental health referrals, domestic violence determinations, child care referrals, etc. Whereas, Eligibility Workers can only determine eligibility and not provide services lest they perform duties outside of their job classification.	Fully Funded

Human Services	FYC EW I/II from 0.75 to 1.0 FTE	7	Funded	0.25	27,746	Program Change Request	Restore full-employment to EW/II	Caseload demands have necessitated the full-time schedule for incumbent in this position.	Fully Funded
Public Defender	Legal Secretary - Discovery	6	Funded	1	96,681	Program Change Request	Add 1.0 FTE Legal Secretary - CCP funded for additional AB109	Additional discovery needs due to parolees, mandatory supervision, PRCs clients.	Fully Funded
Transportation and Public Works	Add 1.0 Office Assistant II position.		Funded	1		Program Change Request	Add 1.0 Office Assistant II position.	This position will provide needed phone support to Transit's public information office and also provide needed clerical assistance to support Transit Specialist II staff with regard to the timely processing of ADA paratransit service applications, among other duties.	Fully Funded.
Transportation and Public Works	Delete 1.0 Refuse Enforcement Specialist and add 1.0 Engineering Technician III		Funded	0		Program Change Request	Delete 1.0 Refuse Enforcement Specialist and add 1.0 Engineering Technician III.	Ongoing expanding regulatory environmental requirements associated with the legacy landfill sites and the addition of the small water districts required the need for a position that could support these needs.	Fully Funded. Deleting 1.0 Refuse Enforcement Specialist and adding 1.0 Engineering Technician III
Health Services	22010102-1920 PCR02		Extend	0	178,647	Program Change Request	To Convert 1 FTE Time-Limited Health Program Manager into a permanent allocation. This position currently manages both grant-funded work (The California Accountable Communities of Health Initiative) as well as Health Action Program and associated staff	Existing positions will have an additional resource to assist in coverage of the unpredictable influx of sexual assault examination responsibilities	Recommend the time-limited position be extended since the grant funding that funds 60% of the position expires September 30, 2020.
Permit Sonoma	Add 1.0 Senior Office Assistant II position.		Review in January	1		Program Change Request	ADD 1 FTE SENIOR OFFICE ASST WHO WILL PERFORM ADMIN AND CLERICAL TASKS CURRENTLY BEING PERFORMED BY EXISTING PROFESSIONAL LEVEL STAFF.	SURVEY SECTION HAS NO CLERICAL SUPPORT STAFF. CLERICAL WORK DONE BY PROFESSIONAL LEVEL STAFF DELAYS THE PERMIT PROCESS AFFECTING THE LOCAL ECONOMY. CONS AND IMPROVEMENT IS DELAYED ON AFFORDABLE HOUSING AND MULTIFAMILY DWELLING PROJECTS. THE WORKLOAD FOR SURVEY STAFF HAS STEADILY INCREASED, AND IT APPEARS TO BE A CONTINUING TREND. FY 16-17 VS 17-18 SHOWS IMPROVEMENT PLANS INCREASED BY 62%, CORNER RECORDS 152%, RECORDS OF SURVEY 24%, AND A 100% INCREASE IN SUBDIVISION MAPS.	Department is experiencing revenue fluctuations due to changing business environment and will return to the Board with a mid-year FY 2019-20 Fiscal Report to determine if perational adjustments to align with with revenues are needed.
Permit Sonoma	Add 1.0 Engineering Tech III		Review in January	1		Program Change Request	ADD 1.0 FTE ENGINEERING TECH III TO PERFORM INSPECTIONS OF WORK IN THE PUBLIC RIGHT-OF-WAY AND ENSURE COMPLIANCE THE PUBLIC SAFETY PRACTICES AND VERIFY ROADS ARE RESTORED TO COUNTY STANDARDS.	IN 2010, 4 FTE WERE LAID OFF FROM ENGINEERING. SINCE THEN, THE LEVEL OF CONSTRUCTION ACTIVITY HAS ECLIPSED WHAT IT WAS WHEN THERE WERE 5 FTE. PERMITS TO UTILITIES IN THE PUBLIC RIGHT OF WAY, SUBDIVISION IMPROVEMENT PLANS, AND COMMERCIAL DEVELOPMENTS, HAVE ALL INCREASED, BUT INSPECTION STAFF HAS NOT. AS SUCH, THE NUMBER OF INSPECTIONS REQUIRED CANNOT BE MET WHICH RISKS PUBLIC SAFETY, SLOWS DEVELOPMENT AND AFFECTS PERMIT APPROVAL OF SUBDIVISION AND MULTI-FAMILY AFFORDABLE HOUSING.	Department is experiencing revenue fluctuations due to changing business environment and will return to the Board with a mid-year FY 2019-20 Fiscal Report to determine if perational adjustments to align with with revenues are needed.

Permit Sonoma	Add 2.0 Environmental Health Specialist		Review in January	2		Program Change Request	ADD 2.0 FTE ENVIRONMENTAL HEALTH SPECIALIST II TO PLANCHECK, INSPECT, AND REVIEW CONSTRUCTION OF SEPTIC AND WELL SYSTEMS.	COMMUNITY GROWTH HAS INCREASED THE DEMAND FOR SEPTIC AND WELL SERVICES. STAFF SIZE HAS NOT GROWN TO MEET THE INCREASE IN PERMITTING AND INSPECTIONS. SINCE JAN OF 2018, THERE HAVE BEEN 2,165 REQUESTS FOR WELL, SEPTIC, AND SITE REVEIWS. ONLY 1,494 WERE PERFORMED WITH A 6 WEEK BACKLOG.THIS CAUSED DELAYS IN PERMIT ISSUANCE, ADVERSELY AFFECTING FINALIZATION FOR OCCUPANCY. THERE WER ALSO RISKS TO PUBLIC SAFETY AND ENVIRONMENTAL HEALTH, AS INSPECTIONS FOR PROBLEMATIC SYSTEMS REMAINED INCOMPLETE.	Department is experiencing revenue fluctuations due to changing business environment and will return to the Board with a mid-year FY 2019-20 Fiscal Report to determine if perational adjustments to align with with revenues are needed.
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**County of Sonoma  
Program/Position Change Request (PCR)**



Department	Department Contact	Hyperion PCR ID #
Agriculture/Weights & Measures	Gina Lehl	1

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

*Add (1) Agricultural Biologist/Standards Specialist III to perform mandated services in qualified agricultural programs eligible for unclaimed gas tax and in support of the County’s maintenance of effort.*

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 149,999	\$ 154,499	\$ 159,134
One-Time Expenses	\$ 34,900		
<b>Total Expenditures</b>	<b>\$ 184,899</b>	<b>\$ 154,499</b>	<b>\$ 159,134</b>
Funding Sources			
General Fund	\$ 184,899	\$ 115,874	\$ 119,350
State/Federal			
Fees/Other		\$ 38,625	\$ 39,783
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 184,899</b>	<b>\$ 154,499</b>	<b>\$ 159,134</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: n/a*

**Narrative Explanation of Fiscal Impacts**

- General Fund Impact** – This request is to leverage state funding; and therefore, has a general fund impact. The Agricultural Biologist/Standards Specialist position is requested to address a resource shortfall in meeting the department’s maintenance of effort (MOE) for unclaimed gas tax (UGT) funding. This MOE requires that the County maintain general fund support equal or above the average of the past five years of spending in California Department of Food and Agriculture (CDFA) defined agricultural programs. The UGT funding averages \$0.35 - \$0.48 for each dollar spent in agricultural programs.

- **Impact to internal service rates affecting other departments** – No impact to internal service rates affecting other departments, other than a slight increase in revenue for the additional services.
- **Impact to fees charged to the public** – None.
- **Ongoing and one-time program costs, including FTE space needs** – The department currently has space to accommodate an additional FTE.
- **Ongoing or one-time nature of funding sources** – This information has been provided above, under General Fund Impact.
- **Any leveraged resources** – The addition of this position could potentially bring in approximately \$150,000 in UGT funding.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

- **Agricultural Biologist/Standards Specialist III** – The department did not meet its maintenance of effort (MOE) in FY 17-18 for Unclaimed Gas Tax (UGT) funding, which jeopardized approximately \$450,000 in funding for FY 18-19. It has been determined that there were not enough FTE’s available to perform the necessary mandated functions in agricultural programs as defined by the California Food and Agriculture Code. The addition of one FTE in this job class would allow the department to perform work in critical mandated programs such as pesticide use enforcement, while meeting the MOE requirement for future funding.

**Description of how the request will meet the need and/or business case described above**

By allocating the additional staffing as requested, it will bring staffing to a level that will allow work in general fund programs to meet the maintenance of effort requirement in accordance with Food and Agricultural Code § 224.5.

**Description of the alternatives that were analyzed**

This is a top priority for the department. Through budget cuts over the years, the department has reduced work in legislatively mandated programs in order to focus on other core-mandated services with related state funding sources. As a result, consumer complaints have increased in areas of health and human safety, and a significant funding source (Unclaimed Gas Tax) is in jeopardy. The additional FTE’s are required to provide those mandated services as well as develop a local ordinance for a rapidly emerging agricultural product to be grown in Sonoma County.

The use of a consultant or extra help is not an option for the department in this case because in order to do the work in a majority of these programs, specific state licensing is required through the California Department of Food and Agriculture. The private sector cannot provide these services for the same licensing reason, in addition to the requirement that the work be done under a locally appointed Agricultural Commissioner.

**Mandated services justification**

A partial list of department mandates is provided below. These mandates cannot be met with current staffing levels. The addition of one additional FTE would provide the staffing levels necessary to meet these mandates.

Authority	Code	Title	Action
CA Food & Agricultural Code	§224.5	Unclaimed Gas Tax – Maintenance of Effort	County is required to maintain county general fund support for agricultural commissioner

CA Food & Agricultural Code	§5024	Plant Quarantine and Pest Control	services at least equal to the average amount expended for the five preceding fiscal years.
CA Food & Agricultural Code			Inspect plants as potential carriers of pests, maintain quarantines, release shipments, etc.
			Acts as an enforcing officer of all laws and regulations which relate to the prevention , introduction into, or spread within, the state of pests
CA Food & Agricultural Code	§5101	Plant Quarantine and Pest Control	
CA Food & Agricultural Code	§5102	Plant Quarantine and Pest Control	Acts as plant quarantine officer
			Conduct inspections and issue certificates
CA Food & Agricultural Code	§5205	Plant Quarantine and Pest Control	Releases or issues shipping permits or nursery stock certificates
CA Food & Agricultural Code	§5702	Pest Abatement	Inspects shipments for quarantined plants
			Inspects all nurseries within jurisdiction
CA Food & Agricultural Code	§6401	Plant Material Shipment	
CA Food & Agricultural Code	§6903	Nursery Inspection	
CA Food & Agricultural Code	§7533	Weed and Seed Pests	Inspect crop seed for pests
			Provide notice to destroy infested seeds
CA Food & Agricultural Code	§7573	Weed and Seed Pests	Issue permits for cleaning crop seed
CA Food & Agricultural Code	§7601	Weed and Seed Pests	Register pest control applicators in the county
			Inspect pesticide application illness or damage
CA Food & Agricultural Code	§11732	Pesticide Use Enforcement	Register pest control aircraft pilots
CA Food & Agricultural Code	§11761	Pesticide Use Enforcement	Register pest control advisors
			Enforce the provisions in this article
CA Food & Agricultural Code	§11921	Pesticide Use Enforcement	Issue private applicator certificates
			Inspect eggs and enforce regulations
CA Food & Agricultural Code	§12031	Pesticide Use Enforcement	Register apiaries within the County
			Enforce regulations adopted by the National Organic Program applicable to any person selling products as organic
CA Food & Agricultural Code	§12977	Pesticide Use Enforcement	
CA Food & Agricultural Code	§14093	Pesticide Use Enforcement	
CA Food & Agricultural Code	§27561	Egg Quality Control	
CA Food & Agricultural Code	§29043	Apiary Regulation	
CA Food & Agricultural Code	§46000	Fruit and Vegetable Standardization	

CA Food & Agricultural Code			Issue certified farmers' market certificates; inspect every certified farmers' market at least once, in every six months of operation; issue certified producer's certificates; perform annual inspections at certified producer's property
CA Food & Agricultural Code	§47020	Fruit and Vegetable Standardization	Sample and inspect any agricultural or vegetable seed for compliance
CA Food & Agricultural Code	§52361	Seed Law Enforcement	Institute court proceedings for violations of this chapter
CA Food & Agricultural Code	§53363	Seed Law Enforcement	

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*n/a*

# County of Sonoma

## Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

- *Agricultural Biologist/Standards Specialist III*

### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

- **Agricultural Biologist/Standards Specialist III**  
*Provide pesticide use enforcement by performing inspections at businesses and in the field; investigate pesticide use complaints as they relate to health and human safety and environmental damage; issues restricted use permits and operator identification numbers to local businesses; issue notices of non-compliance when a complaint has been substantiated and follows up to ensure necessary corrective action has been taken; and provides education and outreach to pesticide businesses in the County.*

### Reporting Structure and Span of Control

- *Agricultural Biologist/Standards Specialist III – will reside in the Agricultural Division of the department and report to a Deputy Agricultural Commissioner. This position will not supervise any subordinates*

### Description of impact upon existing positions

*This position will not impact existing positions due to the fact that the workload for the new positions is that which is not being addressed by existing staff.*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *n/a*

### Description of any compaction issues?

*n/a*

### Justification discussing why existing vacant position cannot be used in-lieu of a new position

*The department is maintaining a vacant Senior Office Assistant, which was allocated in conjunction with the adoption of the local cannabis ordinance. This position has remained vacant because the volume of cannabis applications was not what was anticipated. However, with the adoption of a local hemp ordinance, it is expected that additional administrative support will be necessary, and the department will want to proceed with filling this vacant position.*

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Agriculture/Weights & Measures	Gina Lehl	2

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

*Add (1) Deputy Agricultural Commissioner to develop and oversee the industrial hemp program in combination with the cannabis ordinance.*

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 167,114	\$ 172,127	\$ 177,291
One-Time Expenses	\$ 34,900		
<b>Total Expenditures</b>	<b>\$ 202,014</b>	<b>\$ 172,127</b>	<b>\$ 177,291</b>
Funding Sources			
General Fund	\$ 202,014	\$ 129,096	\$ 132,968
State/Federal			
Fees/Other		\$ 43,032	\$ 44,323
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 202,014</b>	<b>\$ 172,127</b>	<b>\$ 177,291</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: n/a*

**Narrative Explanation of Fiscal Impacts**

- **General Fund Impact** – This request is develop and ultimately administer a local hemp ordinance, in addition to overseeing the state hemp regulations. In the development stages of this program, it is anticipated that 100% of this cost will be funded by the general fund.
- **Impact to internal service rates affecting other departments** – No impact to internal service rates affecting other departments, other than a slight increase in revenue for the additional services.
- **Impact to fees charged to the public** – It is anticipated that a portion (25%) of this cost will be covered by new fees charged to the public. However, those fees are not likely to become effective until FY 20-21.

- **Ongoing and one-time program costs, including FTE space needs** – The department currently has space to accommodate an additional FTE. However, a retrofit will be necessary in the future to convert existing cubicle space to an office for the Deputy Agricultural Commissioner, which is a supervisory job class. Based on past experience, the retrofit of additional office space would cost approximately \$50,000.
- **Ongoing or one-time nature of funding sources** – This information has been provided above, under General Fund Impact.
- **Any leveraged resources** – The addition of this position could potentially bring in approximately \$20,000 in Unclaimed Gas Tax funding.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

**Deputy Agricultural Commissioner** – The department brought an industrial hemp moratorium to the board of supervisors on 04/02/19, and the board adopted a moratorium for a one-year period and instructed staff to develop an ordinance to regulate industrial hemp during that one-year period. The department reported that there were not enough departmental resources in order to develop and administer a local hemp ordinance and requested additional staffing to meet this goal. This position allocation will oversee both the cannabis ordinance and any future hemp ordinance, as well as staffing for these programs.

**Description of how the request will meet the need and/or business case described above**

The addition of a Deputy Agricultural Commissioner will provide higher level oversight, program development, and ongoing supervision in the rapidly emerging hemp program.

**Description of the alternatives that were analyzed**

This is a high priority for the department. The use of a consultant or extra help is not an option for the department in this case because in order to do the work for the state program, specific state licensing is required through the California Department of Food and Agriculture. The private sector cannot provide these services for the same licensing reason, in addition to the requirement that the work be done under a locally appointed Agricultural Commissioner.

**Mandated services justification**

A partial list of department mandates is provided below. These mandates cannot be met with current staffing levels. The addition of two additional FTE's would provide the staffing levels necessary to meet these mandates.

Authority	Code	Title	Action
CA Food & Agricultural Code	§224.5	Unclaimed Gas Tax – Maintenance of Effort	County is required to maintain county general fund support for agricultural commissioner services at least equal to the average amount expended for the five preceding fiscal years.
CA Food & Agricultural Code	§5024	Plant Quarantine and Pest Control	Inspect plants as potential carriers of pests, maintain quarantines, release shipments, etc.

CA Food & Agricultural Code	§5101	Plant Quarantine and Pest Control	Acts as an enforcing officer of all laws and regulations which relate to the prevention , introduction into, or spread within, the state of pests
CA Food & Agricultural Code	§5102	Plant Quarantine and Pest Control	Acts as plant quarantine officer
CA Food & Agricultural Code	§5205	Plant Quarantine and Pest Control	Conduct inspections and issue certificates
CA Food & Agricultural Code	§5702	Pest Abatement	Releases or issues shipping permits or nursery stock certificates
CA Food & Agricultural Code	§6401	Plant Material Shipment	Inspects shipments for quarantined plants
CA Food & Agricultural Code	§6903	Nursery Inspection	Inspects all nurseries within jurisdiction
CA Food & Agricultural Code	§7533	Weed and Seed Pests	Inspect crop seed for pests
CA Food & Agricultural Code	§7573	Weed and Seed Pests	Provide notice to destroy infested seeds
CA Food & Agricultural Code	§7601	Weed and Seed Pests	Issue permits for cleaning crop seed
CA Food & Agricultural Code	§46000	Fruit and Vegetable Standardization	Enforce regulations adopted by the National Organic Program applicable to any person selling products as organic
CA Food & Agricultural Code	§47020	Fruit and Vegetable Standardization	Issue certified farmers' market certificates; inspect every certified farmers' market at least once, in every six months of operation; issue certified producer's certificates; perform annual inspections at certified producer's property
CA Food & Agricultural Code	§52361	Seed Law Enforcement	Sample and inspect any agricultural or vegetable seed for compliance
CA Food & Agricultural Code	§53363	Seed Law Enforcement	Institute court proceedings for violations of this chapter

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*n/a*

**County of Sonoma**

**Program/Position Change Request (PCR) - Human Resources Detail**



*Instructions: Please complete the following for each position change being requested.*

**Classification Title(s)**

*Please list the classification title(s) for each position being requested or changed.*

*Deputy Agricultural Commissioner*

**Description of primary duties/responsibilities**

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

**Deputy Agricultural Commissioner**

*Research and develop a local hemp ordinance that is in alignment with state regulations in conjunction with management level staff and provide oversight for the program after a local ordinance has been adopted. This position will take over the administration of the local cannabis ordinance, as well as coordination of state contracts for cannabis and hemp. This position will also supervise staff working in the cannabis and hemp state and local programs.*

**Reporting Structure and Span of Control**

*Deputy Agricultural Commissioner will reside in the Agricultural Division of the department and report to the Chief Deputy Agricultural Commissioner. This position will supervise approximately two Agricultural Biologists/Standards Specialists and may supervise additional temporary staff.*

**Description of impact upon existing positions**

*This position will not impact existing positions due to the fact that the workload for the new position is not being addressed by existing staff.*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *n/a*

**Description of any compaction issues?**

*n/a*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*The department is maintaining a vacant Senior Office Assistant that was allocated in conjunction with the adoption of the local cannabis ordinance. This position has remained vacant because the volume of cannabis applications was not what was anticipated. However, with the adoption of a local hemp ordinance, it is expected that additional administrative support will be necessary, and the department will want to proceed with filling this vacant position.*

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Felicity Gasser / Dawn Gutsch	14010100-PCR01

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The addition of a Senior Community Development Specialist position (Job Class 9137) that would serve as a central compliance specialist to coordinate cross-agency oversight of all federal and state programs with a particular focus on monitoring contracting practices with respect to environmental, fair housing, and procurement regulations, which will partially address the findings in a 2018 HUD civil rights audit. It will also mitigate other ongoing compliance exposures related to the current lack of documented policies and procedures, as called out in a recent capacity assessment performed by the consulting firm of Horne, LLP.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 141,681	\$ 141,681	\$ 141,681
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>
Funding Sources			
General Fund	\$ 112,240	\$ 112,240	\$ 112,240
State/Federal	\$ 29,441	\$ 29,441	\$ 29,441
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited

*State the duration of Time-Limited Position Request:*

**Narrative Explanation of Fiscal Impacts**

*Describe the following:*  
*General Fund Impact*  
*Impact to internal service rates affecting other departments*  
*Impact to fees charged to the public*

*Ongoing and one-time program costs, including FTE space needs*

*Ongoing or one-time nature of funding sources*

*Any leveraged resources*

The CDC is requesting additional County funding for approximately 80% of this position. The remaining 20% is funded by cost savings.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

The agency has significant legal and regulatory exposure resulting from the lack of a dedicated compliance specialist with responsibility for cross-agency compliance with state and federal laws including Section 504, fair housing, procurement and labor law.

#### **Description of how the request will meet the need and/or business case described above**

This position will support the Federal Funding Administrator in creating procedures and practices and ensure that every procurement process, every contract, every internal practice has documented compliance with the above referenced state and federal laws.

#### **Description of the alternatives that were analyzed**

##### **How high of a department priority is this? Can the department make adjustments to accommodate the need?**

The agency has been functioning with one full time current position also serving as a Section 504 coordinator (Housing Authority Manager-9102), and another current full-time current position monitoring compliance with labor law (Senior Community Development Specialist-9137), an outside contractor meeting Fair Housing obligations and procurement being handled by individual program managers. These practices have resulted in uneven compliance with federal law, and a lack of centralized knowledge about how to operationalize overarching agency requirements.

##### **What are the costs of using a consultant?**

The need for this position is full-time and cross-agency in scope, and requires substantial investment in an individual's programmatic knowledge. Use of a consultant would perpetuate past practice of compartmentalizing compliance in a manner that results in uneven performance, a lack of internalization of necessary knowledge integral to the administration of federal and state programs, and perpetuate the risk of exposure of falling out of compliance.

##### **Does the private sector provide these services and if so, what is the market rate costs of the request?**

No, this position is required by the agency that administers federal funding, and so inherent to the agency's role as an administrator of government resources.

##### **If both the County and private sector currently provide the services, is expanding the County service the best approach to meet the need?**

The position serves an internal function, so this is not applicable.

##### **Is the addition of a County employee the only and/or best way to meet the service need?**

Yes, because the duties of this position are integral to the agency functions and so cannot be performed by a consultant or private sector.

## Mandated services justification

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

Section 504 of the Rehabilitation Act of 1973 requires that any public or private agency that receives Federal financial assistance, and that employs more than fifteen or more persons have a designated 504 Coordinator, additionally all community development projects must conform with Section 504 requirements.

In addition to the requirement for a designated Section 504 coordinator, this position will support the following programmatic mandates:

Activity	In Support of	Citation
Federal Grant Administration	CDC	2 CFR 200.400(c) Subpart E, 2 CFR 200.328(a)
Civil Rights	CDC	Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Age Discrimination Act of 1975,
Fair Housing	CDC & all County	Public Law 90-284 (Fair Housing Act); 24 CFR 570.601; Executive Order 11063 as amended by Executive Order 12259; Affirmatively Furthering Fair Housing (AFFH) Rule
ADA Compliance	CDC	Architectural Barriers Act of 1968 (42 USC Section 4151)
Labor Law Compliance	CDC & all County	Davis-Bacon Act of 1931; California Labor Code §1770
Equal Employment Opportunity	CDC	Executive Order 11246, 11375, 11478, 12086, 12107, 13665, 13672 (41 CFR Chapter 60)
Employment and Economic Opportunity	CDC (HUD funded)	§3 of the Housing and Urban Development Act of 1968, Executive Orders 11625, 12432, 12138
Limited English Proficiency	CDC (HUD funded)	24 CFR 1.4 Executive Order 13166
CDBG Regulations	CDC (CDBG funded)	24 CFR 570.502
HOME Regulations	CDC (HOME funded)	24 CFR 92
ESG & Continuum of Care Regulations	CDC (HUD funded)	McKinney-Vento Homeless Assistance Regulations as amended by the HEARTH Act of 2009
Section 8 Regulations	CDC (HUD funded)	24 CFR 982

*Describe how this mandate cannot be met with existing staff/resources.*

Refer to Description of Alternatives section above regarding how the agency could make adjustments to accommodate these needs.

*Describe how this request supports this mandate.*

While the Commission has designated a Section 504 coordinator within the Housing Authority Manager's duties, it was not this position's full time job to ensure compliance and does not cover all aspects of the CDC's requirements. This results in disjointed and insufficient staffing to fully comply with this law. Findings from a 2018 civil rights audit, as well as an independent consulting firm capacity assessment (Horne) both serve to underscore the inadequacies of the current compliance arrangements. Furthermore, the lack of a dedicated compliance specialist has further meant inadequate oversight of environmental, fair housing, procurement, and labor requirements associated with administering federal funds.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Senior Community Development Specialist – serving as the Program Compliance Specialist – Job Class 9137.

#### Description of primary duties/responsibilities

Under the direction of the Federal Funding Administrator, assists in the research, development, implementation, and ongoing administration of procedures that reflect best practices in compliance with federal and state requirements related to environmental, fair housing, procurement and labor regulations. Monitors internal practices to ensure compliance with overarching federal and state requirements. Assists in the development, implementation, and ongoing administration of contract tracking systems. Assists in the administration of an environmental review process for all agency contracts and agreements. Provides technical assistance to borrowers, contractors and grantees regarding state and federal compliance requirements. In particular, under the direction of the Federal Funding Administrator, coordinates all Section 504 related compliance work, all Fair Housing compliance, all prevailing wage contract compliance and all compliance with various civil rights laws and regulations.

#### Reporting Structure and Span of Control

This position is in the Program Compliance division and reports to the Federal Funding Administrator (ASO I). This position will not have direct reports but will be responsible for managing contracts and coordinating with the Housing Authority, Affordable Housing, Construction Services, Homeless Services, Fiscal, and Human Resources teams within the Commission.

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

This position will relieve workload by :

- 1) Reviewing contracts to determine when projects convert to exempt from environmental review and managing contracts with environmental consultants.
- 2) Providing oversight of a robust fair housing program including monitoring the performance of contractors and sub-recipient for compliance with all civil rights laws and non-discrimination.
- 3) Ensuring Davis-Bacon and Section 3 compliance.
- 4) Serving as the Section 504 Coordinator.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

No.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no current vacancies in this job class (Report of vacant positions included with PCR package).

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Martha Cheever / Dawn Gutsch	14010100-PCR02

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The CDC is requesting the addition of one full-time Community Development Specialist I/II position (Job Class 9138). This position will conduct all initial intake eligibility appointments for the Housing Choice Voucher program ensuring that all persons admitted to the program are done so in accordance with federal regulations and local policies. These functions are currently performed by an extra help employee.  
*Please see the position detail form for additional information related to position changes.*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 122,753	\$ 122,753	\$ 122,753
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 122,753</b>	<b>\$ 122,753</b>	<b>\$ 122,753</b>
<b>Funding Sources</b>			
General Fund			
State/Federal	\$ 122,753	\$ 122,753	\$ 122,753
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 122,753</b>	<b>\$ 122,753</b>	<b>\$ 122,753</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

*Describe the following:*  
 General Fund Impact  
 Impact to internal service rates affecting other departments  
 Impact to fees charged to the public  
 Ongoing and one-time program costs, including FTE space needs

*Ongoing or one-time nature of funding sources**Any leveraged resources*

This position is funded with on-going Federal dollars from HUD's Housing Choice Voucher and Special Needs Grants programs Administrative Cost allowances. Cost savings from discontinuing expenditures for extra help will be realized. No impact to General Fund.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

**Description of need and/or business case for request**

The Housing Authority contracted with a reputable national organization to conduct an in-depth programmatic review in 2017/2018. The review identified workflow inefficiencies and inconsistencies as well as the need for a workflow realignment. The review recommended the addition of a designated person to conduct waitlist intake screenings and eligibility appointments. During initial eligibility appointments, the Community Development Specialist gathers federally required income, asset, and household data. This data is then processed to determine whether or not an applicant family is eligible for assistance. These appointments are currently parceled out to members of the Occupancy Team, the Waitlist Coordinator, and the Program Compliance Officer. This division of duties is inefficient and has resulted in redundancy and inconsistency in application of regulations and policies.

**Description of how the request will meet the need and/or business case described above**

The addition of a Community Development Specialist I/II will provide the Housing Authority with a regular full-time employee to conduct federally mandated initial eligibility interviews and eliminate the on-going use of extra-help employees and the inefficiencies of parceling out intake work between members of the Occupancy Team, Waitlist Coordinator and Program Compliance Officer. This position will provide a platform for all intake and initial eligibility appointments to be conducted in a consistent manner.

**Description of the alternatives that were analyzed**

The CDC has been using extra help employees; however, since the body of work has been identified as on-going, extra-help staffing is no longer an appropriate option.

**Mandated services justification**

24 CFR 982.202 requires that the Housing Authority admit applicants to the program in accordance with HUD regulations and the Housing Authority's local policies.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Community Development Specialist I/II – position code 9138/9139.

#### Description of primary duties/responsibilities

This position will process: waitlist prescreening appointments, initial eligibility determinations, portability intakes (transfers in from another jurisdiction), processing port-out requests (transfers out from another jurisdiction), and programmatic briefing and voucher issuance.

#### Reporting Structure and Span of Control

This position will be part of the Housing Authority Division of the CDC. It will be supervised by the Intake and Occupancy Supervisor. This position will have no supervisory responsibilities.

#### Description of impact upon existing positions

The addition of this position will allow for the CDC to more effectively operate its Housing Choice Voucher Program. This position will take intake and initial eligibility assignments that are parceled out among the Occupancy Team, the Waitlist Coordinator, and the Program Compliance Officer and consolidate them on one desk. Freeing up time on all of these desks will allow for lower-level programmatic work to be pushed down off of the Housing Authority Manager's desk allowing for focus on higher-level programmatic work. This will also eliminate an Extra Help CDS position.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

No compaction issues have been identified

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no existing vacant positions in the CDC which can be utilized for this position. (Report of vacant positions included with PCR package.)

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Martha Cheever / Dawn Gutsch	14010100-PCR03

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The CDC is requesting the addition of one full-time Bilingual Senior Office Assistant (Job Class 0003). This position will provide much needed clerical support for the voucher program, provide required translation support and tracking of requests for reasonable accommodation. There are no existing vacant positions in the CDC which can be utilized for this position. (Report of vacant positions included with PCR package.)

Please see the position detail form for additional information related to position changes.

<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 104,974	\$ 104,974	\$ 104,974
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 104,974</b>	<b>\$ 104,974</b>	<b>\$ 104,974</b>
<b>Funding Sources</b>			
General Fund			
State/Federal	\$ 104,974	\$ 104,974	\$ 104,974
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 104,974</b>	<b>\$ 104,974</b>	<b>\$ 104,974</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

*Describe the following:*  
 General Fund Impact  
 Impact to internal service rates affecting other departments  
 Impact to fees charged to the public  
 Ongoing and one-time program costs, including FTE space needs

*Ongoing or one-time nature of funding sources**Any leveraged resources*

This position is funded with on-going Federal dollars from HUD's Housing Choice Voucher and Special Needs Grants programs Administrative Cost allowances. Cost savings from discontinuing expenditures for extra help will be realized. No impact to General Fund.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

**Description of need and/or business case for request**

The Housing Authority contracted with a reputable national organization to conduct an in-depth programmatic review in 2017/2018. The review identified the need for a workflow realignment and the addition of a clerical person to conduct high-level clerical work associated with waitlist intakes and ongoing eligibility. This position will relieve the Waitlist Coordinator and Occupancy Specialists of clerical duties. This position will also conduct all federally mandated Enterprise Income Verification system reports currently being conducted at a higher level slowing down service delivery.

In addition to the programmatic review, the Housing Authority underwent a federal compliance review in spring 2018. This review identified the need for a designated individual to translate all vital programmatic documents to Spanish and track all reasonable accommodation requests. Furthermore, the compliance audit identified a large body of work that needs to be completed by the Housing Authority Manager. The addition of this Bilingual Senior Office Assistant will allow for clerical work to be assigned to the appropriate desks, allowing the Housing Authority Manager's desk to complete required programmatic work.

In addition to the programmatic and compliance reviews, in 2018 the Housing Authority was awarded 50 new Mainstream Vouchers and 10 new Veterans Affairs Supportive Housing (VASH) vouchers. The addition of these new voucher programs has added to the clerical needs of the Housing Authority.

**Description of how the request will meet the need and/or business case described above**

The addition of a Bilingual Senior Office Assistant will allow the Housing Authority to respond to the recently completed programmatic and compliance reviews and result in more efficient, streamlined service delivery. The position will provide much needed clerical support for the voucher program, provide required translation support and tracking of requests for reasonable accommodation as identified in the recent compliance audit, and provide necessary enhancements to service delivery identified by the recent programmatic review.

**Description of the alternatives that were analyzed**

This body of work has been identified as on-going, extra-help staffing is not an appropriate option. The identified work could continue to be parceled out between the Housing Authority Manager, the Waitlist Coordinator, and the Occupancy Specialist team. Doing so would continue to inhibit streamlined service delivery and contribute to inefficiency.

**Mandated services justification**

24 CFR 982.516 requires that all Housing Authority-assisted clients have annual or biennial recertification of family income and composition. This position will support the Housing Authority in ensuring that all paperwork is completed and organized in a timely manner.

Title VI requires that reasonable steps are taken to ensure that persons with Limited English Proficiency have meaningful access to federally assisted programs. Failure to do so would be equivalent to national origin

discrimination. The addition of a bilingual senior office assistant would ensure that all vital program documents are translated in a timely manner.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Senior Office Assistant – Bilingual – Job Class 0003

#### Description of primary duties/responsibilities

A recent federal review identified the need for a designated individual to translate all vital programmatic documents to Spanish and track all reasonable accommodation requests. The Senior Office Assistant will provide these services. In addition, the position will provide clerical support to the Housing Authority by completing required income verifications, coordinating, collecting, and organizing recertification packets for approximately 2000 housing authority clients, provide required translation of documents to Spanish (5%), provide verbal customer assistance to Spanish speaking clients (10%), and provide clerical support to the Housing Authority Manager and the Intake and Occupancy Supervisor.

#### Reporting Structure and Span of Control

This position will be part of the Housing Authority Division of the CDC. It will be supervised by the Intake and Occupancy Supervisor-9136. The position will have no supervisory responsibilities.

#### Description of impact upon existing positions

The addition of this position will allow for a significant shift in duties identified as necessary in both the recent programmatic review and compliance audit. This shift will result in more efficient service delivery and effective programmatic compliance. The position will realign clerical work with the appropriate job classification, allowing the Housing Authority Manager to push down work that can be completed at a lower level. This will free time for the Housing Authority Manager to focus on higher level assignments including those identified in the recent compliance audit.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

The addition of this position will not result in any compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no current vacancies that can be used. (Report of vacant positions included with PCR package.)

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Felicity Gasser / Dawn Gutsch	14010100-PRC04

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The addition of a Department Analyst position (Job Class 0826) that would bridge between program delivery, finance, and budget. Given the large array of complicated funding streams, and the diversity of specialized program offerings, the current staffing structure does not allow any dedicated, strategic focus on planning, forecasting, process improvement, data mining and visualization, or analysis of best practices.

*Please see the position detail form for additional information related to position changes.*

<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 155,953	\$ 155,953	\$ 155,953
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>
<b>Funding Sources</b>			
General Fund	\$ 123,546	\$ 123,546	\$ 123,546
State/Federal	\$ 32,407	\$ 32,407	\$ 32,407
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

**Narrative Explanation of Fiscal Impacts**

*Describe the following:*  
 General Fund Impact  
 Impact to internal service rates affecting other departments  
 Impact to fees charged to the public  
 Ongoing and one-time program costs, including FTE space needs  
 Ongoing or one-time nature of funding sources

The CDC is requesting additional County funding for approximately 80% of this position. The remaining 20% is funded by cost savings. (All details included in the PCR-Support-Forms and Instructions" document provided with this package)

*Any leveraged resources*

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

Although various positions within the agency perform some functions of an analyst, there is no dedicated staff to perform analytical functions. This makes collaboration with other agencies, funding opportunities, implications of legal and legislative activity, and process improvements difficult to capture and sometimes slow to operationalize. Executive level staff are currently required to do most of the analytical staff work to support problem solving within the agency – especially regarding innovations and new lines of business – as well as all technical work for budgeting and financial analysis. Examples of County strategic priorities that will be aided by the addition of a Department Analyst include Safety Net and ACCESS Sonoma County; housing finance analytics and data frequently requested by BOS, General Services, Permit Sonoma and others; pursuing competitive grants from federal, state and philanthropic sources to expand our capacity to serve vulnerable populations.

#### **Description of how the request will meet the need and/or business case described above**

This position will improve agency efficacy and efficiency because of its ability to gather, organize and present timely financial and operational data for Leadership's decision-making benefit and focus on best practices, research and process improvements. With support from the Federal Funding Administrator, Controller and members of the Leadership Team, this position will be able to identify and operationalize internal changes that are desirable, but currently impeded because of a lack of dedicated staff. It is also expected to position CDC to garner additional outside resources to expand our reach.

#### **Description of the alternatives that were analyzed**

*How high of a department priority is this? Can the department make adjustments to accommodate the need?*

While the Controller and Federal Funding Administrator could continue to do the most urgent components of the work that this position would do, it would exact a cost on the ability of staff in these management roles to design solutions, direct, and lead the agency. Process improvements will be much slower, leaving the agency exposed to legal liability and noncompliance with regulations for a longer period.

*What are the costs of using a consultant?*

A consultant was not considered for this position, because it is of such a nature it will require substantial investment in an individual's programmatic knowledge and the work needs to be permanently imbedded in the day-to-day operations of the agency.

*Does the private sector provide these services and if so, what is the market rate costs of the request?*

The position serves an internal function, so this is not applicable.

*If both the County and private sector currently provide the services, is expanding the County service the best approach to meet the need?*

The position serves an internal function, so this is not applicable.

*Is the addition of a County employee the only and/or best way to meet the service need?*

Yes, because the duties of this position are integral to the agency functions and so cannot be performed by a consultant or private sector.

**Mandated services justification**

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

The Department Analyst will not be directly performing mandated services to the public. However, the position will be directly contributing to the creation of work products required of all county departments and support programmatic mandates.

<u>Activity</u>	<u>In Support of</u>	<u>Citation</u>
Developing budgets	CAO	CA GC §29060 et seq. and §29083
CA Public Records Act Requests	All	CA GC §§ 6250, et seq.
Federal Grant Administration	CDC	2 CFR 200.400(c) Subpart E, 2 CFR 200.328(a)
Fair Housing	CDC & all County	Public Law 90-284 (Fair Housing Act); 24 CFR 570.601; Executive Order 11063 as amended by Executive Order 12259; Affirmatively Furthering Fair Housing (AFFH) Rule
Inclusionary Housing	CDC & all County	CA GC § 65580 et seq., and § 65915 et seq.; MCC 18.40
Housing Successor Agency reporting	CDC	Health and Safety Code §34176

*Describe how this mandate cannot be met with existing staff/resources.*

Refer to Description of Alternatives section above regarding how the agency could make adjustments to accommodate these needs.

*Describe how this request supports this mandate.*

The creation of budgets, Housing Successor Agency annual reports, administration of Federal grants, the response to PRAs, and the development of and furthering Fair and Inclusionary Housing requires the gathering, organizing and analyzing of substantial amounts of data on an on-going basis. The CDC needs this analytical resource in order to fulfill the intent of the law.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Department Analyst – Job Class 0826

#### Description of primary duties/responsibilities

Conducts analysis of the agency's operations and programs to develop, improve and implement programs, facilitate inter-departmental collaboration, and improve communications, collaboration and integration of divisions within CDC. Provides data-based opinions and program analysis to inform decisions about program design, project implementation, and efforts to seek new outside sources made by the Federal Funding Administrator and executive team. Provides timely and accurate responses to inquiries by the Board, media, and general public.

Provide housing finance analytics and data to the BOS, General Services, Permit Sonoma and others

Pursue competitive grants from federal, state and philanthropic sources to expand our capacity to serve vulnerable populations.

Ensure that program design and agency operations are in support of Safety Net and ACCESS Sonoma County.

Contributes to the creation of the CDC's annual financial budget with revenue and staffing analyses. Provides program staff and leadership timely data and recommendations for maximizing the use of available Federal and State funds.

#### Reporting Structure and Span of Control

The position has a split role between the Program Compliance Division and the Fiscal Division. The position will report to the Federal Funding Administrator. The position has no direct reports.

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

The position would relieve the Executive team and the Federal Funding Administrator of much of the staff work involved in gathering, organizing and analyzing financial and programmatic data. Freeing their time to absorb the meaning of the data, design solutions and direct the work of the Commission.

The position would relieve some of the current work of program managers that goes into preparing board agenda items. This position would be able to assist in research, data gathering, cross-division coordination, that is currently the sole responsibility of directors and managers in each division. This would relieve current workload which is above capacity.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?* No.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The CDC does not currently have a department analyst position. It also does not have any vacant positions which could be traded for a department analysis position. (Report of vacant positions included with PCR package.)

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Jenny Abramson, x7548	14010100-PCR05

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The addition of a Senior Community Development Specialist position (Job Class 9137) to assist with contract administration of the State-funded Homeless Emergency Aid Program, with a particular focus on monitoring subcontractor practices under this new program which significantly increases funding for homeless services in the next two years.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ -	\$ -	
One-Time Expenses	\$ 141,681	\$ 141,681	
<b>Total Expenditures</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 141,681	\$ 141,681	
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 141,681</b>	<b>\$ 141,681</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: 2 years. Continuation funding may become available.*

**Narrative Explanation of Fiscal Impacts**

The CDC is requesting additional County funding for approximately 80% of this position. The remaining 20% is funded by cost savings from positions either swapped for a lower cost position or relinquished. (All details included in the PCR-Support-Forms and Instructions” document provided with this package. Funded through the State Homeless Emergency Aid Program incorporated into the 2018-19 California budget. No General Fund impact.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

#### Description of need and/or business case for request

Funded through the 2018-19 California budget, the State Homeless Emergency Aid Program has provided the Sonoma County Homeless System of Care with \$12,111,291.50 in new funds for a wide range of homeless services—an amount equivalent to approximately half of all existing investments (public and private) in homeless services and operations. As Lead Agency for the Homeless System of Care, the Commission has been allocated \$605,564 (5% of the total award) over an approximate two-year period from award until June 30, 2021, to administer the award.

Because this request relies completely on new State dollars, there is no General Fund Impact. There are significant possible impacts in terms of offsets of costs in public safety, health, parks, and emergency services, as well as the public's concerns about their homeless neighbors, through the provision of the services to be funded with the balance of the \$12.1 million grant. The savings and relief of human suffering that will result from funded projects make a strong argument for acceptance of the grant and the administrative requirements that come with it. Note the savings cannot yet be quantified because specific projects have not yet been chosen; these will be determined by the Home Sonoma County Leadership Council in March 2019.

Administering this new program will require significant contract administration and monitoring; support to contract agencies to appropriately input data into the mandated Homeless Management Information System and to accept clients from and/or refer clients into the mandated Coordinated Entry system; provision of training (both by staff and consultant trainers) to contract agencies to ensure their service provision meets State requirements; interface with cities that have been awarded direct funding; and linkage with the Affordable Housing and Construction Services Teams to ensure capital improvement projects are completed in a timely way by the expenditure deadline of June 30, 2021.

The California Homeless Emergency Aid Program was established as a one-time infusion of funding. However, the governor's budget proposal for FY 2019-20 includes some funding to continue the Homeless Emergency Aid Program. Therefore the need for both continued administrative staffing and the revenues to support it may be available beyond the two years requested.

#### Description of how the request will meet the need and/or business case described above

*Describe the overall benefit of the request, including the management of any risk, mandated services, and whether or not it materially serves the Board's Strategic Priorities. Include timeframe for implementation, when improvements will be realized, and any outcome measures.*

The CDC seeks a 1.0 FTE two-year time-limited Senior Community Development Specialist allocation to enable the team to adequately perform the administrative responsibilities associated with this new block grant, as described above. The Senior, full journey-level Community Development Specialist is required in order to provide the needed analysis, development, implementation, administration and evaluation of the Sonoma County HEAP program. The work will require considerable expertise and independent judgment, and the ability to work independently, that is expected at the Senior Community Development Specialist level.

The Fiscal Summary above includes an estimated \$117,646 in funding annually for a total of \$235,292 (39%) out of the \$605,564 allowable for administration. These expenses represent 1.0 salary at I Step for this position, plus 60% as typically budgeted, for all benefits and associated occupancy costs. The Homeless Services Team already has two supervisory Community Development Associate positions; given the current transition into a redesigned Homeless System of Care it is difficult to determine the preferred supervisor for this position, but currently it appears the best placement would be to have the Homeless Services Funding Coordinator supervise this position.

This position will make it possible to administer significant new block grant funds that will make an as-yet-undetermined impact on ending homelessness in Sonoma County. The actual impact will become more apparent after the new funds are allocated through the competitive funding cycle under a Notice of Funding Availability that was issued January 8, 2019 (proposals are due February 8). Prior to the local allocation of the funds, it might be helpful to understand that the scale of the State's block grant investment is equivalent to approximately half the existing system of care's estimated annual operations (public and private funding).

This position will still leave approximately 60% of administrative funds (\$370,272) to address other administrative impacts of the block grant in accounting and capital development program areas.

### **Description of the alternatives that were analyzed**

Increasing the County's resources devoted to ending homelessness is a high priority for the agency and is central to the Board's Homes For All and Strengthening Our Safety Net strategic initiatives. The HEAP program offers a singular opportunity to significantly increase the system's capacity to end homeless episodes on a larger scale.

Given the scale of the Sonoma County HEAP allocation, we do not see a way to accept the State funds without a staff position to conduct the needed administrative and monitoring activities. The activities are highly technical, and require a body of knowledge that is not typically provided by private sector entities. If the body of work were smaller than the administration of \$12 million, hiring a contractor might be an option. But the scale of the project suggests at least 1.0 FTE will be required. Also, the activities must be well integrated with the balance of the Homeless Services Team's work, as it touches homeless services contracting as well as the planning, data collection and analysis, evaluation, and monitoring efforts of Home Sonoma County—activities that already require a team of 6 FTEs (among them, 2 FTEs currently dedicated to contracts and monitoring). A full-time employee could accomplish the required work; location of that person on site with the rest of the Homeless Services Team would leverage the knowledge of the rest of the team and build upon established procedures.

As an alternative to a time-limited position, we could address the program needs with extra help staff; however it would be preferable to ensure consistent trained staff were available for the duration of the project.

Without additional staffing, it will become impossible to manage the regulatory requirements of other federal and state funding sources due to an already full workload. It might become difficult to retain existing staff, for whom the expectation of performing this work on top of their existing load would be unreasonable.

### **Mandated services justification**

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

*Describe how this mandate cannot be met with existing staff/resources.*

*Describe how this request supports this mandate.*

### **If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

Senior Community Development Specialist – Job Class 9137.

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

##### Essential Duties:

- Contract development and administration
- Provide technical support in implementation of subrecipient project activities
- Ensure and facilitate implementation of core system participation requirements (e.g., HMIS and Coordinated Entry—arrange training, facilitate communications with Coordinated Entry operator and HMIS Coordinator, monitor compliance with these systems)
- Develop and submit performance reports to the State funders as needed, and support Accounting staff in development of requests for funds and financial reporting
- Monitor projects' implementation and performance
- Analyze and evaluate project implementation among funded projects and in relation to overall homeless system of care performance.

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

The position will be housed within the Homeless Services Team, and will report to a Community Development Associate whose working job title is Homeless Services Funding Coordinator. This position will not supervise other positions.

**Description of impact upon existing positions**

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

The new position will relieve the anticipated new workload that would inevitably fall on a contracts and monitoring team consisting of 2.0 FTEs. This team already has a very heavy workload, administering and monitoring approximately 50 contracts annually, including provision of technical assistance to nonprofit providers of homeless services.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

Not applicable.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report. There are no existing vacant positions in the CDC which can be utilized for this position. (Report of vacant positions included with PCR package.)*

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Community Development Commission	Jenny Abramson/Martha Cheever	14010100-PCR06

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The addition of a Department Analyst position (Job Class 0826) to act as a Housing Ombudsperson, to improve grievance within the Housing Authority or the Homeless System of Care can access a professional and unbiased problem-solver.

*Please see the position detail form for additional information related to position changes.*

<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 155,953	\$ 155,953	\$ 155,953
One-Time Expenses	\$ -		
<b>Total Expenditures</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>
<b>Funding Sources</b>			
General Fund	\$ 123,546	\$ 123,546	\$ 123,546
State/Federal	\$ 32,407	\$ 32,407	\$ 32,407
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>	<b>\$ 155,953</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited

*State the duration of Time-Limited Position Request:*

**Narrative Explanation of Fiscal Impacts**

The CDC is requesting additional County funding for approximately 80% of this position. The remaining 20% is funded by cost savings from positions either swapped for a lower cost position or relinquished. (All details included in the PCR-Support-Forms and Instructions” document provided with this package)

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### **Description of need and/or business case for request**

In 2018, CDC underwent a federal compliance audit focused on the accessibility of programs and services for persons with limited English proficiency and persons with disabilities. This compliance audit identified the need for the agency to have an in-house, designated 504 Compliance Officer. Many of the identified program deficiencies can be corrected with proper oversight of 504 compliance related issues including monitoring of Project Based Voucher recipients, the provision of an in-house 504 grievance officer, and general monitoring of compliance related to all Housing Authority and Agency programs.

In addition, CDC's 2018 effort to clear the Roseland Village site to allow affordable housing development to proceed on the site became the subject of a lawsuit (Vannucci et al. v. County of Sonoma et al.). A key issue in the suit was reasonable accommodation policies for services related to homeless shelters and housing placements through the mandated Coordinated Entry System. CDC has increased its training on reasonable accommodation for contract agencies that provide homeless services, and plans to incorporate expanded language on the subject into its FY 2019-2020 funding agreements. The legal concerns about reasonable accommodation practices, as well as reports of uneven and arbitrary enforcement of mandated program standards by homeless services providers, have elevated the need for CDC to be able to respond to client grievances and concerns in a fair and transparent way. This need applies both to services directly provided by CDC through the Housing Authority, and services indirectly provided through CDC's network of funded homeless service providers, including the Coordinated Entry System.

The homeless system of care's new governance structure, Home Sonoma County, was launched in late 2018. In compliance with federal Continuum of Care rules, several individuals with lived experience of homelessness have been included on the Home Sonoma County Leadership Council and on its Technical Advisory Committee. These representatives have called for a common, standardized grievance process, a means of incorporating consumer input into program policies via a Consumer Advisory Group, and enforcement of program standards and policies by a system Ombudsperson.

### **Description of how the request will meet the need and/or business case described above**

The Housing Ombudsperson will ensure both Housing Authority and Home Sonoma County are compliant with Section 504 of the Rehabilitation Act of 1973 and the 2004 federal Joint Statement on Reasonable Accommodations. The Ombudsperson will address a critical, currently missing, risk management function in administration of federal and state programs to assist low-income persons. These in turn play a crucial role in the Board's strategic priorities of Securing Our Safety Net and Housing for All; they also address the unique role of CDC in building inclusive neighborhoods and ensuring those who need help with housing can find it.

### **Description of the alternatives that were analyzed**

compliance work will

of Sonoma et al. lawsuit. The CDC needs to have proper control and oversight of this critical work which is a mandated function of receiving federal funds. This function is at the core of the programs that the CDC operates.

**Mandated services justification**

Recipients of federal funds are required to be administered in accordance with all non-discrimination provisions of Title VI of the Civil Rights Act of 1964, 24 CFR Part 1, Section 504 of the Rehabilitation Act of 1973, and 24 CFR Part 8.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

In order to receive and effectively administer federal Disaster Recovery funds the CDC must be in full compliance with all non-discrimination provisions of Title VI of the Civil Rights Act of 1964, 24 CFR Part 1, Section 504 of the Rehabilitation Act of 1973, and 24 CFR part 8.

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



**Instructions:** Please complete the following for each position change being requested.

#### Classification Title(s)

Department Analyst - Job Class 0826

#### Description of primary duties/responsibilities

Position will

- Provide a means to resolve complaints or issues related to the Commission's federally funded programs.
- Respond to inquiries about commission programs
- Provide recommendations to resolve disputes before a complaint is filed.
- Clarify and document any disputes.
- Explain any complaint or hearing processes.

#### Reporting Structure and Span of Control

Position will report to the Administrative Services Officer, job class 0827, overseeing all Human Resource functions for the Commission and independent of the various program teams that could have a grievance.

#### Description of impact upon existing positions

The failure of not having this position has been a huge gap in the program compliance of the Housing Authority, where this work was previously part of the ongoing workload for the Housing Authority Manager. Compliance with accommodation requirements in the Homeless Services realm has been an ongoing portion of work undertaken and shared by two staff, the Homeless Services Funding Coordinator and the Homeless Services Funding Specialist. This position will take the corresponding portion of work shared between these two positions, as well as fill the gap in work on the Housing Authority team that had been previously assigned to the Housing Authority Manager, but was not effectively addressed to the workload of that position.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

#### Description of any compaction issues?

Will the proposed changes result in any compaction issues?

N/A

#### Justification discussing why existing vacant position cannot be used in-lieu of a new position

The current three positions that had partial responsibility of overseeing this critical compliance function were not able to adequately address the required work as demonstrated in the HUD Audit Findings for the Housing Authority and the Verducci lawsuit pertaining to Homeless Services.

There are no existing vacant positions in the CDC which can be utilized for this position. (Report of vacant positions included with PCR package.)

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
County Administrator's Office	Niki Berrocal	15020101 – PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Cannabis Ordinance Phase 2 EIR  
 One-Time funding to pay for a Cannabis Environmental Impact Report.  
*Please see the position detail form for additional information related to position changes.*

Ongoing Expenses				
One-Time Expenses	\$	750,000		
<b>Total Expenditures</b>	<b>\$</b>	<b>750,000</b>	<b>\$</b>	<b>-</b>
<b>Funding Sources</b>				
General Fund	\$	750,000		
State/Federal				
Fees/Other				
FEMA Reimbursement				
Insurance Reimbursement				
Fund Balance* (Not GF)				
<b>Total Sources</b>	<b>\$</b>	<b>750,000</b>	<b>\$</b>	<b>-</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

The Department is requesting a one-time allocation of \$750,000 of County discretionary dollars to pay for creation of a Cannabis Environmental Impact report. This includes funding for relevant departments, and there would be no impact on rates for other departments or fees for end users. Creation of the EIR may impact future fees for applicants by preventing the need for some individual project EIRs.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The Board of Supervisors has directed staff to further amend the cannabis land use ordinance to identify possible amendments to strengthen neighborhood compatibility, environmental protections, further align with state regulations, and improve access and participation in the regulated cannabis market.

**Description of how the request will meet the need and/or business case described above**

An Environmental Impact Report (EIR) is required before any ordinance changes can be adopted by the Board.

**Description of the alternatives that were analyzed**

Board Direction has been supportive of creating a Cannabis EIR as part of the Cannabis Ordinance Phase 2 process. If an EIR is desired, there is no alternative to devoting resources toward the necessary staff time and consultant work.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
County Administrator's Office	Jennifer Larocque	16021200 – PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Community Preparedness Communication Plan

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses			
One-Time Expenses	\$ 500,000		
<b>Total Expenditures</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 500,000		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

One-time discretionary resources of \$500,000 would fund a two-year program. There is not additional cost for other departments or the public associated with this item.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The Board approved the Community Preparedness Plan in May, identifying a path forward to help Sonoma County residents take action to prepare for the next disaster. The communications plan includes tactics such as facilitating and attending events, earned and paid media, social campaigns, and providing information across barriers of access and functional needs.

**Description of how the request will meet the need and/or business case described above**

The first two years of the communications plan would serve as a pilot program, and can be funded with one-time funds of \$500,000. The Board of Supervisors for the County of Sonoma identified enhanced community preparedness as a top ten priority in Sonoma County's Recovery and Resiliency Framework. This Community Preparedness Plan establishes communication strategies to move the community into a culture of preparedness.

**Description of the alternatives that were analyzed**

Alternatives were addressed during the Community Preparedness Plan presentation on April 30, 2019.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

Program was developed in combination with the Emergency Management Department and the Office of Recovery and Resiliency, and directly addresses critical points of the County's adopted Recovery Framework.

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b> County Administrator's Office	<b>Department Contact</b> Terri Wright	<b>Hyperion PCR ID #</b> 16021200 – PC02
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Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Fire Tax Ballot Measure Study.

Funding to conduct initial investigation and potentially place a Fire tax measure on the Ballot in November 2019 or on a future ballot.

*Please see the position detail form for additional information related to position changes.*

<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses			
One-Time Expenses	\$ 500,000		
<b>Total Expenditures</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>			
General Fund	\$ 500,000		
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

This request is for \$500,000 of one-time funding to place a fire tax ballot measure on the November 2019 ballot. As reviewed in the Fire Service Projects planning, there is need for infusion of significant new funding into the Fire Services in Sonoma County. While the Board has made significant strides in identifying and devoting new resources toward the county-wide system, the full needs cannot be met without new revenue streams. If passed, the tax would provide consistent, dedicated funding to allow for significant needed improvements to the countywide fire system.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

**Description of need and/or business case for request**

In various reports on the Fire Service Project, the Board of Supervisor's has agreed with the assessment of the Fire community and County Staff that new revenue streams are needed to provide the tens of millions of additional dollars necessary to bring Sonoma County up to a consistently high quality of fire readiness. Without a measure, only incremental changes will be made to improve fire services, and momentum toward improved services and consolidation of services may wane.

**Description of how the request will meet the need and/or business case described above**

Strengthening Fire and Emergency preparedness and prevention is a top priority for the County. This funding has the potential to create a permanent funding stream that will enable enhancements not possible within existing resources, will reduce future demands on County discretionary dollars, and prevent future losses.

**Description of the alternatives that were analyzed**

Additional funding options, including additional requests for County funds and implementation of parcel taxes by various local agencies have been explored. None of these options has the ability to provide the level of funding that a fire tax would.

**Mandated services justification**

Fire and emergency response are some of the most basic core services provided by local government to ensure the safety of the residents of Sonoma County.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

While the request is made on behalf of the fire services project rather than a direct offshoot of the Framework, ensuring a strong system of fire protection in Sonoma County is at the core of make this a more resilience and disaster preparedness.

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
County Administrator’s Office	Christel Querijero	15990600 – PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Housing Site ID Project

The County Administrator’s Office of Resiliency and Recovery is requesting a set aside from contingency funds in the amount of \$200,000 to support evaluation of opportunities for affordable housing development on County-owned properties.

*Please see the position detail form for additional information related to position changes.*

<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses			
One-Time Expenses	\$ 200,000		
<b>Total Expenditures</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>			
General Fund	\$ 200,000		
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

This one-time funding will pay for staff time that cannot otherwise be recovered from internal rates. No direct impact to other departments or the public.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Following the October 2017 wildfires, the County received a number of unsolicited requests to use County owned property to develop affordable housing. Staff have devoted considerable resources to reviewing these requests, and many did not come to the full Board for consideration until after significant staff hours were invested. Staff requests Contingency Fund set aside to enable up to five initial scoping studies. Each study will require Board approval prior to authorizing use of the funds.

**Description of how the request will meet the need and/or business case described above**

This project supports critical recovery and ongoing board priorities. It can be funded as a one-time cost, offsetting impacts, and has the potential to help identify new sites to increase housing in the county.

**Description of the alternatives that were analyzed**

Without this funding, departments will not be able to devote sufficient staff time to complete these assessments without transferring resources from other critical services. The alternative is to offer up funding only on an individual case as sites are identified, which does not allow for significant reviews.

**Mandated services justification**

The California Government Code at Section 65863 requires that the county zone adequate sites to meet its identified housing needs. The Sonoma County General Plan contains policies HE-2f, HE-2h, PF-1f and Housing Element Programs 11 and 20 which direct the county to identify additional urban housing sites located near transit and jobs.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

The Office of Recovery and Resiliency is submitting the request.

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
County Administrator’s Office	Niki Berrocal	16020200 – PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Internal Services – Centralized Service Review

Utilize consultants to evaluate potential efficiencies of centralized vs. decentralized services.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses			
One-Time Expenses	\$ 800,000		
<b>Total Expenditures</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund	\$ 800,000		
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 800,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

**Narrative Explanation of Fiscal Impacts**

One-time funding is requested for contracts to explore efficiencies in providing internal services and the potential to create a superagency combining Health and Human Services. The study may identify efficiencies that would allow for the provision of higher-quality service at a lower cost, and could result in savings in the forms to reduced rates and reduced staffing and contracting costs due to fewer redundancies. These savings could eventually also result in reduced fees for the public due to reduced overhead costs.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Some other counties utilize different methods for providing internal services, including models that are more highly centralized than Sonoma County, in an effort to promote efficiency by decreasing duplication of services (i.e. IT or HR resources) across agencies. Similarly, some Counties have a single "superagency" that contains both Health and Human Services to reduce redundancy in providing administrative services. A study will show whether efficiencies might be realized.

**Description of how the request will meet the need and/or business case described above**

With tight budgets going forward, evaluating strategies to increase the efficiency with which the County delivers services is critical to ensuring that resources are best targeted toward the provision of direct services to the public in the most effective way.

**Description of the alternatives that were analyzed**

The Internal Service committee has been reviewing models for providing services, as well as reviewing its own service provision. Based on a Board Information Request during the April 2019 Budget Workshops, the Health and Human Services Departments have begun a review of which counties utilize a superagency. Both efforts could continue with existing resources, but staff lack the capacity to initiate a major

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b> 19010100	<b>Department Contact</b> Albert Lerma, x6428	<b>Hyperion PCR ID #</b>
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Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Add one full time Department Analyst - Time-Limited position to support efforts related to development of broadband infrastructure in rural areas of Sonoma County.  
Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses			
One-Time Expenses	\$ 135,871	\$ 141,231	\$ 146,871
<b>Total Expenditures</b>	<b>\$ 135,871</b>	<b>\$ 141,231</b>	<b>\$ 146,871</b>
Funding Sources			
General Fund	\$ 32,271	\$ 37,631	\$ 43,271
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)	\$ 103,600	\$ 103,600	\$ 103,600

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: Time-Limited (3-year)*

**Narrative Explanation of Fiscal Impacts**

The Economic Development Board is supported by the Community Investment fund (TOT) and various grants. In fiscal year 19-20, the total cost for a Department Analyst Time-Limited position will be \$135,871. Costs for this position will be partially offset by discontinuation of a full time extra help Administrative Aide and part-time, extra-help Department Analyst (\$103,600). Currently, the extra-help positions are partially funded with grant funds of \$51,000 from the U.S. Economic Development Administration (matching requirement). \$32,271 is being requested from the General Fund, Recovery and Resiliency set aside.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Public Safety is a key user of broadband access. Broadband supports cellular connectivity and, in many areas of rural Sonoma County, there are large gaps in service. These dead zones throughout the County, mainly in the west and south, cause major public safety issues. Where there is lack of cellular connectivity, there are increased response times for police and fire, and a decrease in communications during disasters, as is noted within the NBNBCB Telecommunications Outage Report: Northern California Firestorm – 2017.

In addition, Sonoma County's Broadband Strategic Plan aims to drive new investment into underserved and unserved areas of the County. Given the proper framework, funding options, and partnerships with providers, Sonoma can take a leadership role in ensuring leading edge broadband services are available to its residents and businesses.

**Description of how the request will meet the need and/or business case described above**

This position will work to facilitate a framework by which Sonoma County and its local government partners can organize and develop governance and policy to further the advancement of broadband deployments throughout the County. Rebuilding after the fire disaster provides the opportunity for broadband infrastructure improvement via implementation of Dig Once practices as those areas are redeveloped, utilizing site development standards that require placement of conduit and fiber-optic cable, including devotion of fiber strands to city or County use.

In addition, Sonoma County's geographic location and talent pool can be the fuel for leveraging technology developments from precision agriculture and applications supported by 5G wireless deployment including sensor networks, Smart City applications, and autonomous and connected vehicles. Marketing a community or a region as Gigabit capable can be a bargaining chip for economic development organizations and leaders to retain and attract business that support job creation and retention.

**Description of the alternatives that were analyzed**

The County Recovery and Resiliency Framework listed the need to establish a comprehensive alert and warning system as a top ten priority. In addition, the framework encouraged the County to work with private utility providers on solutions related to hardening infrastructure and on coping with destroyed utilities in a disaster, including undergrounding where appropriate and necessary.

The costs of using a consultant is prohibitive as noted under a recent consulting contract we had with Magellan Advisors that we used to develop the broadband strategic plan, the billable hourly rate was \$165/ hour not including travel or incidental expenses.

The cost of converting two part-time, extra-help positions to fund the majority of the costs for the new position is the more cost effective way to provide this service.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

As noted above the cost of using an outside consultant is prohibitive given the current available budget. Converting two current part-time positions to provide the majority of the funding for this position with a

supplemental allocation from the Board appears to be the most cost effective way of funding this new position to provide these services.

The reimbursable expenses for this position can be tracked in Timesaver with the appropriate tracking codes. The incumbent will be supervised by the Director of Business Development & Innovation to ensure that 100% of their time is allocated for these efforts. In addition, this position can provide regular updates to the Office of Recovery and Resiliency and Emergency Management as needed.

**County of Sonoma**

**Program/Position Change Request (PCR) - Human Resources Detail**



*Instructions: Please complete the following for each position change being requested.*

**Classification Title(s)**

Department Analyst (0826)

**Description of primary duties/responsibilities**

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

- Perform day to day administrative responsibilities, including scheduling, customer service and written and email correspondence
- Coordinate bi-monthly Access Sonoma Broadband committee meetings, prepare agendas, minutes, and public notices
- Work with governmental agencies and committees on programs supporting broadband advocacy to rural areas of the County and region
- Assist and work with agencies on countywide broadband advocacy and planning
- Work with clients and telecom providers to determine availability of local broadband services.
- Coordinate, develop, and implement office procedures related to broadband
- Grant writing, tracking, and reporting
- Assist with activities conducted by the Sonoma Mendocino Economic Development District (SMEDD) including, but not limited to coordinating SMEDD Administrator schedule, meeting support and coordination; scheduling conference rooms, and other administrative duties as assigned
- Proofread and edit documents along with general clerical work and file organization
- Conduct research and draft internal policy memos regarding best management practices for local government and economic development agencies that improve broadband program service delivery

**Reporting Structure and Span of Control**

This position will report to the Business Development & Innovation Director (CST: Business Development Manager)

**Description of impact upon existing positions**

This position will take on the duties currently performed by an extra-help Administrative Aide and extra help Department Analyst. Both extra-help positions will be eliminated with the approval of this time-limited position.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

None.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no vacant Department Analyst positions in the department.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



Department	Department Contact	PCR Form #
General Services	Marc McDonald	1A & 1B

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

On December 11, 2018, General Services staff estimated \$362,035 in FY19-20 to secure and manage the Chanate Campus while the sale of the campus proceeded. The Board authorized use of Deferred Maintenance funds in the amount of \$362,035. In light of the growing list of deferred maintenance project needs, staff is requesting General Fund instead to cover fire watch, security, utilities and property management expenses through October 2019. Staff anticipates additional funding will be required to address projected costs for the period November 2019 through June 2020 in the amount of \$519,783.

The Board authorized the Chanate surplus in December. The surplus notice was issued in February, and letters of interest were received in May. Staff anticipate further direction from the Board in Closed Session in June and July.

Request 1A is for \$362,035 and covers activities from July 2019 through October 2019.

Request 1B is for \$519,783 and covers activities from November 2019 through June 2020.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses			
One-Time Expenses	\$ 881,818		
<b>Total Expenditures</b>	<b>\$ 881,818</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)	\$ 881,818		
<b>Total Sources</b>	<b>\$ 881,818</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

**Narrative Explanation of Fiscal Impacts**

Based on experience with the closed Chanate Hospital, ongoing security, fire watch, utilities and property maintenance and vegetation management costs will be incurred until the County’s Chanate Campus transfers to a new owner. Due to the complexity of the property and necessary negotiations, it is anticipated the sale will occur by the end of FY 19-20.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

On December 11, 2018, General Services staff estimated \$362,035 in FY19-20 to secure and manage the Chanate Campus while the sale of the campus proceeded. The Board authorized use of Deferred Maintenance funds in the amount of \$362,035. In light of the growing list of deferred maintenance project needs, General Services is requesting General Fund instead to cover fire watch, security, utilities and property management expenses through October 2019. Staff requests additional funding to address projected costs for the period November 2019 through June 2020 in the amount of \$519,783.

**Description of how the request will meet the need and/or business case described above**

Beginning March 1, 2019, the Chanate campus will be substantially vacant. There is potential for vandalism and damage to the vacant properties on the site. In response the Santa Rosa Fire Marshall requires the County to maintain a Fire Watch on the property at a current cost of \$21,337 per month (includes a 12% rate increase effective 1/1/19). The County maintains contract security on the site at a current cost of \$31,084 per month (includes a 12% rate increase effective 1/1/19). Property Management Costs, including routine maintenance, and vegetation management are estimated to be \$100,415.

Action	Monthly	November 2019 - June 2020	Total
Fire Watch	\$ 21,337	\$ 170,696	\$ 170,696
Security	\$ 31,084	\$ 248,672	\$ 248,672
Property Management		\$ 100,415	\$ 100,415
<b>Total</b>	<b>\$ 90,509</b>	<b>\$ 519,783</b>	<b>\$ 519,783</b>

**Description of the alternatives that were analyzed**

**Mandated services justification**

At the direction of the City of Santa Rosa Fire Department, Fire Watch services are required for the safety of the community when building fire alarm systems are inoperable.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
General Services	Eric Herrman	2

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Funding for vegetation management, landscape maintenance and emergency removal of trees endangering life or property on County owned land. The Sonoma County Fire Prevention Division is embarking on a fuel reduction program which will identify County owned parcels requiring brush and weed removal. In addition, General Services is being tasked with maintaining landscaping on many County campuses. This is important for both aesthetic and safety reasons. Also, General Services is called upon to assess and/or remove trees on non-Regional Park properties. There is currently no funding provided to General Services for any of these services.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 925,000	\$ 925,000	\$ 925,000
One-Time Expenses	\$ 80,000		
<b>Total Expenditures</b>	<b>\$ 1,005,000</b>	<b>\$ 925,000</b>	<b>\$ 925,000</b>
Funding Sources			
General Fund	\$ 1,005,000	\$ 925,000	\$ 925,000
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 1,005,000</b>	<b>\$ 925,000</b>	<b>\$ 925,000</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

**Narrative Explanation of Fiscal Impacts**

General Services currently has no funding for landscape maintenance, weed abatement/fire fuel reduction or emergency tree removal. Each request made to General Services negatively impacts our operating budget and diverts funding from the core responsibilities of the department, which is building maintenance.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

#### Description of need and/or business case for request

General Services currently has no funding for landscape maintenance, weed abatement/fire fuel reduction or emergency tree removal. Each request made to General Services negatively impacts our operating budget and diverts funding from the core responsibilities of the department, which is building maintenance.

Landscape maintenance is an integral part of the overall management of developed County property which adds visual appeal, erosion control and when properly administered public safety benefits. Overgrown and poorly maintained landscaping adversely affects these benefits.

Weed abatement and fuel reduction is vital for public safety. The County owns many hundreds of lots which may be identified by County Fire Services as high priority/critical fuel reduction sites. General Services currently has no funding for this work.

Emergency tree removal or assessment is being requested of General Services. Trees may be damaged in storms, diseased or overgrown impacting the health or safety of County residents and their property. Regional Parks only has responsibility for properties in their care. TPW and the Water Agency has limited exposure to these requests, but not on properties owned by General Services.

The funding request includes grounds maintenance at the County Center, Los Guilucos and Chanate \$825,000 (using estimate provided by Regional Parks), plus weed abatement/fire fuel reduction other at various sites \$100,000, and FY 19-20 one-time costs of \$80,000 for emergency tree removal and assessment.

#### Description of how the request will meet the need and/or business case described above

General Services plans to utilize a variety of approaches in the administration of the proposed vegetation management program. This includes but is not limited to the use of SAC crews, utilizing vendors for sheep grazing on properties suitable for this method of vegetation management, working with an arborist to assess the condition of trees that are reported as hazardous and competitive bidding for tree removal services. The use of volunteer organizations may also be implanted to accomplish our tasks.

The funding request will be used in following areas;

Landscape maintenance \$825,000

Weed abatement/fire fuel reduction \$100,000

Emergency tree removal and assessment \$80,000

#### Description of the alternatives that were analyzed

In the past other departments were responsible for this program. At this time it appears as though General Services may have this responsibility. Due to the 2017 and 2019 fires that have had such a devastating impact on Sonoma County and our neighboring counties, there is a high degree of motivation to reduce fire fuel.

**Mandated services justification**

**Fire fuel reduction is enforced by County and State agencies including the Sonoma County Fire and Emergency Services Department and Cal Fire.**

**A variety of agencies may identify and require the removal of fuel. Funding this program will provide General Services the resources to perform this work, along with the required landscape maintenance previously done by other departments.**

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

*Based on the FEMA Public Assistance and Policy Guide:*

*What FEMA Category is this work covered under?*

*What eligible facility will be served by this request (if applicable)?*

*What eligible activities/work will be carried out by this position?*

*What costs are eligible for FEMA reimbursement?*

*What costs are ineligible, and how will they be paid?*

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

N/A

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

N/A

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

N/A

#### Description of impact upon existing positions;

**No new position required**

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

N/A

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

N/A

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

N/A

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**



**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
General Services	Caroline Judy	3

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Project funding for the development of the department’s detailed business system analysis, improvement of service delivery processes, and the automation of the improved processes through a customer relationship management system tool (software automation of processes through Salesforce). Achieved through consultation work with a Salesforce developer and the Government sector representatives of Salesforce with a key objective of self-reliance in operation of the software tools and systems.

*Please see the position detail form for additional information related to position changes.*

Ongoing Expenses - Licenses	\$ 67,560	\$ 112,440	\$ 165,720
Ongoing Expense - 0.5 FTE Time Limited (3 years)	\$ 75,819	\$ 78,094	\$ 80,436
One-Time Expenses	\$ 396,000		
<b>Total Expenditures</b>	<b>\$ 539,379</b>	<b>\$ 190,534</b>	<b>\$ 246,156</b>
<b>Funding Sources</b>			
General Fund	\$ 539,379	\$ 190,534	\$ 246,156
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 539,379</b>	<b>\$ 190,534</b>	<b>\$ 246,156</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

A 0.5 FTE Department Information System Specialist II time-limited (3 years) will be necessary for the implementation and project management. This individual will be responsible for business system analysis and documentation of service delivery processes and the department’s customer experience model, Lean/Six sigma improvement of customer service and service delivery processes, contract management and vender oversight if relevant, organizational change management and user adoption, software application implementation, procedural and process documentation, and staff training.

**Narrative Explanation of Fiscal Impacts**

The project will execute in 3 phases:

- (a) Phase 1 will focus on administrative services and high volume customer touch points and interactions. Initial systems to be replaced include: Department Board item workflow management, facility work order calls, key requests, parking space permits, security incident logging and tracking, and the Veterans Memorial Building rental/use reservation system. Expected cost of the phase is \$70,000.
- (b) Phase 2 will focus on the integration through connections or replacement of the facility database tools in the department including and not limited to ADCATS, CAMP, MIG, and VFA. Expected cost of the phase is \$242,000.
- (c) Phase 3 will focus on the integration through connections or replacement of the fleet management database tools; final reporting tune-up and department dashboard completion. Expected cost of the phase is \$84,000.

Budgetary adjustments for annual software subscription licensing with the conversion of retired legacy system costs into the subscription licensing line item as feasible. The budgetary adjustments for department licensing costs ramps up over the 3 year period of the implementation based on the phased build and go-live timing of the program. Licensing cost include Salesforce annual seat license costs of <\$100/user/month with bulk discount in effect, as well as the per seat annual license cost of required companion applications such as Conga document generation at \$20/user/month, and AssetOptics CMMS/EAM - Facilities, Equipment & Fleet Maintenance for Salesforce at <\$85/user/month for nonprofits.

Estimated Licenses	FY 19-20	FY 20-21	FY 21-22
SalesForce	30 *\$100 * 12 = \$36,000	50 *\$100 * 12 = \$60,000	60 *\$100 * 12 = \$72,000
AssetOptics	30 *\$85 * 12 = \$30,600	50 *\$85 * 12 = \$51,000	90 *\$85 * 12 = \$91,800
Conga	4 * \$20 * 12 = \$960	6 * \$20 * 12 = \$1,440	8 * \$20 * 12 = \$1,920
Annual totals	\$67,560	\$112,440	\$165,720

A 0.5 FTE, Department Information Systems Specialist II – time limited (3 years), \$75,819/year salary and benefits as the project manager for the analysis and implementation of the customer relationship management system, software tools, procedural documentation, and staff training for self-reliance and optimum effectiveness.

The program change request is for:

- Department business system analysis including workflow mapping. The analysis is required for workflow automation. Considerations for replication and expansion to other departments included.
- Improvement of current service delivery processes prior to automation. Process improvement will save money and free up resources for other needed work by eliminating waste, decreasing variations in service, and removing duplication of effort
- Automation of the improved processes through a customer relationship management system tool (software automation of processes through Salesforce). Improved client department customer satisfaction though improved access to decision making information and tools; cascading co-benefit to client departments. Improved transparency, visibility and access to performance metrics and status.

The scope of work will be achieved through consultation work with a Salesforce developer with a key objective of self-reliance in operation of the software tools. The project will be managed by a 0.5 FTE - Department Information Systems Specialist II – time-limited (3 years). The resources and prior work completed in Salesforce by the Energy and Sustainability Division will be leveraged.

General fund impacts will include:

- The cost over 3 years of a time-limited project manager, 0.5 FTE Department Information Systems Specialist II (\$75,819/year salary and benefits)
- One time cost of the development project over a 3-year period (\$396k)
- Licensing costs for the Customer Relationship Management (CRM) system software (estimate \$67,560)

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

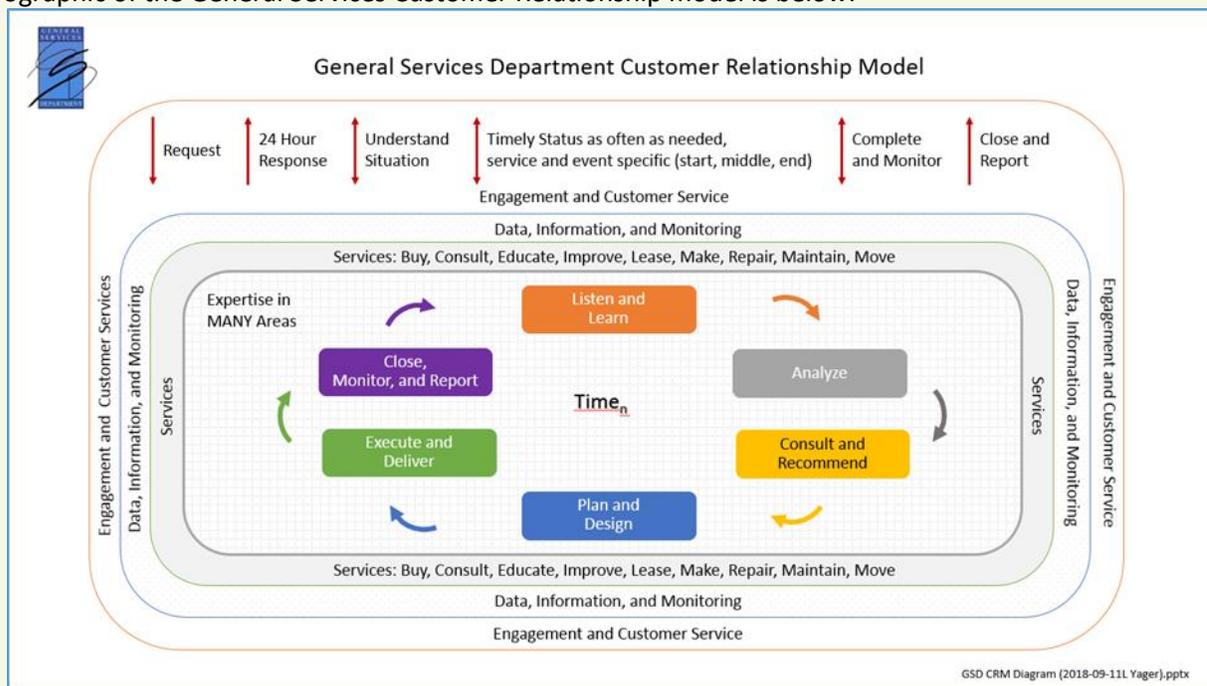
**Description of need and/or business case for request**

The General Services Department is responsible for ensuring County Departments and Agencies have the work space, vehicles, goods, and services they require to meet their objectives in serving the needs of the public. The Department provides a variety of internal service function including efficiently plan, provide and manage quality facilities; the purchasing of goods and services, the procurement and maintenance of vehicles and equipment, and energy and sustainability services including but not limited to the following:

- Education through meetings, classes, web information, workshops, consulting, policy trainings, etc.
- Getting things by making, building, buying, renting, or leasing materials and assets
- Moving things and people, goods and property
- Tracking, accounting, and reporting to project departments and agencies, elected officials, and the public

The Departments’ customers include internal County Departments, other government agencies, neighboring municipalities, non-profit organizations, contractors, residents, and businesses.

An infographic of the General Services Customer Relationship model is below.



Investments in department technology systems and tools necessary for efficient and effective property and asset management have been limited dating back to prior to the great recession of 2007. Not having the necessary technology systems and tools, including access to the right information in real time, is hampering the ability of people to meet the service delivery expectations of today’s public and organizational executives. There is a need for current technology systems and tools to manage the County’s 2+ million square feet of maintained building

space, 1,578 vehicles and equipment, \$12 million 3 year average annual spend for capital projects, and numerous customer interactions. The General Service’s Department currently interacts with more than 17 database tools, innumerable spreadsheets, over 13 County supplied software tools, and 28 companion software applications to manage daily service delivery. None of these systems are connected, cross checking information, and coordinating the customer experience.

This program will:

- Define, diagram, and document how the department relates to its customers throughout the lifecycle of an engagement and a series of engagements documenting the Customer Relationship Model of the Department.
- Replace tools and systems in place that are being used beyond their support life and beyond their design capability.
- Ensure existing tools will be evaluated and where possible re-deployed using their full capability and training staff on the full functionality of systems.
- Replace home-made solutions which are neither monitored nor managed.
- Centralize access to data elements eliminating the use of multiple databases and spreadsheets housing elements of the same data, in multiple work units, without integration or cross referencing of information.
- Eliminate duplication of data entry. Currently most data elements are manually entered multiple times into multiple data tools across multiple work units.
- Minimize the effort to obtain information. Most requests for data result in a fire drill to produce statistics. Use of current technology tools will improve transparency, visibility, and access to performance metrics and status.

**Description of how the request will meet the need and/or business case described above**

The program change the relationships of over 58 independently operated legacy software systems and tools by creating an interconnected data warehouse system for customer engagement management. With an agile software implementation method, customer experience of interacting with the department will see improvement in status reporting within one month of software launch. Launch will follow the business system analysis. A phased agile methodology will focus on the system and tools with the following priority.

1. Customer interface tools and work flow automation
2. Project management
3. Data warehouse consolidation, data integrity and management
4. Report automation

The County systems requiring interface include and are not limited to:

Adobe	Forms, digital signing, etc.
Adobe Acrobat Pro	Adobe pdf creation
CAPS	ISD created Access database to track county IT equipment
Edex	Email and network changes for users
EFS	Facilities billing, project billing, fleet billing, receiving payments, logging transactions, purchasing, solicitation portal, internal and external payables
Google Earth	Global mapping
Microsoft Access	Custom database tools including parking permits, network and email changes, accounting invoice generation
Microsoft Excel	Custom spreadsheets including Capital Projects, Estimating Workbook, security incidents, keys, safety training, real estate project planning, capital project planning, report creation/manipulation

Microsoft Project	Customer capital project plans. Add on MS product, not part of basic package.
Microsoft Server Management Studio	SQL Server administration software
Microsoft SharePoint	Board item documentation revision management
Microsoft Visio	Charting, diagrams
Microsoft Word	Custom architect contracts, license agreements, CIP, budget document prep, board letters, general correspondence
Onbase	Insurance certificates, purchasing documentation
Microsoft SQL Server	SQL Database platform

Companion software systems and tools requiring interface and or replacement include and are not limited to:

Adobe Live Cycle	Adobe pdf form creation
AE Docs, Bentley Systems	Construction project management
AutoDesk/Revit	Capital Projects
Automated Logic WebCtrl	Building automation platform
Avigilon ACC	Avigilon camera software platform
Bluebeam	Capital Projects
Bosch Video Client	Bosch encoder/camera viewing software
CA Visual Objects 2.8	Programming development utility
CommonLook Global Access for Word and PowerPoint	An ADA compliance software plug in for MS Word and for PowerPoint
CommonLook PDF Global Access	An ADA compliance software plug in for Adobe Acrobat
Concept	Schneider PLC Programming utility
Continum	Badge security
Crystal Reports	Report design utility
Crystal Reports Runtime	Embedded crystal reports viewer for custom applications
DS Control Point	Pelco camera software
eGordian (JOC)	Contractor bidding
Inductive Automation Ignition	HMI and OPC development software platform
Kepware OPC	PLC > HMI interface software
MYSQL Server	MYSQL Database platform
MYSQL WorkBench	MYSQL database administration software
NotePad++	Code editing utility
RSView32	HMI development software
Sharp Dev	C++ Programming development utility
Sketch-up	Capital Projects
Unity Pro XL	Schneider PLC Programming utility
Visual Studio	Microsoft programming development utility
VLC Media Player	IP camera diagnostic/viewer
WireShark	Network diagnostic utility
WonderWare Intouch	HMI development software

Department highly configured or designed systems and tools requiring interface and or replacement include and are not limited to:

ADCATS	Capital projects, real estate projects, project accounting, project invoicing, project time entries
AssetWorks	Fleet management, rentals, part inventory, vehicle maintenance, fleet invoices, tech time entries, preventive maintenance, corrective maintenance
Assure ID	ID Badge management
CAMP	Detailed project accounting for reconciliation in MS Access
CoStar	Real Estate subscription for available lease and sale properties
EMS	Vets building reservations
GFMS	Physical Key/asset management software
Key Valet, Fleet Motor Pool	Vehicle key management
Microsoft Project	Capital project plans. Add on MS product, not part of basic package.
MIG	ADA assessments, ADA project building data
Quicken	Additional receivables and payables transaction logging - except capital projects
Somax	Project requests, facilities projects, work orders, building data, keys, WO time entries, WO invoicing, facilities preventive maintenance, facilities corrective maintenance
Utility Manager Pro	Building utility use, rate and payment information
VFA	Building assessments, project costs
Visual Lease	Executed real estate lease tracking

**Description of the alternatives that were analyzed**

This effort is of critical importance to General Services, and aligns with the #1 priority for an improved customer experience as stated in the Strategic Plan of the Department.

This program will require the support of consulting experts to deliver the technology tool and build self-reliance in the organization.

Alternatives include:

1. Do nothing which will continue to result in breakdown of unsupported applications, failure of over extended data bases, continued dual entry with coincident data integrity issues and duplication of effort; continued lack of information integration and comprehensive framework.
2. Replace individual failed/missing elements. Which perpetuates the larger scale issue by band-aiding parts of the problem.
3. Build and integrated data warehouse system with a comprehensive customer engagement management system and customer portal for transparency and result views. Build the system with the objective of self-reliance and improved working conditions as part of the project mission.

**Mandated services justification**

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

0.5 FTE Department Information Systems Specialist II time-limited (3 years) as an implementation project manager is requested for the period of FY 19-20 through FY 21-22.

#### Description of primary duties/responsibilities

This position will be responsible for business system analysis and documentation of service delivery processes and the department's customer experience model, Lean/Six sigma improvement of customer service and service delivery processes, contract management and vendor oversight if relevant, organizational change management and user adoption, software application implementation, procedural and process documentation, and staff training. Duties and responsibilities for this program (project) include:

- Under general supervision, serve as a generalist in working with the hardware, software, and information systems used in all divisions of the department
- Project manage the implementation of the CRM program in the Department with attention to scope, timeline, and budget
- Perform professional duties involving the analysis, modification, development, implementation and support of departmental systems and applications
- Analyze user requirements and implement the system to meet business needs
- Prepares operating instructions, training materials, and user manuals
- Provide technical support, training to department staff
- Coordinate efforts with the consulting Salesforce Developer on the design and configuration of CRM element
- Configuration of CRM software to meet department requirements; provides technical design and development of the data warehouse; integration and connection to departmental databases; ensure data integration from disparate data sources
- Develop automation of a standard compliment of department data reports and data related applications that meet the needs of the department's business processes and operational procedures
- Establish Salesforce community portal and connections to the County Internet and Intranet web sites and web pages
- Develops and provides user project close report including lessons learned and recommendations for adoption of the CRM by other departments and agencies

This position will require 0.5 FTE Department Information Systems Specialist II time-limited (3 years). This position can be paired with the 0.5 FTE staff requirement for implementation of the program change request for an integrated workplace management system for General Services Facilities Development & Management. The knowledge skills, abilities and project management requirements are mirrored in the two efforts.

**Reporting Structure and Span of Control**

This individual will report to the Department Program Manager – Senior Communication Manager during the term of their employment for the project. This individual will not have any direct reports but will be an individual contributor collaborating and coordinating efforts with division/section managers in the Department.

**Description of impact upon existing positions**

The program change of deploying the new customer relationship management software tool and training staff on the tool will relieve workload of existing staff by:

- Decreasing redundant data entry
- Streamlining workflow processes
- Facilitating ready access to a central data warehouse
- Providing automation of workflows and processes
- Providing access to performance metrics

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

There will not be any compaction issues for the duration of the project.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no vacant positions available with the capacity to contain this skill set. The requested need is for a 3 year time-limited 0.5 FTE Department Information Systems Specialist II.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	PCR Form #
General Services	Hope Marshall/Jeremy Scannell	4

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Staff is requesting an additional \$337,025 ongoing general fund contribution for additional staffing resources necessary for continued operation of the Veterans Buildings.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 337,025	\$ 347,136	\$ 357,550
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 337,025</b>	<b>\$ 347,136</b>	<b>\$ 357,550</b>
Funding Sources			
General Fund	\$ 337,025	\$ 347,136	\$ 357,550
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 337,025</b>	<b>\$ 347,136</b>	<b>\$ 357,550</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

### Narrative Explanation of Fiscal Impacts

\$337,025 is being requested to sufficiently manage and operate the Veterans Buildings on an ongoing basis. Due to the loss of revenue and increases in costs to staff the buildings for Veterans free use of the buildings, additional resources are required. General Services is requesting funding in the amount \$337,025 that includes salaries and benefits for additional positions necessary to continue operations of the buildings. Future year estimates include a 3% escalation in costs.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

#### Description of need and/or business case for request

General Services is requesting funding in the amount of \$337,025 for salaries and benefits for the additional positions listed below necessary to meet the staffing resources essential for continued operations of the buildings. The total cost for the positions is \$406,025, and the cost is offset by the ability to reduce extra help staff costs by \$69,000.

- 2.5 FTE Event Services Worker (\$102,156 per FTE) = \$255,390
- 1.0 FTE Booking & Reservations Coordinator = \$105,549
- 0.5 FTE Office Assistant II bi-lingual = \$45,086

The County owns seven Veterans Memorial Buildings, located in Cloverdale, Guerneville, Sonoma, Santa Rosa, Sebastopol, Cotati, and Petaluma. These are dedicated Veterans Memorials and provide meeting space for Veterans organizations as well as low-cost space for public use. Prior to July 2011, the Veterans Memorial buildings were programmed and managed by the Recreation and Cultural Services Division of Regional Parks with maintenance and capital needs addressed by the General Services Department.

In 2011-12 Regional Parks transferred the management responsibility of the Veterans Buildings to General Services. During this transfer of services the County contracted with three 3<sup>rd</sup> party Event Management Companies (UCCR, Sebastopol Center for the Arts, and River to Coast Children's Services) to manage all but two of the seven buildings. The two remaining buildings, Cloverdale and Sonoma, would be programmed and managed by General Services. With this transfer, 10.5 FTE positions were eliminated and the remaining 1.5 FTE was transferred from Parks to General Services for continued event management:

- 1.0 FTE Event Services Supervisor
- 0.5 FTE Event Services Worker

Prior to 2011, Regional Parks employed the following permanent employees in the Recreation and Cultural Services Division for operation and management of Veterans Buildings:

- 1.0 FTE Public Facilities Manager
- 2.0 FTE Office Assistant II
- 1.0 FTE Marketing Specialist
- 1.0 Event Services Supervisor
- 6.0 Event Services Workers
- 1.0 Booking & Reservations Coordinator (Administration Division – also assisted with Park reservations)
- 10 + extra-help Events Services Aides

In 2017, both UCCR (Santa Rosa, Petaluma, and Cotati buildings) and River to Coast Children's services (Guerneville) opted to terminate their agreements for providing rental event services, operations, and maintenance of these buildings. In an effort to keep the prior commitments of these 3<sup>rd</sup> party operators for community events without a break in service, General Services assumed responsibility for operations and rental services for three of the four buildings; and subsequently made arrangements with the Sonoma County Fairgrounds to provide event services oversight at the Santa Rosa Veteran's building. Since early 2017, General Services has struggled to manage the facilities, book events, and promote Sonoma, Petaluma, Guerneville, and Cotati with the original 1.5 FTE and a 0.5 SOA added last fiscal year for Administrative support.

**Description of how the request will meet the need and/or business case described above**

Approving the request will allow for continued operations of the Veterans Buildings for community and Veterans use.

**Description of the alternatives that were analyzed**

In 2017 we anticipated seeking additional 3<sup>rd</sup> party event management operators to manage the facilities, however a RFI was issued with no response. General Services is requesting additional full-time staff to support operations of the facilities. It has been realized that extra-help staffing is not a sustainable solution for staffing events due to the level of training, independence, and institutional knowledge required of the positions. These buildings are located in different parts of the County and staff oversight is challenging.

Currently, staffing resources for these facilities is low and we are seeing an increase in risk associated with minimal staffing. We are not able to keep up with the booking requests and follow-up to inquiries. We have experienced challenges within adequate event staffing which has resulted in unauthorized use and the inability to properly monitor events and adhere to all policies and guidelines. This has resulted in a decrease in events booked and loss of revenue.

The Department has been adjusting to the changes in management of the Veterans Building and there are no further resources available.

Alternatives to this request would be as follows:

Option 1: Keep all Veterans Buildings open and operate at a sufficient level as stated in this Program Change Request.

Option 2: Keep all Veterans Buildings open and continue to operate at an insufficient staff level to keep up with the booking requests and follow-up to inquiries. We have experienced challenges within adequate event staffing which has resulted in unauthorized use and the inability to properly monitor events and adhere to all policies and guidelines. This has resulted in a decrease in events booked and loss of revenue.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following, using the FEMA Public Assistance and Policy Guide. Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

2.5 FTE Event Services Worker  
 1.0 FTE Booking & Reservations Coordinator  
 0.5 FTE Office Assistant II bilingual

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

Event Services Workers are essential to the successful event coordination and logistics for the Veterans Memorial Buildings located in Petaluma, Cotati, Sonoma, and Guerneville. Event Services Workers provide customer oversight of facilities before, during and post events; they enforce County rules and regulations as relating to use of Veterans Buildings, provide routine custodial and janitorial maintenance, supervise temporary and extra-help workers involved in the preparation of events, act as liaison with Veterans organizations using the facilities; preparing building use reports, etc.

The Booking & Reservations Coordinator: Under direction, the Booking & Reservations Coordinator plans, assigns, supervises, evaluates and participates in the work of staff engaged in making reservations for the use of Veterans Memorial Buildings and acts as systems administrator for automated reservation system (Event Management System-EMS) and performs related duties as required. This position reservation booking for events at the Veteran Buildings. The position creates license agreements and collects fees for use. This position works with facility users to determine equipment, personnel, seating arrangements, box office operation, security, and other special services needed for an event; participates in developing plans for each event and distributes plans to involved personnel. Prepares contracts, use permits and other documents relevant to the use of facilities; assesses insurance requirements and other requirements such as security contracts, alcohol use, caterers' licenses, and insurance in accordance with the standards set by Risk Management and ensures that appropriate proof of insurance is on record. Determines and collects fees; issues receipts and confirmations; receives and verifies bills, invoices, claims and related materials; tabulates receipts; maintains appropriate records, books and statistical data; codes data for processing; adjusts accounts, proofs and balances totals against offsetting totals or source materials; traces and corrects errors; posts and consolidates an assortment of statistical information from a number of sources for incorporation into special, periodic reports in accordance with managerial requests and established work methods. Prepares statistical and financial reports as requested. Supervises and oversees line staff assisting with the booking and reservations program.

Office Assistant II bilingual position is required for assisting booking office with the high volume of bilingual inquiries received for community building use. Under general supervision, the OA II primary duties include assisting the public by phone, e-mail and in person regarding general rental inquiries for each of the Veterans Buildings. The position requires acquiring the knowledge of the rules and regulations regarding the Veterans Rental policies and the ability to explain the proper use of the rules for building use. Under direction the OA II position maintains Department files associated with rental applications, license agreements, insurance certificates

and supporting documents. The OA II tracks the due dates and expiration dates for payments, insurance and associated paperwork and maintains files and event logs This OA II position assists with explaining and/or translating the process and guidelines required for each event.

### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

Please see the proposed organization chart attached. The Event Services Workers report directly to the Event Services Supervisor, the OA II reports to the Booking and Reservations Coordinator. Both the Booking and Reservation Coordinator and the Event Services Supervisor report to the ASO I.

### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

We are working on a County staff model that was carried over from the Parks department at the time of the handoff to General services. This staff model was intended for only two buildings, Cloverdale and Sonoma, as all other buildings had been transferred to private management companies. Since this model was put in place we have been grossly understaffed.

During the time that we have taken over operations management responsibility of the Petaluma, Cotati, and Guerneville buildings. The impact has left the current staff and managers overwhelmed. We are realizing the delays in responding to customer inquiries for rentals and issuing license agreements. Short-staffing has resulted in booking mistakes and is challenging to ensure all contract documents, security, ABC licenses, and insurance are appropriate and accounted for. We have been struggling to staff all events with only extra-help, intermittent staff. It is a challenge to keep up with the demands of the clients and Veterans groups seeking to utilize the facilities.

Staff responsibilities for Veterans buildings are not limited to just staffing events. There is a large amount of behind the scenes cleaning and maintenance. All current event staff (with the exception of the Event Services Supervisor) are extra-help employees, limited in hours per year that they can work. Due to this handicap we monitor each individual's hours to work events at the cost of reduced cleaning and maintenance time which results in the following:

- Inability to devote the hours needed for cleaning and maintaining the buildings appearance properly. We have had had to prioritize our cleaning to eliminate the larger, more time consuming maintenance such as waxing and polishing floors which traditionally was assigned to building staff. Due to our limitations, we have contracted this work out from time to time, resulting in additional cost to the Department. The lack of time for staff to complete these duties shortens the life of our wood and tile floors. Regular staff can

identify and address needed repairs before they become a larger issue/ repair as they are in the facility more often. Extra-help staff's lack of training and experience has resulted in reduced customer relations among our regular renters (including Veterans groups) as staff is unfamiliar with each group's needs. Knowing how a customer operates allows staff to anticipate their needs or make suggestions that can enhance their event.

- Failure to maintain trained, experience staff for each building. Staff training is difficult when staff is limited on hours available to work. This training is specific to each individual building and is reinforced by cross-training staff in all of the buildings. Our current model of using extra-help staff results in the reduction of their hours available to work or the laying off of the most experience staff as they reach their limit of annual hours.
- A constant issue is our inability to provide adequate staffing for deployment of our equipment seating systems in Sonoma and Petaluma. This challenge results in reduced safety protocols, and injuries. The seating system in Petaluma is antiquated and labor intensive. It requires a minimum number of staff to accomplish safely. We do not always have the proper number of staff available to deploy the system when equipment is requested. If staff is available it is has frequently turned into an overtime staff assignment.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

No, there are no compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

General Services does not have available vacancies to use.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
General Services	Bruce Oveson	5

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The department is requesting \$270,000 for the funding of mandated non-cost recovery services.

*Please see the position detail form for additional information related to position changes.*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 270,000	\$ 270,000	\$ 270,000
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>
<b>Funding Sources</b>			
General Fund	\$ 270,000	\$ 270,000	\$ 270,000
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>	<b>\$ 270,000</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

**Narrative Explanation of Fiscal Impacts**

The Capital Projects Team is a cost recovery department within the General Services Division. Ongoing unfunded requirements negatively impact the department’s ability to meet revenue targets.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The Capital Projects Department is a cost recovery department within the General Services Division. Costs are recovered through an hourly rate structure which includes salaries, benefits, and department overhead expenses. These hourly rates are charged against the capital projects budgets for administrative and project management services. Each individual Project Manager is assigned a productivity target between 65% and 70% billable to overhead. Mandatory non-funded requirements adversely impact the individual Project Managers abilities to meet the required productivity target and drive down the department's ability to meet revenue and cost recovery targets.

**Description of how the request will meet the need and/or business case described above**

The current non-funded project impact in FY 18/19 for the first six months is \$145,479. This includes work for Capital Improvement Program, Hazardous Material Reporting and Monitoring Program, Job Order Contracting Implementation, Hazardous Grant Support, and non-funded project pricing and scoping exercises such as affordable housing site evaluations. Estimates for the balance of non-funded work to complete in FY 18-19 is \$124,521 bringing the total cost for FY 18/19 to \$270,000. This is equivalent to 1.5 FTE.

**Description of the alternatives that were analyzed**

Alternatives would include having the work funded as capital planning projects or having the work completed by non-cost recovery staff.

**Mandated services justification**

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

# County of Sonoma

## Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

### Classification Title(s)

### Description of primary duties/responsibilities

### Reporting Structure and Span of Control

### Description of impact upon existing positions

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

### Description of any compaction issues?

### Justification discussing why existing vacant position cannot be used in-lieu of a new position

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
General Services	Bruce Oveson	7

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

The department is requesting the extension of a time-limited 1.0 FTE Assistant Project Specialist for two (2) years through 4/30/21 for the duration of the construction of the Behavioral Health Housing Unit capital project.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 123,015	\$ 126,705	\$ 130,507
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 123,015</b>	<b>\$ 126,705</b>	<b>\$ 130,507</b>
Funding Sources			
General Fund			
State/Federal	\$ 123,015	\$ 126,705	\$ 130,507
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 123,015</b>	<b>\$ 126,705</b>	<b>\$ 130,507</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

State the duration of Time-Limited Position Request: April 30, 2021

### Narrative Explanation of Fiscal Impacts

The Assistant Project Specialist position is fully reimbursed by the reimbursement based State grant providing funding for the Behavioral Health Housing Unit capital project.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The Board of Supervisors authorized the addition of one Assistant Project Specialist, time-limited, for the duration of the project on March 15, 2016. At the time of the Board authorization the project completion was estimated to be April 2019. The project has been impacted by two major factors which have extended the date to April 2021. First, the Tubbs and Nuns Fire, impacted the work of the Capital Projects team diverting energies to other County priorities including resiliency support and grant application support. This had an estimated impact of six to nine months on the advancement of the project. Second, the particular parcel identified by the County for the building proved to be historically difficult with numerous deeds and title exceptions which required extensive legal and survey research and mitigation. Some of these items required coordination with the City of Santa Rosa, which was also impacted by the Tubbs and Nuns Fires, and this further delayed items which could not be addressed by reprioritized staff demands.

**Description of how the request will meet the need and/or business case described above**

The position will continue to support the Senior Capital Project Manager with administrative, coordination, and daily management duties allowing the Senior Capital Project Manager to continue to provide oversight for this and all other capital projects under design and construction during the period of this project. This project represents the most significant construction project undertaken by the County since the Junior Juvenile Center in 2002, the first Design-Build project since Valley of the Moon over ten years ago, and the first project to utilize a Project Labor Agreement since the adoption of the Project Labor Agreement Policy by the Board in January 2014. The total project budget of \$48.8 million includes approximately \$1.5 million for project management, and will cover the full costs of this position.

**Description of the alternatives that were analyzed**

This is a time-limited position and the alternative would be that a higher level position of Project Specialist would perform the work at a higher cost to the project. All positions in the General Services Capital Project Management division track their time in a time keeping module of the project management software call ADCATS. The associated time is then directly billed to the appropriate capital project. Oversight of the workload and direction of work is provided by the Senior Capital Project Manager.

**Mandated services justification**

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

**County of Sonoma** Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.



**Program/Position Change Request (PCR) - Human Resources Detail**

*Instructions: Please complete the following for each position change being requested.*

**Classification Title(s)**

Assistant Project Specialist – time-limited

**Description of primary duties/responsibilities**

The position will support the Senior Capital Project Manager with administrative, coordination, and daily management duties as they relate to the Behavioral Health Housing Unit addition to the Main Adult Detention Facility (MADF). The duties include coordination of project meetings, records keeping, managing administrative tasks for multiple deadlines, contract writing and clarifications, Board item preparation, and assistance with Request for Qualifications and Request for Proposals that relate to outside trades and consultants, etc.

**Reporting Structure and Span of Control**

The position is under the direction of the Senior Capital Project Manager in the Capital Project Management division of General Services.

**Description of impact upon existing positions**

This position is time-limited and is unique to the Behavioral Health Housing Unit capital project.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

There is no compaction issue.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

This is an existing time-limited Assistant Project Specialist to provide support for the construction of the Behavioral Health Housing Unit capital project. The request is to extend the time limited allocation for two (2) years in order to continue support of the project as a result of the delays described above.

Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	PCR Form #
General Services	Keith Lew	8

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

General Services Department is requesting funds to provide an integrated workplace management system (IWMS) software for the County's management of facilities, leased real estate, capital projects, energy and maintenance programs, and contracts. This requested change will provide a single suite of software applications to allow the business lines within the General Services Department to consolidate planning, design, procurement, construction, asset management, work order management, energy, maintenance and lease management to a unified collaborative system. The primary user of this software application will be General Services Department, Facilities Management Division. The intent of this consolidation is to increase inter-operational coordination between the organizations within General Services, automate processes including workflow, facilities condition, assignment and tracking, project reporting including dashboard reporting for outside clients and to provide access to customers for up to date status. The software would be a system of record for archival purposes. It is anticipated that this application could operate in conjunction with the Salesforce Customer Relationship Management (CRM) application that is requested separate from this request. The IWMS suite will provide data to the Salesforce CRM system to provide up to date information to customers on the progress of their projects, requests and budget status. This would not preclude Salesforce from providing for integrated workplace management systems should their IWMS related applications be robust enough to meet day to day management needs of General Services' business lines.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21 - 22
Ongoing Expenses	\$ 171,000	\$ 171,000	\$ 171,000
Ongoing Expense - 0.5 FTE Time Limited (3 years)	\$ 75,819	\$ 78,094	\$ 80,436
One-Time Expenses	\$ 1,414,100		
<b>Total Expenditures</b>	<b>\$ 1,660,919</b>	<b>\$ 249,094</b>	<b>\$ 251,436</b>
Funding Sources			
General Fund	\$ 1,660,919	\$ 249,094	\$ 251,436
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 1,660,919</b>	<b>\$ 249,094</b>	<b>\$ 251,436</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be if request is assuming FEMA or Insurance Reimbursement)

A 0.5 FTE Department Information System Specialist II time limited (3 years) will be necessary for the implementation and project management. This individual will be responsible for business system analysis and documentation, contract management and vendor oversight if relevant, organizational change management and user adoption, procedural process documentation and staff training.

#### Narrative Explanation of Fiscal Impacts

Initial one-time cost would include the cost of software at \$ 514,100 and a service cost of \$700,000 including migration, training, configuration and licensing. Interface development costs of \$90,000 include development of interfaces such as dashboards and user input pages. Software provider will be required to train staff as well as develop the interfaces on site and will require travel and subsistence at a cost of \$110,000 during their installation and trainings for a total of \$1,414,100.

Annual ongoing costs include licensing which would provide for twenty-five users with full edit rights and unlimited access for limited edit but full view rights. This is included in the Annual Support and Maintenance cost of \$102,000. Additional on-going costs include annual support and maintenance and cloud hosting for data for \$69,000 (total \$171,000). Staff costs would include 0.5 FTE Department Information System Specialist time limited to coordinate service issues and troubleshooting use questions from staff, documentation and training (\$75,819). A summary of five year costs is as follows:

Vendor Fees:	Year 1	Year 2	Year 3	Year 4	Year 5
Software Cost	\$514,100	0	0	0	0
Annual Support & Maintenance	\$102,000	\$102,000	\$102,000	\$105,060	\$108,212
Estimated Service Cost	\$700,000	0	0	0	0
Annual Hosting (Cloud)	\$69,000	\$69,000	\$69,000	\$69,000.00	\$69,000
Interface Development Cost	\$90,000				

Travel and Subsistence Expenses during training and implementation	\$110,000				
<b>TOTAL</b>	<b>\$1,585,100</b>	<b>\$171,000</b>	<b>\$171,000</b>	<b>\$174,060</b>	<b>\$177,212</b>

Costs could be partially offset with the discontinuation of existing systems including SOMAX \$10,000/year, EADOC \$7,150/year and Visual Lease \$5,208/year for a total of \$22,358. It is anticipated that the existing systems would remain for a period of a year to ensure proper migration of data and to ensure data is safe prior to decommissioning legacy software systems.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

Currently, Facilities Management Division, encompassing Capital Projects, Facilities Operations and Real Estate operate with several software applications including:

- Microsoft Access based application developed in house for budget management. The system has been functional but limited in its ability to cross communicate with other systems requiring similar data such as Enterprise Financial System.
- Schedules are built and maintained separately using Microsoft Project. Though Project is effective, files are not integral.
- EADOC document management system for administration of construction contracts, and document control.
- Report writing software to collate information from different sources.
- Somax computerized maintenance management software.
- Visual Lease for lease management.

The current software operates independently with very limited ability to share information from the different databases. Data can be inconsistent and have anomalies when reports are prepared. Resolving the anomalies represents lost efficiencies. The current work order management software is limited in its abilities for complete automation, needing extensive manual input and resources. Such manual efforts include timecard entry, project completion entry and delays in billing. Coordination of maintenance activities with capital projects require manual effort and could result in duplicate planning and lost efficiency. This especially relevant as knowledge of prior actions are lost due to staff attrition. Consolidated software in a unified database would greatly assist in recording any activities with a building or asset.

General Services Department is seeking replacement of multiple existing systems with a single platform with a common database that can be used, updated and maintained across multiple business lines. An Integrated Workplace Management System integrates five core functional areas within an enterprise which are organizationally and operationally independent but are essential to overall facilities management.

This application should allow the business lines within the General Services Department to consolidate planning, design, procurement, construction, asset management, maintenance and energy programs to a unified collaborative system.

Software will allow integrated management of key facilities areas including:

1. Real Estate and Lease Management: Used to manage the real estate assets of a corporation, from acquisition to disposal. This includes lease accounting, planning,

2. Facilities and Space Management: this application helps optimize the use of facility space. Users can manage physical spaces within buildings, manage employees and book and schedule rooms. It can also integrate with CAD files and building information modeling software.
3. Maintenance Management: Similar to a stand-alone maintenance management system (CMMS), this application is used to schedule preventive maintenance tasks, create work orders, establish predictive maintenance processes, manage spare parts inventory and manage equipment and machinery with asset profiles
4. Capital Project Management: This application helps with the planning and execution of new building projects or remodels (e.g., new construction or an expansion in an existing office building). It includes functionality for planning, bidding, document management and financial accounting.

#### **Description of how the request will meet the need and/or business case described above**

As the County is preparing to implement an internal service fund, understanding the conditions of the assets (buildings and systems within buildings) will be vital in ensuring sufficiency of the fund to sustain facilities. This software will be able to manage assets and capitalize costs from maintenance and construction into the fund and to understand facilities conditions for decision making. Work performed by different divisions within General Services would be transparent so that conditions whether modified by maintenance, tenant improvements or workspace changes could be sourced in a single location. An IWMS provides transparency in all relevant aspects by creating a standardized and structured data repository for all processes. Staff would know the exact amount of space available for future growth, the floor areas for contracting the cleaning, the expiration of lease contracts, and when the next maintenance order needs to be executed. The IWMS would provide ability to measure and analyze utilization and increase the effective use and value for the county.

Current technology in IWMS software utilize mobile device terminals and instant updates to databases. This would allow for real time accuracy that would in turn be more efficient in billings, timecard management and ultimately a more accurate record of expenditures and budget management.

#### **Description of the alternatives that were analyzed**

A consolidated software systems in an IWMS is a very high priority to General Services Department. The ability to respond to report requests quickly and accurately would be enhanced with a system operating from a common database and increase transparency to departments and to improve customer service. Frequently, staff is tasked to produce reports on short notice to respond to information requests. Current software requires report writing tools in which a limited number of staff can operate, thereby creating single points of failure. New software provides extensive reporting abilities that are intuitive to operate with maximum transparency to projects.

Consultants would be available to source and recommend software, however, direct solicitation through competitive processes would be more cost effective in avoiding consultant costs. Software systems for integrated workplace management are commercially available and in wide use with governmental organizations and property management firms.

Alternatives include:

1. Do nothing. This alternative will have the existing systems continue and not have benefits of a shared database, continue with redundant and duplicate information and ability to capitalize investments in facilities that impact an internal service fund.
2. Replacement with newer independent applications for project management, work order management, lease management, asset management and space management. Systems could be purchased separately but the advantage of a common database would not be available and inefficiencies of manual coordination would continue.

**Mandated services justification**

If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.

## County of Sonoma



### Program/Position Change Request (PCR) - Human Resources Detail

*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

0.5 FTE Department Information System Specialist II time-limited (3 years) as an implementation project manager is requested for the period of FY 19-20 through FY 21-22.

#### Description of primary duties/responsibilities

The position will be responsible for the coordination of operations, analysis and troubleshooting of software systems with the vendor, and provide documentation. This position will support staff in the implementation of the use and operations of the system and provide training. The Department Information System Specialist II would develop standards in data entry, including format, technical terminology and parameters of data to ensure consistency of data and to facilitate reporting.

This position will require 0.5 FTE Department Information System Specialist II time-limited (3 years). This position can be paired with the 0.5 FTE staff requirement for implementation of the program change request for customer relationship management system tool (software automation of processes through Salesforce). The knowledge skills, abilities and project management requirement are mirrored in the two efforts.

#### Reporting Structure and Span of Control

The Department Information Systems Specialist II will report to the Department Program Manager – Senior Communication Manager during the term of their employment for the project. This individual will not have any direct reports but will be an individual contributor collaborating and coordinating efforts with division/section managers in the Department.

This position in the organization will streamline the communication necessary for an effective management of change in the organization, consistent messaging of strategic objectives of the department and supporting successful user adoption of new technology in the organization.

#### Description of impact upon existing positions

The program change of deploying a new capital asset, project management, and facilities maintenance software tool and training staff on the tool will relieve workload of existing staff by:

- Decreasing redundant data entry
- Streamlining workflow processes
- Central access to multiple functions within the department with one software application and central reporting tools

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

There will not be any compaction issues for the duration of the project.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no vacant positions available with the capacity to contain this skill set. The requested need is for a 3 year time-limited 0.5 FTE Department Information System Specialist II.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Health Services	Rod Stroud, 565-4918	22010101-1920-PCR01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Health Services Fiscal Unit requests to delete a 1.0 FTE Accountant II in lieu of an additional 1.0 FTE Accounting Technician and delete 2.0 FTE Account Clerk II in lieu of an additional 1.0 FTE Department Analyst allocation.

#### Accounting Technician

The unit requests to add an Accounting Technician to provide technical assistance to 8.0 FTE Accountants, 2.0 FTE Supervising Accountants, as well as the Department Accounting Manager and Chief Financial Officer. This position will assist in grant invoicing preparation that will increase the department's cash flow, maintain and ensure accuracy of budget files, and prepare reports for administrative management.

#### Department Analyst

The unit requests to add a Department Analyst within the Billing and Claiming Unit to oversee Behavioral Health's Mental Health Cost Report, Mental Health Services Act Revenue and Expenditure Report, and Administrative & Utilization Review invoicing. This position would provide the technical backbone of these reporting requirements; additionally this position would be the key contact to prepare for audits and response to findings and appeals.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 265,271	\$ 273,229	\$ 281,426
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 265,271</b>	<b>\$ 273,229</b>	<b>\$ 281,426</b>
Funding Sources			
General Fund			
State/Federal			
Fees/Other	\$ 265,271	\$ 273,229	\$ 281,426
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

N/A

### **Narrative Explanation of Fiscal Impacts**

The two requested positions will potentially be funded via multiple funding sources: the department's administrative allocation, as well as billing to any and all available grants such as Medical Administrative Activities (MAA) and leverage funding as appropriate. By deleting 3.0 FTE (2.0 Account Clerk II / 1.0 Accountant II) in lieu of additional Accounting Technician and Department Analyst, there will be savings of approximately \$98,000 to the divisions.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### **Description of need and/or business case for request**

#### Accounting Technician

With the efficiencies brought by the implementation of EFS in FY14/15, Fiscal Unit has examined needs and determined that there's no longer a need for another accountant; however, the other existing accountants do need some assistance with their grant invoicing. As an accounting technician can provide this level of work, the unit feels this is the appropriate job class to assist in preparing grants to allow submission in a timely fashion. This position is essential in ensuring accurate working budget files, links, roll-ups, and other critical documents essential in the department budgets. Not having this position vacant would mean delay in grant billings, which could further increase the department's negative cash flow, and diminishing the department's ability to meet the County Administrator's Office timelines on reporting, year-end close and other projects.

#### Department Analyst

This position would support the Behavioral Health Division. The division's \$97M revenue is highly dependent upon billing and keeping Federal Financial Participation (FFP) dollars. Over the past several years, there has been turnover in the department, and staff with years of knowledge in regards to the Mental Health Plan Cost Report, MHA Revenue and Expenditure Report have retired or promoted to other positions. The Fiscal Unit is requesting to bring in a higher level position to oversee these activities as FFP is a \$17M-\$19M revenue source.

### **Description of how the request will meet the need and/or business case described above**

#### Accounting Technician

The position would assist the department in freeing up some cash flow restrictions as during mid-year, budget, and 3<sup>rd</sup> quarter reporting periods grant billings generally begin to lag behind schedule.

#### Department Analyst

There are efficiencies to be learned and expenditures that need to be better leveraged. In absence of this higher level position, the department remains at risk of not leveraging all the FFP funding it could.

### **Description of the alternatives that were analyzed**

With a department budget at approximately \$261M and not having the appropriate fiscal structure in place, the Fiscal Unit is unable to provide timely reports to management staff, meet deadlines set by the County Administrator's Office, and provide a clear and concise picture of where the department stands fiscally. We do not believe that outside consultants would best serve the roles of these accounting technician and department analyst.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Accounting Technician  
Department Analyst

#### Description of primary duties/responsibilities

##### Accounting Technician

This position will act as accounting assistant to the accounting manager, supervising accountants, and accountants. The principal functions of this position include, but are not limited to: creating and maintaining complex budget worksheets that are reviewed with Administration/Division staff and entered into Hyperion; processing monthly reports; allocating administration overhead costs; and allocating computer services and charges, as well as grant claiming. In addition, the position will prepare analyses for administrative management, as requested.

This position is essential in preparing costs that are claimed for grant reporting to receive revenue for the department and will be instrumental in maintaining Excel budget worksheets and roll-ups to ensure correct data, links, files, and reports required for grants, fees and allocations, and department executive team's use.

##### Department Analyst

The Department Analyst will oversee Cost Reporting, which include clarifying of requirements and providing clear information, technical assistance, and consistent communication. The position is expected to determine estimated net Medi-Cal entitlement (Federal Financial Participation) and identify uses and sources of funding. The position will also provide oversight of the Mental Health Cost Report, including focused reviews and audits. This entails writing plan of corrections, responding to related inquiries, as well as preparing and reviewing audit documents. This position will be the department's lead staff in coordinating with the state/federal audit & investigations team, monitoring and tracking developments from preparation through final audit stage. Additionally, the position will serve as source for county mental health fiscal year-end cost information.

Typical duties include, but are not limited to:

- Planning, studying, and collecting data to determine mental health costs and revenue; analyzing data collected and recording results; recording cost information for use in controlling expenditures and analyzing audits of costs and preparing reports; making estimates of new and proposed Mental Health programs; providing management with reports specifying and comparing factors affecting revenues; and reviewing cost report data to ensure that they meet the state requirements
- Conducting analytical studies of organizational and operational activities including fiscal operations, mental health cost report, utilization review invoicing, administrative Invoicing, and revenue & expenditure report; analyzing data from a variety of courses including departmental and external records, reports, and documents; developing and presenting written and verbal reports and recommendations for appropriate action based on an analysis of gathered data

- Reviewing financial data on an ongoing basis to assure conformance with established guidelines; may conduct cost/benefit studies and recommend changes to procedures or operations
- Reviewing work methods and systems to determine possible modifications to increase service efficiency and effectiveness; developing and recommending various policies and procedures; developing written procedures to implement adopted policy and changed regulations, or to clarify and describe standard practices; designing forms to expedite procedures; coordinating publication and dissemination of such material.
- Serving as liaison with clients and representatives of private businesses, state and/or federal agencies, and other County departments to coordinate special projects, provide specified administrative services, represent the department in the development and/or change in programs and regulations, and gather information and insight for use in assigned studies or management decisions
- Participating in meetings and presenting independently gathered data to assist managers in making operational and administrative decisions; may provide staff support to committees, commissions, and task forces of the County
- Entering and retrieving data from electronic data processing systems; establishing and updating information; generating documents and correspondence; communicating with other staff and stakeholders; updating computer system files

### Reporting Structure and Span of Control

#### Accounting Technician

Reporting to an Accountant III, this position will not supervise staff.

#### Department Analyst

Reporting to the Chief Financial Officer, this position will not supervise staff.

### Description of impact upon existing positions

#### Accounting Technician

Support from this position would free-up time for the Dept. Accounting Manager, Supervising Accountants, and accountants to perform higher level functions; as well as submit reports, requested information, and billings in a timely manner.

#### Department Analyst

The Dept. Accounting Manager, Supervising Accountants, and the existing Department Analyst for Billing & Claiming are currently sharing the responsibilities for this position, in addition to their regular responsibilities, thus not able to complete their functions at the level and timely manner needed.

### If you are doing an add/delete, how is the work of the deleted position being absorbed?

Support from the 2.0 FTE Account Clerk II and 1.0 FTE Accountant allocations are no longer needed due to the efficiencies brought by the implementation of EFS, as well as First 5's intent to separate from the county and be an independent agency effective July 1, 2019.

### Description of any compaction issues?

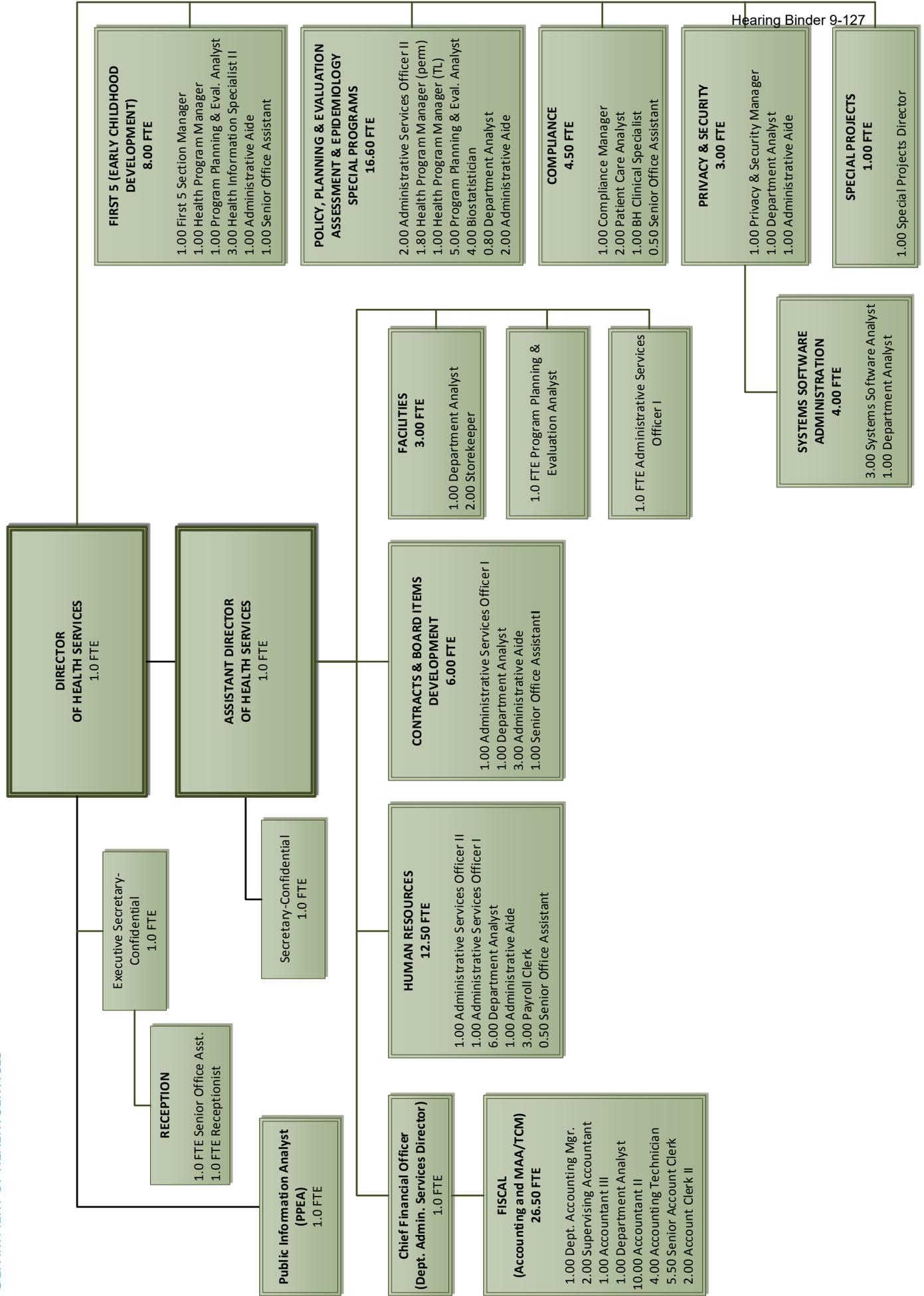
N/A

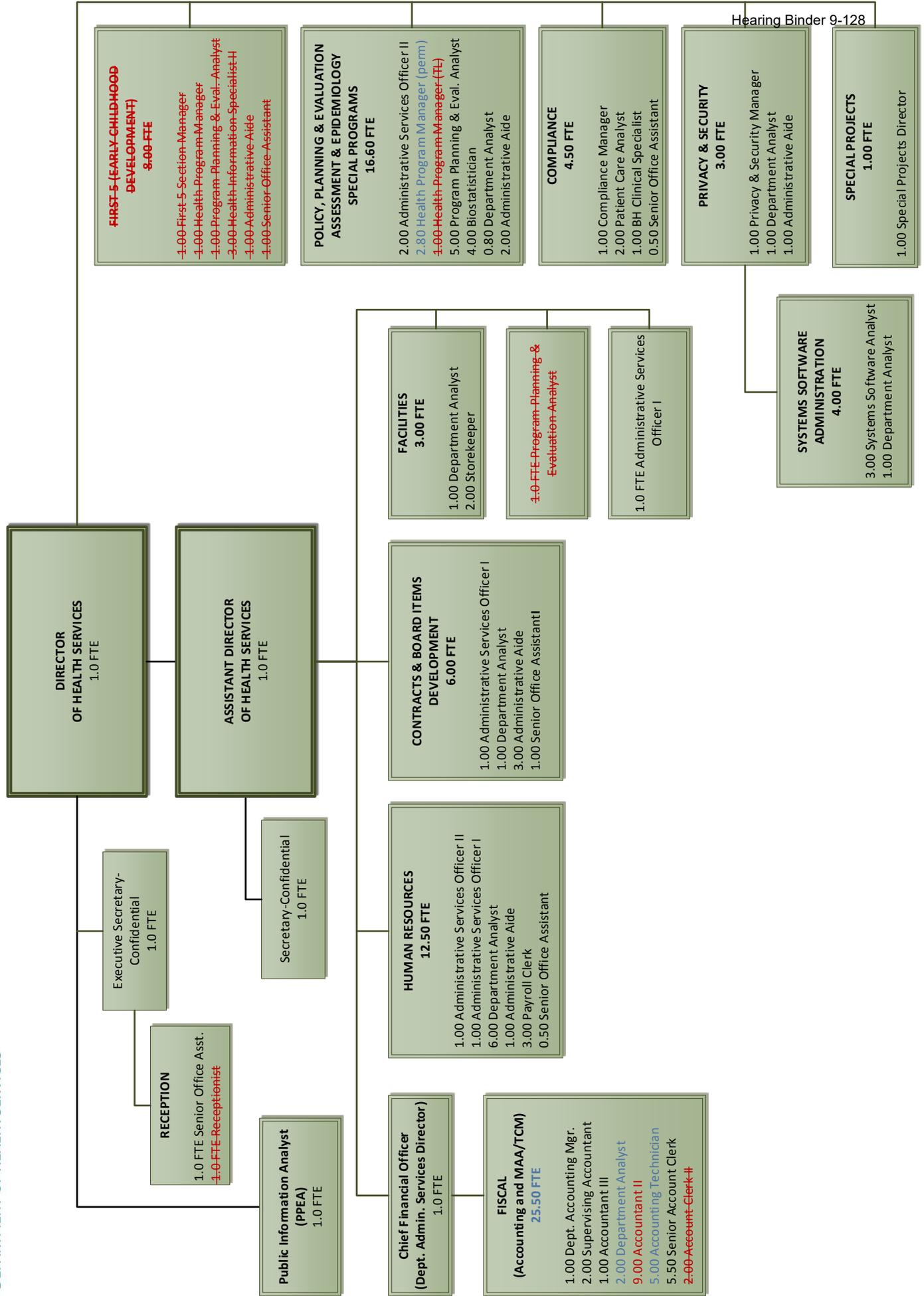
**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The department is requesting deletion of 3.0 FTE vacant allocations in lieu of the additional 1.0 FTE Accounting Technician and 1.0 FTE Department Analyst.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

Please see attached DHS-Administration Unit organizational chart.





# Position Cost Detail Report

Package: 19-20 Labor Est (w/ Med Update)  
 Calculation Run: Calc Run 3/4/2019:2:34:11 PM

Parameters

										FY19/20			
										Requested			
Department	Fund	Position Type	Job Code	Job Title	Position Code	Unit	Step	Employee Name	Account	FTE/Hours	Salary	Benefits	Total
22000000 - Department of Health Services													
22010000 - Health Services Administration													
22010100 - Health Services Administration													
Other Funds													
22010101 - Health Services Administration													
Other Funds													
50101 - Permanent Positions													
			0826	DEPARTMENT ANALYST	DHS-50-0826-NP02	SAL RES MGT	E	Requested Position		1.00	88,912.72	62,026.11	150,938.83
				<b>DHS-50-0826-NP02 Total</b>									150,938.83
				<b>Positions for deletion in lieu of Department Analyst</b>									
			0402	ACCOUNT CLERK II	DHS-01-0402-0004	SEIU	I	**VACANT**		1.00	60,142.56	45,565.08	105,707.64
				<b>DHS-01-0402-0004 Total</b>									105,707.64
			0402	ACCOUNT CLERK II	DHS-01-0402-0002	SEIU	I	**VACANT**		1.00	60,142.56	45,565.08	105,707.64
				<b>DHS-01-0402-0002 Total</b>					Total	2.00	120,285.12	91,130.16	211,415.28
									Savings		31,372.40	29,104.05	60,476.45
			0404	ACCOUNTING TECHNICIAN	DHS-95-0404-NP02	SEIU	E	Acct Tech		1.00	66,059.04	48,272.85	114,331.89
				<b>DHS-95-0404-NP02 Total</b>									114,331.89
				<b>Positions for deletion in lieu of Accounting Tech</b>									
			0416	ACCOUNTANT II	DHS-95-0416-0009	SEIU	I	**VACANT**		1.00	88,632.24	58,604.33	147,236.57
				<b>DHS-95-0416-0009 Total</b>									147,236.57
									Savings		22,573.20	10,331.48	32,904.68
													117,761.85
													121,294.70



**From:** [Tony Fortunato](#)  
**To:** [Yeng Brooks](#)  
**Cc:** [Terri Wright](#); [Tony Fortunato](#)  
**Subject:** RE: FY19-20 Program Change Requests  
**Date:** Wednesday, March 20, 2019 1:34:20 PM  
**Attachments:** [22010101-1920-PCR01\\_Acctg. Tech Dept. Analyst REVISED 3.20.19.pdf](#)  
[image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Hi Yeng,

This is approved from my end now. Thanks!

-Tony

---

**From:** Yeng Brooks  
**Sent:** Wednesday, March 20, 2019 1:12 PM  
**To:** Tony Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>  
**Cc:** Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>  
**Subject:** RE: FY19-20 Program Change Requests

Tony,

I discussed your concern with our Accounting Manager, in the absence of a CFO who will be supervising this position. She agreed to keep the supervision of the MH Cost Report accountant under the Supervising Accountant.

Attached please find revised request, without supervision for the Department Analyst.

Thank you,  
Yeng

---

**From:** Tony Fortunato  
**Sent:** Wednesday, March 20, 2019 9:48 AM  
**To:** Yeng Brooks <[Yeng.Brooks@sonoma-county.org](mailto:Yeng.Brooks@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>  
**Cc:** Tony Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>  
**Subject:** RE: FY19-20 Program Change Requests

Hi Yeng,

As we discussed yesterday, HR will not be approving this PCR as attached. The reporting structure cannot have the Department Analyst supervising Accountants for a variety of reasons as we discussed, including compaction.

Let me know if you want to move forward with a revised plan and I'd be happy to review.

Sincerely,

**Tony Fortunato, MBA**

Human Resources Analyst

Recruitment & Classification

[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)

P: 707-565-3553 F: 707-565-3770

County of Sonoma

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---

**From:** Yeng Brooks

**Sent:** Monday, March 11, 2019 6:24 PM

**To:** Tony Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>

**Cc:** Barbie Robinson <[Barbie.Robinson@sonoma-county.org](mailto:Barbie.Robinson@sonoma-county.org)>; Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>

**Subject:** RE: FY19-20 Program Change Requests

Thank you, Tony.

Attached please find revised request, clarifying the department analyst duties as requested (changes highlighted on Page 4). Please let me know if you have further questions.

Yeng

---

**From:** Tony Fortunato

**Sent:** Monday, March 11, 2019 9:38 AM

**To:** Yeng Brooks <[Yeng.Brooks@sonoma-county.org](mailto:Yeng.Brooks@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>

**Cc:** Barbie Robinson <[Barbie.Robinson@sonoma-county.org](mailto:Barbie.Robinson@sonoma-county.org)>; Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>

**Subject:** RE: FY19-20 Program Change Requests

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Health Services	Rod Stroud, 565-4918	22020107-1920-PCR03

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Public Health’s Vital Statistics Office requests to delete a 0.50 FTE Senior Office Assistant allocation in lieu of an additional 0.50 FTE Technician allocation, which will be added to an existing 0.50 FTE vacancy to create a full-time position. This increase in FTE would provide staffing level necessary to meet essential department functions.  
*Please see the position detail form for additional information related to position changes.*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ -	\$ -	\$ -
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding Sources</b>			
General Fund			
State/Federal			
Fees/Other-Realignment			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)
- N/A

**Narrative Explanation of Fiscal Impacts**

The fiscal impacts of converting this allocation will be nominal. Vital Statistics Office will delete a 0.50 FTE SOA allocation, which has been recently vacant due to change in assignment, to offset the cost of 0.50 FTE Vital Statistics Technician. The salary and benefits of the Vital Stats Tech at I step are slightly less than that of the SOA. The nominal difference will be put into office supplies for the Vital Statistics office.

California Health and Safety Code 103625 allows counties to defray the administrative costs of collecting and reporting birth and death certificate information using funds from the Vital and Health Statistics Trust Fund, and we will use this fund to offset any additional costs.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Public Health's Vital Statistics Office is responsible for processing death and birth certificates, medical marijuana identification cards, and/or disposal of human remains permits. Currently there are one full-time and two part-time (0.80 FTE and 0.70 FTE) filled Vital Statistics Technician allocations. This additional 0.50 FTE will be added to the third part-time allocation (0.50 FTE) that is currently vacant. The unit would be able to hire another full-time technician and allow full day coverage with two technicians. The position will also benefit the section by having additional coverage for the other technicians when on vacation or leave, which a 0.50 FTE would not be able to cover.

**Description of how the request will meet the need and/or business case described above**

Duties performed by a Technician in the Vital Statistics Office are essential services provided by the department and mandated by California's Health and Safety Code (Division 102. Vital Records and Health Statistics). At least two technicians are needed in the office at any given time during normal operating hours (9:30AM-4:30PM). An increase in FTEs for this job classification will allow the Vital Statistics Office to maintain staffing levels necessary to meet state mandates when staff are on sick, vacation, or extended leave.

**Description of the alternatives that were analyzed**

Cutting the Vital Statistics Office's service hours was discussed, but it could mean non-compliance with the state mandate on hours of operation, not to mention the hardship it could bring to the public and community partners. The unit is currently in the process of hiring an extra-help technician to temporarily provide necessary coverage, but an extra-help staff's ability to provide full time support to the level needed would be limited.

**Mandated services justification**

California Health and Safety Code, Division 102. Vital Records and Health Statistics

California Code of Regulations, Title 17. Public Health, Division 1. State Department of Health Services, Chapter 1. Administration, Subchapter 4. Records and Statistics

Each of the above mandates outlines the role of the Local Registrar (i.e., VST) and state-mandated deadlines for submitting information to the State. Staffing shortages have made it difficult to occasionally meet deadlines and implement quality improvement measures. For example, the state requires that each death be registered within eight calendar days after death and prior to any disposition of human remains. While approximately 80 percent of Sonoma County deaths are registered within this time frame, 20 percent are not. Staffing shortages have prevented the Vital Statistics team from identifying the cause and implementing solutions to improve this outcome. Stabilizing staffing levels would allow the team to focus more on quality improvement efforts that will improve outcomes and customer service.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

Not Applicable

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Vital Statistics Technician (Class Code 0542)

#### Description of primary duties/responsibilities

Vital Statistics Technicians are responsible for the following duties:

- Opening and closing procedures in the Office of Vital Statistics, including point-of-sale monitoring (cash and credit) and general office procedures
- Provide customer services to residents, hospitals, funeral homes, and others seeking birth certificates, death certificates, disposal of human remains permits and/or medical marijuana cards
- Review and register hospital, safe surrender, and out-of-hospital births
- Review and register deaths and fetal deaths
- Amend birth and death certificates, as needed
- Review and process permits for disposal of human remains and medical marijuana cards
- Create reports and forward to the appropriate agencies
- Review files and resolve discrepancies according to state and local procedures
- Ensure that all state deadlines are met in relation to the activities listed above
- Attend mandated state trainings and team meetings

#### Reporting Structure and Span of Control

Vital Statistics Technicians are housed in the Office of Vital Statistics, which is part of the Public Health Protection Unit. The technicians are reporting to an Administrative Aide and do not supervise staff.

#### Description of impact upon existing positions

This FTE increase will allow the Office of Vital Statistics to maintain staffing levels necessary to meet state mandates when staff are sick, on vacation or on extended leave (Health and Safety Code, Division 102. Vital Records and Health Statistics). On multiple occasions during Fiscal Year 2018-19, there were times when only one technician was in the office. This resulted in increased stress for staff and a longer turnaround time for processing death and birth certificates, medical marijuana identification cards, and disposal of human remains permits. An increase in FTEs for these positions will help relieve the workload and stress of staff and ensure state mandated timelines are met.

#### If you are doing an add/delete, how is the work of the deleted position being absorbed?

Typical duties of the Vital Statistics SOA included, but were not limited to: assisting clients in completing the appropriate paperwork needed to process requests; collecting payments; answering phone calls, and closing the transaction desk (balancing receipts issued vs. payments received for the day). Vital Statistics Technicians were

performing these duties during the SOA's Wednesdays off and/or when she was on leave. With the increased FTE, technicians would be able to absorb these duties without working outside of their scope.

**Description of any compaction issues?**

N/A

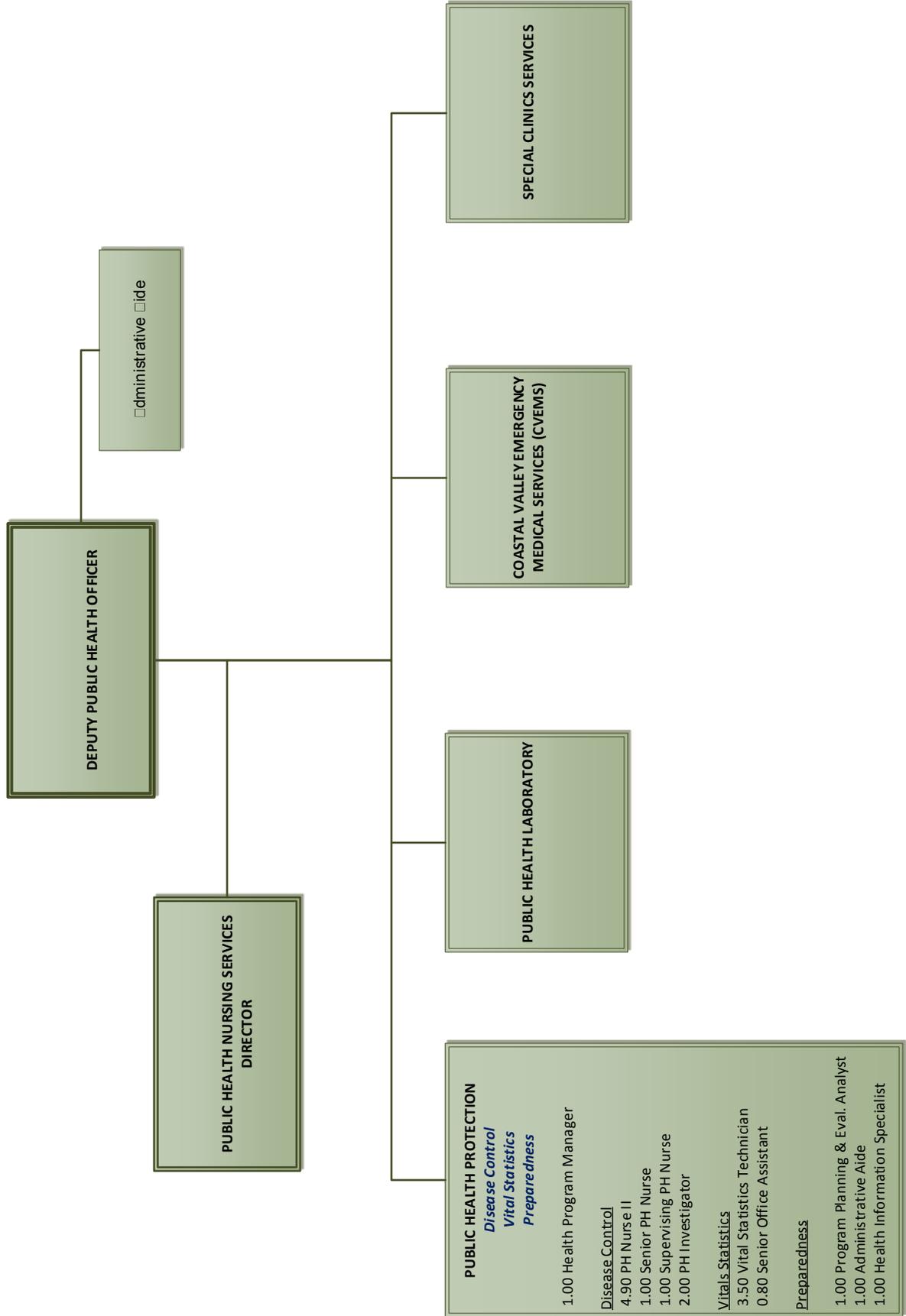
**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

N/A - deleting a 0.50 FTE SOA in lieu of a 0.50 FTE Vital Statistics Technician

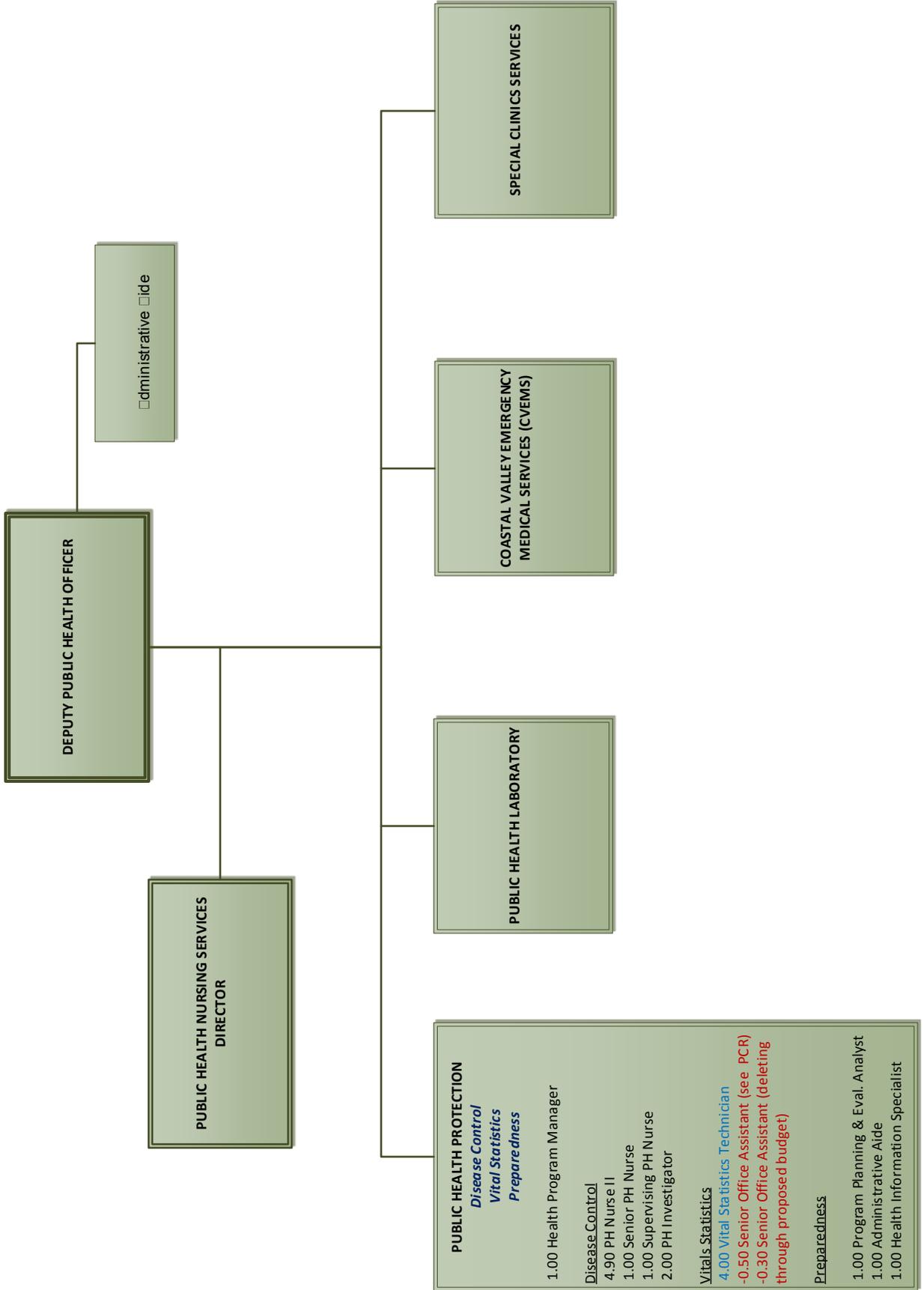
***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

Please see attached current and proposed PH Protection organizational charts.

**PUBLIC HEALTH PROTECTION,  
PH LABORATORY, CVEMS, AND  
SPECIAL CLINICS SERVICES**



**PUBLIC HEALTH PROTECTION,  
PH LABORATORY, CVEMS, AND  
SPECIAL CLINICS SERVICES**





**From:** Tony Fortunato  
**Sent:** Thursday, March 14, 2019 3:35 PM  
**To:** Yeng Brooks <[Yeng.Brooks@sonoma-county.org](mailto:Yeng.Brooks@sonoma-county.org)>  
**Cc:** Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>;  
Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>  
**Subject:** RE: FY19-20 PCR: 0.50 FTE Vital Statistics Technician

Hi Yeng,

Second try with the actual PCR attached. I'm OK with moving forward on this PCR. Thanks!

-Tony

**From:** Yeng Brooks  
**Sent:** Wednesday, March 13, 2019 10:54 AM  
**To:** Tony Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>  
**Cc:** Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>;  
Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>  
**Subject:** RE: FY19-20 PCR: 0.50 FTE Vital Statistics Technician

Tony,

Prior SOA incumbent in Vital Statistics Office transferred to the SOA position in PH Laboratory, which recently became vacant due to a resignation.

Typical duties of the Vital Stats SOA included, but were not limited to: assisting clients in completing the appropriate paperwork needed to process requests; collecting payments; answering phone calls, and closing the transaction desk (balancing receipts issued vs. payments received for the day). Vital Statistics Technicians were performing these duties during the SOA's Wednesdays off and/or when she was on leave.

An SOA couldn't cover for technicians when staff go on leave, but above-listed duties are within the scope of VS Technician job description. Converting the SOA to a VS Technician job classification would be more effective and cost-efficient for the unit.

I made minor revision on the PCR's narrative that explains how the SOA functions are being absorbed. Please let me know if you have further questions.

Thank you,  
Yeng

**From:** Tony Fortunato  
**Sent:** Tuesday, March 12, 2019 1:33 PM  
**To:** Yeng Brooks <[Yeng.Brooks@sonoma-county.org](mailto:Yeng.Brooks@sonoma-county.org)>  
**Cc:** Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>;  
Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>; Tony

Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>

**Subject:** RE: FY19-20 PCR: 0.50 FTE Vital Statistics Technician

Hi Yeng,

Can you please provide more information about the SOA duties and where they are being assigned? I need clarification as to why this position is no longer needed.

Sincerely,

Tony Fortunato, MBA

Human Resources Analyst

Recruitment & Classification

[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)

P: 707-565-3553 F: 707-565-3770

County of Sonoma

**Room to Move. Room to Grow.**

[www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org)



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**From:** Yeng Brooks

**Sent:** Tuesday, March 12, 2019 12:24 PM

**To:** Tony Fortunato <[Tony.Fortunato@sonoma-county.org](mailto:Tony.Fortunato@sonoma-county.org)>

**Cc:** Rod Stroud <[Rod.Stroud@sonoma-county.org](mailto:Rod.Stroud@sonoma-county.org)>; Terri Wright <[Terri.Wright@sonoma-county.org](mailto:Terri.Wright@sonoma-county.org)>;

Mari Cook <[Mari.Cook@sonoma-county.org](mailto:Mari.Cook@sonoma-county.org)>; Kelley Ritter <[Kelley.Ritter@sonoma-county.org](mailto:Kelley.Ritter@sonoma-county.org)>

**Subject:** FY19-20 PCR: 0.50 FTE Vital Statistics Technician

Tony,

Attached please find additional program change request, for HR's review and approval. This is the last PCR I have so far.

Thank you,

*Yeng*

Yeng Brooks

Department Analyst for Employee Relations & HR Analytics

Health Services Human Resources

(707) 565-4739

**County of Sonoma**  
**Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Department of Health Services	Rod Stroud, 565-4918	22020108-1920-PCR05

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The department requests to delete a 0.25 FTE Supervising PH Nurse in lieu of a 0.25 Nurse Practitioner/Physician Assistant allocation for Public Health’s Sexual Assault Response Team (SART). This is to replace the 0.25 FTE Nurse Practitioner/Physician Assistant allocation currently on hiring freeze. Upon approval of this request, the department will delete the position in hiring freeze.

*Please see the position detail form for additional information related to position changes.*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 59,707	\$ 60,921	\$ 62,191
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 59,707</b>	<b>\$ 60,921</b>	<b>\$ 62,191</b>
<b>Funding Sources</b>			
General Fund			
State/Federal			
Fees/Other	\$ 59,707	\$ 60,921	\$ 62,191
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 59,707</b>	<b>\$ 60,921</b>	<b>\$ 62,191</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

**Narrative Explanation of Fiscal Impacts**

The requested position is funded by a fee-for-service MOU with all local Law Enforcement Agencies, as well as a General Fund contribution and funds received from Sutter Hospital via MOU.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

N/A

**Description of need and/or business case for request**

The Special Clinical Services Unit within Public Health operates a call team of Forensic Sexual Assault Examiners who conduct forensic exams on victims of sexual assault (SART/RCC). The Nurse Practitioner/Physician Assistant assigned to SART/RCC is responsible for overall program coordination, taking calls, interfacing with Law Enforcement and the District Attorney's Office, and serving as the lead examiner for a group of Nurse Examiners.

After prior incumbent retired in 2013, a continuous recruitment was opened for over a year. The only qualified candidate was offered the position but declined. Due to difficulty in recruitment, the work has since been covered by distributing the duties to other existing staff and extra-help personnel.

Recently, the only permanent physician assistant in this program, who is currently a 0.75 FTE, has agreed to put in more work hours. The 0.25 FTE will be used to increase staff's FTE and reduce overtime.

**Description of how the request will meet the need and/or business case described above**

Increasing an existing staff's FTE will ensure appropriate staffing and coordination of the forensic examiner team.

**Description of the alternatives that were analyzed**

The department has been utilizing extra-help staff for coverage. Although proficient in knowledge, their availability and commitment to provide the level of support needed is limited. Having a full-time physician assistant will strengthen the SART Program.

**Mandated services justification**

California Penal Code Section 13823.95; mandate is for local law enforcement. Without the appropriate staffing, the department would not be able to fulfill its obligations under the agreements made with local law enforcement agencies.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Nurse Practitioner/Physician Assistant (JC#1916)

#### Description of primary duties/responsibilities

The Nurse Practitioner/Physician Assistant provides health services under the supervision of a physician, functions within the scope of their license and certification, and performs under standardized procedures. This position is assigned to provide examinations to victims of sexual assault and coordinate the SART program.

#### Reporting Structure and Span of Control

The Nurse Practitioner/Physician Assistant position is housed in Public Health Division's Special Clinical Services Unit. The position reports to a Health Program Manager and is under the direction of a physician. There are no direct reports.

#### Description of impact upon existing positions

Existing positions will have an additional resource to assist in coverage of the unpredictable influx of SART examination responsibilities.

#### If you are doing an add/delete, how is the work of the deleted position being absorbed?

Support from the Supervising PH Nurse allocation is no longer needed due to the reduction in workforce related to the January 2019 Whole Child Model Redesign.

#### Description of any compaction issues?

N/A

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The department's only vacancy in this job classification is in hiring freeze; thus the request to delete a 0.25 Supervising PH Nurse in lieu of an additional 0.25 NP/PA allocation. Upon approval of this request, the department will delete the 0.25 NP/PA allocation currently in hiring freeze.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

Please see attached

**ADMINISTRATIVE APPROVAL OF DEPARTMENT ALLOCATION LIST**

<b>County Dept (3-letter code):</b> DHS							
<b>Effective Date:</b> 7/1/2019					<b>Email:</b> HR-Budget-Alloc_Changes		
<p><b>Routing:</b> 1) Email PDF or hard copy to HR-Budget-Alloc-Changes@sonoma-county.org for processing                  2) Recruitment &amp; Classification Manager for Signature                  3) CAO Analyst for Signature                  4) Back to HR-Budget-Alloc-Changes@sonoma-county.org for processing                  5) Signed original sent back to dept.</p> <p>By the authority granted to the County Administrator by the Board of Supervisors of the County of Sonoma, (B/S Res. 70506), the Departmental Allocation List of the County of Sonoma is hereby administratively amended as follows:                  see example below:</p>							
Distribution Code as shown in eP	Department	Position Title	Position Code	Vacant, Filled or New?	Existing Allocation	(Change) +/- amount	New Allocation
22020108	DHS-SP CLIN SVCS	Nurse Prac/Physician Asst.	TBD	New	1.00	0.25	1.25
22020107	DHS-DCSR	Supv. PH Nurse	DHS-95-2570-0001	Vacant	6.00	-0.25	5.75
new distribution string: 22020108?????1914336000????????????????000999??????							
<b>TOTALS</b>							
<p><b>Reason for Change:</b> Please see attached Program Change Request</p>							
<b>Department Accounting Approval:</b> <i>Kelly Ritec</i>					<b>Date:</b> 4/6/10		
<b>Department Approval:</b>					<b>Date:</b>		
<b>Director of HR or Designee:</b>					<b>Date:</b>		
<b>CAO Analyst</b>					<b>Date:</b>		

**County of Sonoma**  
**Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Department of Health Services	Rod Stroud, 565-4918	22020108-1920-PCR05

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

The department requests to delete a 0.25 FTE Supervising PH Nurse in lieu of a 0.25 Nurse Practitioner/Physician Assistant allocation for Public Health’s Sexual Assault Response Team (SART). This is to replace the 0.25 FTE Nurse Practitioner/Physician Assistant allocation currently on hiring freeze. Upon approval of this request, the department will delete the position in hiring freeze.

*Please see the position detail form for additional information related to position changes.*

<b>Fiscal Summary</b>			
<b>Expenditures</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>
Ongoing Expenses	\$ 59,707	\$ 60,921	\$ 62,191
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 59,707</b>	<b>\$ 60,921</b>	<b>\$ 62,191</b>
<b>Funding Sources</b>			
General Fund			
State/Federal			
Fees/Other	\$ 59,707	\$ 60,921	\$ 62,191
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 59,707</b>	<b>\$ 60,921</b>	<b>\$ 62,191</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

**Narrative Explanation of Fiscal Impacts**

The requested position is funded by a fee-for-service MOU with all local Law Enforcement Agencies, as well as a General Fund contribution and funds received from Sutter Hospital via MOU.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

N/A

**Description of need and/or business case for request**

The Special Clinical Services Unit within Public Health operates a call team of Forensic Sexual Assault Examiners who conduct forensic exams on victims of sexual assault (SART/RCC). The Nurse Practitioner/Physician Assistant assigned to SART/RCC is responsible for overall program coordination, taking calls, interfacing with Law Enforcement and the District Attorney's Office, and serving as the lead examiner for a group of Nurse Examiners.

After prior incumbent retired in 2013, a continuous recruitment was opened for over a year. The only qualified candidate was offered the position but declined. Due to difficulty in recruitment, the work has since been covered by distributing the duties to other existing staff and extra-help personnel.

Recently, the only permanent physician assistant in this program, who is currently a 0.75 FTE, has agreed to put in more work hours. The 0.25 FTE will be used to increase staff's FTE and reduce overtime.

**Description of how the request will meet the need and/or business case described above**

Increasing an existing staff's FTE will ensure appropriate staffing and coordination of the forensic examiner team.

**Description of the alternatives that were analyzed**

The department has been utilizing extra-help staff for coverage. Although proficient in knowledge, their availability and commitment to provide the level of support needed is limited. Having a full-time physician assistant will strengthen the SART Program.

**Mandated services justification**

California Penal Code Section 13823.95; mandate is for local law enforcement. Without the appropriate staffing, the department would not be able to fulfill its obligations under the agreements made with local law enforcement agencies.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Nurse Practitioner/Physician Assistant (JC#1916)

#### Description of primary duties/responsibilities

The Nurse Practitioner/Physician Assistant provides health services under the supervision of a physician, functions within the scope of their license and certification, and performs under standardized procedures. This position is assigned to provide examinations to victims of sexual assault and coordinate the SART program.

#### Reporting Structure and Span of Control

The Nurse Practitioner/Physician Assistant position is housed in Public Health Division's Special Clinical Services Unit. The position reports to a Health Program Manager and is under the direction of a physician. There are no direct reports.

#### Description of impact upon existing positions

Existing positions will have an additional resource to assist in coverage of the unpredictable influx of SART examination responsibilities.

#### If you are doing an add/delete, how is the work of the deleted position being absorbed?

Support from the Supervising PH Nurse allocation is no longer needed due to the reduction in workforce related to the January 2019 Whole Child Model Redesign.

#### Description of any compaction issues?

N/A

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The department's only vacancy in this job classification is in hiring freeze; thus the request to delete a 0.25 Supervising PH Nurse in lieu of an additional 0.25 NP/PA allocation. Upon approval of this request, the department will delete the 0.25 NP/PA allocation currently in hiring freeze.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

Please see attached

# Position Cost Detail Report

Package: 1920 Base Package\_Updated Medical Elections Calculation Run: run 1

Job Code	Job Title	Position Code	Unit	Step	Employee	Account	19/20		FY19/20		FY20/21		FY 21/22	
							1.00 FTE	Total	.25 FTE	Total	.25 FTE	Estimate	.25 FTE	Estimate
22000000	Department of Health Services													
22020108	PH Special Clinical Services													
	Other Funds													
	50101 - Permanent Positions													
1916	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	DHS-80-1916-0002	SEIU	I	**VACANT**									
						50101 - Permanent Positions	124,450.72	32,046.06	33,007.44	33,997.67				
						50110 - Cash Allowance	7,231.20	1,807.80	1,807.80	1,807.80				
						50201 - Retirement - County SCERA	34,200.45	8,550.11	8,550.11	8,550.11				
						50203 - Retirement - Unclaimable Accelerated UAAL	0.00	0.00	0.00	0.00				
						50204 - Retirement - Unclaimable	3,434.86	858.72	858.72	858.72				
						50205 - FICA	9,723.13	2,430.78	2,430.78	2,430.78				
						50208 - Retirement - POB Contribution	20,053.11	5,013.28	5,013.28	5,013.28				
						50209 - Retirement - County Health Contribution	11,006.05	2,751.51	2,751.51	2,751.51				
						50301 - Health Insurance	15,499.20	4,200.00	4,452.00	4,722.00				
						50304 - HRA	1,215.68	303.92	303.92	303.92				
						50306 - LTDI	775.57	193.89	193.89	193.89				
						50307 - Dental Insurance	1,421.28	355.32	355.32	355.32				
						50308 - Life Insurance	95.76	23.94	23.94	23.94				
						50309 - Vision Insurance	188.64	47.16	47.16	47.16				
						50311 - Unemployment Insurance (permanent)	31.13	7.78	7.78	7.78				
						50401 - Workers Comp	4,396.86	1,099.22	1,099.22	1,099.22				
						50501 - Other Benefits	71.26	17.82	17.82	17.82				
						<b>DHS-80-1916-0002 Total</b>	#####	<b>59,707.31</b>	<b>60,920.69</b>	<b>62,180.91</b>				

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Department of Health Services	Rod Stroud, 565-4918	22020400-1920-PCR04

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Reverse the hiring freeze of a 1.0 FTE Supervising Environmental Health Specialist position in Public Health Division's Environmental Health Unit

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 192,953	\$ 198,356	\$ 203,594
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 192,953</b>	<b>\$ 198,356</b>	<b>\$ 203,594</b>
Funding Sources			
General Fund			
State/Federal			
Fees/Other	\$ 192,953	\$ 195,356	\$ 203,594
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 192,953</b>	<b>\$ 195,356</b>	<b>\$ 203,594</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

N/A

**Narrative Explanation of Fiscal Impacts**

The requested position is entirely funded by fee revenue and is included in the FY 19-20 budget. Expenses for staff to provide the work were included in the cost analysis of fees to cover the actual cost of providing the service.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

For several years, the Department of Health Services has had extreme difficulty in recruiting for trained Registered Environmental Health Specialists, Supervisors and Managers. In 2017/2018, Environmental Health had all three Supervising Environmental Health Specialist positions vacant and was only able to fill two of those positions through internal promotion in August and September of 2018. Due to the limited capacity to effectively recruit and train an additional supervising staff, the unit leadership made a decision to delay the recruitment of the third supervisor position. The Health Program Managers and the Director of Environmental Health have taken on direct supervisory roles due to the vacancy, limiting the amount of managerial oversight available for all Environmental Health programs.

**Description of how the request will meet the need and/or business case described above**

Restoring the Supervising Environmental Health Specialist position will reduce the span of control of the two supervisors, enabling them to more closely supervise the programs that they are responsible for. Additionally, adequate resources will be available to provide the diligent training and direct supervision of Environmental Health Specialist Trainees in preparation for the State exam to become fully qualified members of the Environmental Health team.

**Description of the alternatives that were analyzed**

As described above, management chose to delay recruitment and tasked existing supervisors and managers with coverage of increased duties. Because the work is critical to the efficient operation of the Environmental Health section, the intent of delaying the recruitment was to have a better candidate pool, not permanently delete the position.

**Mandated services justification**

As submitted in the Fees board item approved by the BOS on 6/5/18:

CHSC, Div 104, Part 15, Chpt 7, Section 119324.5

SCC Chapter 25B, Section 25B-5c

CHSC, Div 104, Part 7, Chpt 1, Section 114381(d)

CHSC, Section 101045 & SCC, Chp. 14, Sec. 14-1-030

Ordinance No 6187, SCC, Chpt. 14, Sec 14-6-050

CHSC, Div 104, Section 117825

FAC, Div 15, Chpt 4, Art 8, Sec 33251-33265

CHSC, Sec. 116025-116068, SCC, Ch.14, Sec. 14-1-030

CCR, Title 14, Section 21570 and PRC 44006

SCC, Chapter 11A, Section 11A-8 (g)

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Supervising Environmental Health Specialist (JC#2615)

#### Description of primary duties/responsibilities

The Supervising Environmental Health Specialist is responsible for the daily supervision of a group of Environmental Health Specialists. Incumbents exercise considerable discretion and judgment in the handling of difficult or complex programs and resolving escalated issues. The position typically reports to a program manager or section/division manager and assists in the achievement of program goals and objectives for a program or group of environmental health programs. The position is also responsible for ensuring the work unit's learning and training objectives and requirements are achieved.

#### Reporting Structure and Span of Control

The Supervising Environmental Health Specialist position is housed in the Environmental Health section of the Department of Health Services. The position reports to a Health Program Manager and supervises Environmental Health Specialists I/II and Trainees. The span of control will be comprised of approximately 10 staff on the Environmental Protection team, responsible for the Solid Waste, Medical Waste, Body Art, Water Systems, Recreational Health, Ocean and Freshwater, Septage, Local Oversight, Environmental Monitoring and Proposition 65 reporting programs.

#### Description of impact upon existing positions

The span of control of existing Supervising Environmental Health Specialists will reduce from approximately 15 to 10 direct report staff.

#### If you are doing an add/delete, how is the work of the deleted position being absorbed?

N/A

**Description of any compaction issues?**

N/A

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The only remaining vacancy that is closely-related to this position is an Environmental Health Program, which is also needed for sufficient oversight and is currently in the recruitment queue.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

Please see attached.

# Position Cost Detail Report

Package: 1920 Base Package\_Updated Medical Elections Calculation Run: run 1

JC	Job Title	Position Code	Unit	Step	Employee Name	Account	FY19/20		FY20/21		FY21/22	
							FTE/Hours	Total	Est	Total	Est	Total
2200000	- Department of Health Services											
22020400	- PH Fee Stabilization Fund											
2615	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	DHS-95-2615-0001	SEIU	I	**VACANT**		1.00	103,117.12	106,210.63		109,396.95	
						50101 - Permanent Positions			7,231.20		7,231.20	
						50110 - Cash Allowance			13,764.36		13,764.36	
						50201 - Retirement - County SCERA			1,938.61		1,938.61	
						50204 - Retirement - Unclaimable			8,091.13		8,091.13	
						50205 - FICA			13,848.23		13,848.23	
						50208 - Retirement - POB Contribution			9,223.02		9,223.02	
						50209 - Retirement - County Health Contribution			15,499.20		15,499.20	
						50301 - Health Insurance			16,800.00		16,800.00	
						50304 - HRA			650.02		650.02	
						50306 - LTDI			1,421.28		1,421.28	
						50307 - Dental Insurance			79.42		79.42	
						50308 - Life Insurance			188.64		188.64	
						50309 - Vision Insurance			25.69		25.69	
						50311 - Unemployment Insurance (permanent)			1,004.20		1,004.20	
						50401 - Workers Comp			71.26		71.26	
						50501 - Other Benefits						
						<b>DHS-95-2615-0001 Total</b>	<b>1.00</b>	<b>192,953.38</b>	<b>198,355.69</b>		<b>203,594.01</b>	

# County of Sonoma

## Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services	Kiergan Pegg 565-5858	HSD-Admin-1

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Add 3.0 FTE Program Planning & Evaluation Analysts (PPEA) within HSD Human Resources Staff Development in the following assignments: 1.0 Safety & Emergency Management Analyst/Training Coordinator; 1.0 Department-wide Training Coordinator to replace a large training contract; 1.0 Training Coordinator for Economic Assistance and deletion of 1.0 Department Analyst, due to a retirement.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 18-19	FY 19/20	FY 20-21
Ongoing Expenses		\$ 504,619	\$ 519,757
One-Time Expenses			
<b>Total Expenditures</b>		<b>\$ 504,619</b>	<b>\$ 519,757</b>
Funding Sources			
General Fund		\$ 5,479	\$ 5,643
State/Federal		\$ 499,140	\$ 514,114
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ 504,619</b>	<b>\$ 519,757</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

### Narrative Explanation of Fiscal Impacts

3.0 FTE PPEA positions will cost \$504,619. These positions will be funded by CalWORKs, CalFresh, Medi-Cal, Title IV-E, realignment, and a variety of other state and federal funding sources.

Based on California state guidelines on cost-sharing for HSD programs, only one of the FTEs, the Training Coordinator for Economic Assistance, has a GF share of cost. The additional cost of \$165,021 for the 1.0 PPEA assigned as Training Coordinator for Economic Assistance will be covered 96.68% by State and Federal funding

sources – CalFresh and Medi-Cal. The remaining 3.32%, or \$5,479 must be matched by County General Fund in order for HSD to draw down the State and Federal funds. HSD will absorb the General Fund match; no additional General Fund will be requested. A 3% COLA is assumed for the FY 2020/2021 for all 3 positions.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

In the FY 17/18 and 18/19 budgets, the Staff Development Unit reduced a total of three Staff Development Trainer positions (CST: Program Planning & Evaluation Analyst) and one Senior Office Assistant. Two of the PPEA's reduced were embedded within divisions, but one supported Department-wide training programs. This loss has proven to be untenable to meet on-going training needs, emerging program changes, and increased needs in the department's role in Care & Shelter disaster management. The need is to add the following allocations:

##### Disaster Management Analyst/Training Coordinator

Due to the retirement of the incumbent Department Safety Analyst effective May 20, 2019, the Department wishes to delete 1.0 FTE vacant Department Analyst allocation and, for equity within the Staff Development, to add a PPEA position to take over the Safety Analyst assignment. In addition to assuming the roles of the Safety Analyst, which includes maintenance of the Department's Injury & Illness Prevention Plan, Emergency Action Plan, OSHA compliance and ergonomic reviews, the new PPEA position will also lead the Department's Emergency Operations responsibility for Care & Shelter and the Department's Continuity of Operations Plans.

The Emergency Operations roles for the Department increased with the 2017 activation of over 20 disaster shelters Countywide during the 2017 Sonoma Complex Fires. This reinforced the importance of training staff in their roles as Disaster Service Workers to specifically support shelter operations. More recently, the 2019 Flood in Guerneville resulted in two shelters being activated, which required significant Human Services staffing of the shelter at the Sonoma County Fair & Event Center. The PPEA will play a continued role in preparing and planning for future shelter needs and will lead the Sonoma County Shelter Council in partnership with the American Red Cross.

##### Department-wide Training Coordinator

HSD has historically contracted out most of our employee trainings with University of California Davis (UCD) Extension. HSD has over 800 employees that require regular and mandated trainings. For many years, the quality of UCD trainings was very good and the content was tailored to fit our specific county needs. However, over the last several years we have seen a decline in the customization of training toward a more generic curriculum to meet the needs of multiple counties across the state at the same time. In the last two years we have also seen a significant increase in the cost of UCD trainings, despite the decline in quality. The UCD contract consists of both training and related services, which includes administration and coordination between trainers and the County. The cost of training per day with UCD is nearly two times the current industry standard, with a total annual contract amount of \$313,650.

Given the rising cost and decreasing quality of the UCD trainings, HSD plans to terminate the current contract with UCD ending 6/30/2019. HSD will reallocate funds previously used for the contract to reinstate the Department-wide Training Coordinator (PPEA) position, which was previously eliminated in the FY 17/18 budget. This PPEA will manage the in-house coordination and provision of staff training, enabling our department to provide training customized to the needs of our staff. With the additional PPEA position, our department can provide in-house training as well as coordination with county contracted trainers to provide additional trainings that require outside expertise. HSD Workforce Development maintains a list of training vendors vetted through the RFP

process and contracted with various county departments.

The addition of a PPEA will allow us to improve our ability to select excellent trainers, to review and build curriculum, and to work one-on-one with training vendors as needed to ensure that training is appropriately customized for our staff. Additionally, we will be able to develop our own training structure in-house without being dependent on another organization's perception of our needs. The position will also support important department-wide staff development training programs such as the Emerging Leader Track and the Mentor Project.

#### Training Coordinator for Economic Assistance

Upon elimination of this position in a previous budget, the department has struggled to meet the needs for induction training for new eligibility staff in Economic Assistance (EA), and to provide continuous staff training to cover the ever-changing rules and regulations. Strategies to provide adequate training have included conducting fewer recruitments for less frequent induction classes, which has resulted in over-sized classes to fill all the vacancies from the less frequent recruitments. Additionally to deal with the large classes, staff must be pulled from other important work to assist the trainers with managing such large groups of new staff. The additional PPEA position will allow for more regular recruiting because we will have the capacity to train new staff as we actually need them. To keep up with the historically high turnover rate in EA, continuous hiring and continuous training is a must to have enough staff to effectively serve the community. In addition, there are constant program and regulation changes which require updating staff on new requirements to do their jobs.

This PPEA position will also help support planning, preparation and implementation of the new Statewide Automated Welfare System (CalSAWS), which will be a large scale transition requiring a significant amount of staffing resources. CalSAWS will replace the current system, impacting several divisions and making changes to the automation of CalWORKs, SNAP, Medi-Cal, Foster Care, Refugee Services and County Medical Services.

#### **Description of how the request will meet the need and/or business case described above**

Improvements will be realized immediately as this will allow HSD to structure and provide important trainings in the areas of disaster management, staff development and Economic Assistance. The added positions will help better train staff, which will directly impact program quality and integrity, and will greatly enhance our ability to provide excellent services to the community.

#### **Description of the alternatives that were analyzed**

The alternative for the Department Training Coordinator is to continue contracting with the University of California Davis (UCD), which for many years has provided trainings on a variety of topics for staff. The UCD contract amount for FY 18/19 is \$313,650. As the cost of trainings has increased and the quality decreased, we have analyzed the effectiveness of continuing to utilize UCD for staff development trainings. We have concluded that our training funds would be more effectively used to hire a PPEA to coordinate trainings internally, as well as coordinate some trainings with alternative outside vendors at a cost that is much lower than trainings conducted through UCD. The alternative for the Safety Analyst/Training Coordinator and for the Training Coordinator for Economic Assistance is to continue to borrow staff from other assignments, leaving potentially fragmented and incomplete training for staff.

#### **Mandated services justification**

The PPEA positions will be responsible for coordinating a variety of mandated trainings for all Human Services staff, including ongoing anti-harassment training for all supervisors required by Assembly Bill 1825, and recently expanded training required for all staff by January 2020 under Senate Bill 1343. Additionally, the Department is required under federal and state law governing confidentiality of client records to provide staff mandatory annual training on protecting private client information. It has also been mandated in California to transition to a single

automated program, CalSAWS, to run the economic assistance programs, and many of the HSD staff will need to be trained in the new system. Because the department serves a very diverse clientele, cultural competence training is also required annually to ensure culturally appropriate service delivery. These are just some examples of our mandated trainings.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

TBD regarding the Disaster Management Analyst/Training Coordinator

### **Classification Title(s)**

Program Planning and Evaluation Analyst (PPEA)

### **Description of primary duties/responsibilities**

- Under general direction analyzes, researches, plans, develops, monitors, and evaluates training programs
- Performs various administrative, planning and/or staff development assignments related to the development, implementation, and coordination of the new HSD Training Model, coordination of supervisory and management training topics with emphasis on research, writing, planning, analysis, communication and leadership training
- Identifies problem areas and assesses needs for training
- Develops contracts, coordinates training with contracted training vendors, reviews curriculum, and ensure customized training for all job classes and staff levels
- Acts as liaison with other county, state, and local agencies and the public
- Leads Department-wide safety programs to ensure staff are trained in safe work methods, ensures compliance with OSHA standards, maintains the Departments Injury & Illness Prevention Program, Emergency Action Plan, and Continuity of Operations Plan.
- Acts as liaison with the Sonoma County Emergency Operations Center and Emergency Management Department, American Red Cross, disaster management officers of cities and towns within Sonoma County and officers of non-profit agencies involved with disaster response programs
- Manages communications with Department staff and management, County departments and community partner agencies about disaster preparedness relating to mass care and shelter and department-wide training contacts, including UC Davis Center for Human Services and various contractors that provide training to Human Services staff
- Applies and interprets state and federal regulations relating to Department-wide training topics and disaster preparedness activities
- Performs various administrative, planning and/or staff development assignments related to Department-wide training topics and safety/disaster preparedness activities and initiatives, with emphasis on research, writing, planning, analysis, communication and training
- Develops short and long range plans for improving Department-wide training and disaster preparedness activities
- Provides on-going staff support to the Sonoma County Shelter Council, the HSD Distinguished Employee Award committee, and other work groups
- Identifies problem areas and assesses needs for training
- Acts as liaison with other county, state, and local agencies and the public

### **Reporting Structure and Span of Control**

All 3 PPEA positions will be housed within the HSD Administrative Services Division, Human Resources Staff Development unit, and report directly to the Organizational Development Manager. There will be no direct

reports.

**Description of impact upon existing positions**

The addition of the PPEA positions will have a positive impact on existing staff by helping to relieve the workload of the Organizational Development Manager, Department Human Resources Manager and existing training coordinators. This unit used to have three more PPEA positions, and over time as positions were deleted the work shifted to fewer and fewer people. Restoring the PPEA positions will lessen the extra workload that staff have been carrying for some period of time. Staff that had to absorb the former PPEA duties include the Human Resources Manager, Organizational Development Manager, and remaining Training Coordinators.

There is a critical need to increase/enhance the training, services and administration of training within HSD. The ability to conduct training needs assessments internally and customize training to our staff's specific needs is essential in providing higher quality services to our clients and community.

There is a critical need to increase/enhance the role of Disaster Preparedness within HSD. The Safety/Emergency Management Analyst will also relieve the workload of the Human Resources Manager and Organizational Development Manager.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?**

N/A

**Description of any compaction issues?**

There are no anticipated compaction issues. This is an existing classification and the positions are consistent with other PPEA positions that are already allocated to the Staff Development Unit.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are currently no existing vacant PPEA positions to utilize in-lieu of a new position. While there is a vacant Department Analyst position that previously served as the Department's safety officer, the Department wishes to maintain equity between all training coordinators within the Staff Development Unit by deleting the vacant Department Analyst allocation and adding a PPEA in its place.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	PCR Form #
Human Services	Mark Mahre	19-20-2

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Request to add one Public Assistance Systems Specialist (PASS) to the Human Services Department's Administrative Services Division, to support staff in the Special Investigations Unit in maximizing use of program-specific technologies.

Please see the position detail form for additional information related to position changes.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 174,107	\$ 179,330	
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 174,107</b>	<b>\$ 179,330</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 174,107	\$ 179,330	
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 174,107</b>	<b>\$ 179,330</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

This request is for a permanently allocated position.

### Narrative Explanation of Fiscal Impacts

A current position will be swapped for this new PASS position. An Eligibility Worker III (Job Class 0474) at the I-step with an SCLabor average cost (salary + benefits) of \$130K will be replaced by the proposed Public Assistance Specialist (Job Class 0176) position at the I-step with an SCLabor cost of \$174,107 (salary + benefits). Thus, HSD's payroll will incrementally increase by about \$44K in FY 2019-2020. A 3% COLA is assumed for the subsequent FY 2020-2021. This position will be funded by the state and Federal programs CalWORKs, CalFresh, and Medi-Cal, Title IV-E, etc.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The Special Investigations Unit (SIU) conducts very detailed work focusing on the detection of fraud and the misuse of public benefits. SIU staff relies heavily on technology to carry out their investigative functions, including completing documentation, creating reports, calculating benefits, and conducting online research. Since SIU investigations can lead to legal action, it is very important to have good quality assurance and oversight to ensure program integrity, data validity and precise benefits calculations. Accurate documentation is paramount when referring fraud cases to the District Attorney or to the fair hearing unit. Currently SIU relies on department IT staff to provide support for their program hardware and software systems, and to ensure accurateness of data. While IT staff are helpful, they do not have the same program knowledge and expertise as staff who work directly within SIU. Currently SIU does not have a person dedicated to providing quality assurance and program integrity, and this cannot be accomplished without someone who has intimate knowledge of program systems, data, and investigation procedures. There is a significant need within SIU for day-to-day support of data and systems, as well as focus on quality assurance and program integrity, and this position would provide a dedicated person to fulfill those much needed roles.

**Description of how the request will meet the need and/or business case described above**

This position will meet the need above by adding a permanent position to perform the above duties.

**Description of the alternatives that were analyzed**

Addition of a Public Assistance Systems Specialist is a high priority due to the lack of alternative ways of providing the above services. While there are service providers in the private sector that can perform some of the duties described above, the varied nature of the duties require a permanently allocated position which reports directly to Division leadership. The current lack of direct software support for these public assistance systems requires an employee who has a thorough knowledge of these systems, which normally would come from having used the systems directly for several years, which experience would normally be gained through working as an Eligibility Specialist, Eligibility Specialist Supervisor other position that directly uses the software.

**Mandated services justification**

The Federal Welfare & Institutions Code requires that the County provide the mandated services of administering federal public assistance systems. The Division has several program-specific functions in addition to general administrative services, including the Special Investigations Unit and the Client Advocacy Unit. Special Investigations staff utilizes the Cal-Win, IEVS and other software systems specific to the benefits administered by the Department, including Medi-Cal, CalFresh and other mandated Federal and state benefit systems.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

This position is not related to disaster recovery.

**Classification Title(s)**

Public Assistance Systems Specialist

### Description of primary duties/responsibilities

Below are the primary duties and responsibilities of the position:

Work with Economic Assistance (EA) and Employment & Training (E&T) Analysts to get regulation interpretation for the Special Investigation Unit (SIU)

Develop system training materials and procedures, instructional materials and tools related to staff use of automated systems

Training on system and hardware use in SIU; training manuals or guides on system or hardware use

Confer and work with staff in the Information Systems Department (ISD) and/or public agency vendors outside of the county, including the State of California

Work as project lead and liaison on developing, maintaining and improving database systems

Identify system or program problems and work to improve the effectiveness of the system

Diagnose problems, determine causes and implement solutions

Document and track problems and/or refer more difficult problems to appropriate personnel or vendors

Act as a liaison between SIU staff and IT staff to get resolution on hardware/software issues or requirements

Regular meetings with the IT-Reporting, Applications and Data Unit (RAD) to check on projects and provide assistance with requirement gathering and documentation

Participate in E-IEVS report planning and implementation

Participate in the CalSAWS computer application planning and implementation

Work on developing integrated IEVS report processing with the CalWin (CalSAWS) computer program

Maintain staff access to required computer applications (MEDS, CalWin, Child Support, Vital Records, Jail system, etc. ) within SIU

Reporting: identify useful reports, modes of reporting and presentation/distribution of reports

Present data analysis, identify trends, propose recommendations

Complete state mandated reports, working with IT-RAD team to develop means of electronic reporting

Assist with cost benefit analysis, Requests for Proposal (RFP) and Advanced Planning Documents (APD) for State/Department Projects

Shared drive clean-up and maintenance

SIU intranet/portal clean-up, enhancements and maintenance

Set up new staff work stations, create helpdesk tickets for new/existing staff needs, validate that all required equipment and systems are functional

Provide equipment upgrades, orders, setup, etc.

Maintain records of SIU equipment

Act as a resource person for users with questions/problems regarding information systems and hardware

Analyze and project long-range hardware requirements; participate in the evaluation and selection of technology components, such as software, hardware, and networking capabilities for the Department's applications and web services

### Reporting Structure and Span of Control

This position will reside within the Administrative Services Division and report to the Chief Welfare Fraud Investigator within the Special Investigations Unit. The position will have no subordinate employees.

**Description of impact upon existing positions**

This position will assume some duties currently performed by an Eligibility Worker III within the Special Investigations Unit and possibly duties performed by an Administrative Aide in the Human Resources section. The Client Advocacy Unit utilizes the same systems, in addition to a new Appeals Case Management System currently being implemented at the state level. Without support for these systems, both line staff and management lack the technical support needed to utilize the systems. There is no current staff resource to perform the duties of supporting public assistance systems used by the Administrative Services division. The support needs are currently being performed by program and administrative staff, including a Program Development Manager in the Client Advocacy Unit, an Administrative Aide in the Human Resources Section, and a Senior Office Assistant in the Special Investigations Unit. The system support duties take staff away from their primary responsibilities and impact their ability to support recruitments, higher-level client appeals and civil rights complaints, and supporting the clerical needs of the division.

**If you are doing an add/delete, how is the work of the deleted position being absorbed? *Please describe how the***

In the process of adding the Public Assistance Systems Specialist, an Eligibility Worker III position in SIU will be deleted. There are currently two additional Eligibility Worker III positions in SIU that can complete the eligibility work of the unit.

**Description of any compaction issues?**

No, this position will not result in any salary compaction.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There is currently no Public Assistance Systems Specialist position in the Special Investigations Unit, nor is there an alternative vacant position that adequately covers the duties and responsibilities of this position.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services	Kellie Noe, x5849	19-20-3

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Extend a 1.0 FTE time-limited, Administrative Aide to support both the Road to the Early Achievement and Development of Youth (READY) project and the data reporting needs for Family, Youth and Children’s Services (FYC).

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 123,329		
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 123,329</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 123,329		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 123,329</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

State the duration of Time-Limited Position Request: July 1, 2019-June 30, 2020

### Narrative Explanation of Fiscal Impacts

This position will be paid through three funding sources – a First 5 Sonoma County Grant, a specific state allocation related to child welfare data systems and Title IV-E reimbursement. There is no General Fund impact. There are no impact fees. Space already exists for this position.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

In 2013, the Human Services Department (HSD), Planning Research Evaluation and Engagement (PREE) unit received a \$1.5 million three-year (July 1, 2013-June 30, 2016) strategic grant from First 5 of Sonoma County to support development of the Road to the Early Achievement and Development of Youth (READY). READY is a collective impact initiative designed to increase the quality of early childhood education and facilitate the transition from preschool to kindergarten. READY recruited 13 schools within 7 school districts in Sonoma County to pilot the Kindergarten Student Entrance Profile (KSEP), an evidenced-based school readiness screening tool, and administered a parent survey to over 900 kindergarten students.

Due to the cost savings leading to significant unspent funds, the original contract was extended for two years (to June 30, 2018) and an additional \$150,000 grant from First 5 of Sonoma County was given to sustain and scale the program. The funds were used in the 2016-2017 school year to expand the KSEP school readiness screening tool and the parent survey to reach approximately 2,250 kindergarten students (40% of the kindergarten population in Sonoma County) at 35 schools in over 11 school districts in Sonoma County. Currently, 10 Districts maintain participation in READY for approximately 1500 students across Sonoma County.

First 5 has committed additional resources through 2020 when positive outcomes are met. The READY time-limited, permanent admin aide position will be fully funded through a combination of these funds and additional unspent funds leveraged through the initial investments stated above.

The READY project currently employs 1 full-time Program Planning Evaluation Analyst and .5 time-limited, Administrative Aide whose position is scheduled to end in June 2019. A time-limited, permanent Administrative Aide is essential to expand and sustain HSD's contracted work on the READY project to reach the targets agreed upon in the new READY grant. The Administrative Aide is providing administrative, communication, data entry and contract monitoring support to the 10 READY Districts. The READY project is part of a long-term commitment by First 5 to achieve greater sustainability, availability and quality of early childhood education.

The Administrative Aide would also continue to be a .5 FTE time-limited, Administrative Aide at Family, Youth and Children. The position would continue to develop regular and ad hoc reports utilizing data from the various internal data systems used by FYC to provide reports to a variety of internal audiences. This position would continue to work closely with the existing Public Assistance Systems Specialist (PASS) and PREE Evaluation Analyst housed at FYC to provide reporting information from the Child Welfare Services Case Management system, Business Objects, SafeMeasures and other internal database and reporting systems.

**Description of how the request will meet the need and/or business case described above**

The READY project supports the Board's priority identified through the Upstream Investments Policy Initiative to promote evidence-informed and prevention focused interventions. The Administrative Aide would meet the above requirements by providing the administrative support to meet the reporting and data collection requirements of both programs.

**Description of the alternatives that were analyzed**

The results of non-approval will result in not being able to meet the deliverables identified in the First 5 Sonoma County grant or reporting requirements identified by state and federal requirements for Child Welfare Services.

**Mandated services justification**

N/A

If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

1.0 Administrative Aide

#### Description of primary duties/responsibilities

The Administrative Aide will be responsible for the following:

During the .5 FTE at READY:

- Support project communications to the 10 school districts
- Monitors and files contract invoices
- Conduct data entry and data cleaning of approximately 1600 READY parent surveys
- Assist with report development and editing
- Assist with planning and convening READY project meetings and events

During the .5 FTE at FYC:

- Generate a variety of regular reports utilizing data from CWS/CMS and 12 other child welfare systems
- Participate as a formal member of the Report Development Team and provide ad hoc operational reports to management team as requested
- Create of user guides or other training documents related to report development
- Test new software releases and support release management as directed by FYC PASS
- Provide onsite support/liaise for HSD IT for all hardware/software needs
- Operate the Internal Application Support Helpdesk for CWS/CMS and 12 other specialized child welfare systems on designated days

#### Reporting Structure and Span of Control

This position will be housed at two HSD locations – Program Planning, Evaluation and Engagement Unit (PREE) and Family, Youth and Children (FYC), for 20 hours each per week. The position will not supervise any staff and will be supervised by the PREE/READY Program, Planning and Evaluation Analyst. The PREE Program, Planning and Evaluation Analyst will consult monthly with the FYC Public Assistance Systems Specialist in order to collaborate on work assignments, support needed, etc...

**Description of impact upon existing positions**

The job functions listed above are currently being completed by the existing Administrative Aide currently at FYC and PREE (in a time-limited position, ending June 2019), so the workload for other staff will not be impacted. Because the position is currently filled, if it is not extended, the grant deliverables will not be met and for some tasks, other staff will be required to assume the existing workload.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

The position will not result in any compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The position is currently filled.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services	Regina de Melo x4346	19-20-4

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Increase an existing .75 FTE Eligibility Worker II position by .25 FTE in Subsection 24030140 Family, Youth & Children Administration within the Human Services Department.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 30,000		
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 30,000		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be if request is assuming FEMA or Insurance Reimbursement)

### Narrative Explanation of Fiscal Impacts

There is no General Fund impact since the position will be funded entirely through 2011 Realignment and Foster Care IVE Assistance funds; no additional space or equipment are necessary.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### Description of need and/or business case for request

The tasks required of the existing team of 2.75 FTE Eligibility staff has increased in the last three years as a result of new programs and regulatory requirements that have developed since 2015. A new program established in 2015, the Former Foster Care Children's Program, which provides assistance to youth up to 26 years old, and has

added 282 cases to date. Resource Family Approval, which was established in 2017, has significantly impacted workload because Eligibility staff must manually process 150 checks each month – a figure that is planned to increase incrementally each month as the program continues to grow. Finally, the Approved Relative Caregiver program, established in 2015, provides payments to caregivers while they complete the requirements for Resource Family Approval. This has created a new caseload of approximately 60 families that require monthly payments and tracking.

The work of Eligibility staff within Family, Youth and Children is highly specialized and must be done by Eligibility staff in order to ensure that technical payments are calculated and coded correctly. These programs are frequently audited and must maintain an exceptional level of accuracy in order to remain compliant with state and federal regulations.

#### **Description of how the request will meet the need and/or business case described above**

Adding the .75 FTE will greatly help with addressing the increased tasks and workload created as a result of new programs and regulatory requirements over the past few years. The additional FTE hours will allow more time for working on increased caseloads, processing payments and tracking the work. Eligibility work in FY&C requires specific expertise and attention to detail, and adding additional eligibility staff hours will positively impact the timeliness and overall service delivery for children and families.

#### **Description of the alternatives that were analyzed**

These are mandatory services to families – payments must be issued to caregivers and youth per the foster care regulations and program requirements. Currently, the Supervisor is completing some of this work in order to offset the increase, which is only a temporary solution because it takes the time the Supervisor would invest in supervisory duties to complete the day to day work. Other administrative staff are not able to complete this work, due to the technical nature and knowledge of multiple state and federal regulations that is required.

#### **Mandated services justification**

Title IV-E and IV-B legislation requires that financial assistance be provided on time to caregivers and youth that are part of the foster care system. These assistance payments are mandatory; they are also subject to routine external fiscal audits and must be accurate and timely.

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

This position is not related to FEMA or any disaster-recovery activities.

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

.25 FTE increase to an existing .75 FTE Eligibility Worker II position

#### Description of primary duties/responsibilities

Job duties to be performed by the Eligibility Worker II:

- Evaluate information obtained from the client and other sources against complex regulations to determine eligibility for a number of financial assistance programs.
- Determines the level of benefits to which the client is entitled by making complex calculations or computer entries.
- Reviews and interprets information provided on a variety of forms both by the client and third parties to determine eligibility.
- Interprets regulations to clients, including their rights and responsibilities.
- Organizes caseload so that case records and documents are processed and updated within specific time limits established by the department; maintains case records, including written narratives, forms and computer documents in a clear and readable format.
- Monitors ongoing eligibility by obtaining periodic updated information of eligibility factors and takes appropriate actions on changes.
- Communicates both orally and in writing with clients and others related to the initial and ongoing eligibility determination while maintaining confidentiality.
- Makes referrals to Social Service Workers as needed.
- Available for consultation when Social Workers and Supervisors have questions about eligibility.

#### Reporting Structure and Span of Control

The Eligibility Worker II will continue to be housed at the Family, Youth and Children's Division of the Human Services Department. The position will continue to be supervised by the Eligibility Supervisor and will not have the responsibility of supervising other staff.

#### Description of impact upon existing positions

This increase of .25 FTE will relieve workload for the other three Eligibility Workers and Supervisor, returning caseload sizes to a more manageable volume.

**If you are doing an add/delete, how is the work of the deleted position being absorbed? N/A**

**Description of any compaction issues?**

This change will not result in any compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

N/A

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	PCR Form #
Employment & Training	Katie Greaves	19-20-5

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*Employment & Training is requesting to extend three (3) Employment and Training Counselor positions in order to provide 1) Quick, business-focused assistance in response to layoffs and/or businesses closing, including layoff prevention; and 2) To provide re-employment assistance for workers who have lost their jobs because their employers' businesses have been destroyed and/or otherwise impacted by the fires. Funding to support these additional positions is provided by an Emergency Assistance Grant from the California Employment Development Department.*

*Please see the position detail form for additional information related to position changes.*

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be if request is assuming FEMA or Insurance Reimbursement)

Through June 2020

### Narrative Explanation of Fiscal Impacts

These positions will be supported by grant funding provided by the Employment Development Department through December 2019 and with CalWORKs and other WIOA funding for January through June 2020. These funds are already included in the 2019-2020 HSD proposed budget; therefore, there will be no fiscal impact to the HSD budget.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### Description of need and/or business case for request

The Tubbs and Nuns fires of 2017 created vast losses of business and residential properties and will continue to adversely affect jobs and the Sonoma County workforce as people scramble to find any available, affordable housing. In March 2018, the Sonoma County Workforce Investment Board (WIB) received an Emergency Additional Assistance Grant of \$3.2 million. The objectives of the grant are to provide services to job seekers and businesses that were affected and continue to be affected by the 2017 fires. The activities required in the grant include basic and intensive career services for job seekers as well as layoff aversion and rapid response services for employers.

In the most recent 12 month time period, the Business Services Team fielded 463 inbound business

inquiries, which is 54% higher than the year before. In the same time period, the Business Services Team has provided 18 Rapid Responses to businesses, which is 3 times the number of the year before. Additionally, Job Link enrolled 62% more job seekers in intensive career services in the most recent 12 months ending December 2018. The increased demand for workforce development services exceeds the capacity of existing Employment & Training staff to meet.

**Description of how the request will meet the need and/or business case described above**

The positions that are the subject of this PCR are necessary to carry out targeted outreach and service delivery to dislocated workers and at-risk employers who continue to feel the ripple effects of the 2017 fires, primarily stemming from the extreme shortage of affordable housing. These time limited positions will continue to support the anticipated ongoing increase in Rapid Response needs as cited above as well as career counseling, job search case management, training, and enhanced supportive services needed by dislocated workers to get back to work. As part of the grant's scope, Job Link will continue to make a concerted effort to train and place dislocated workers and other job seekers in the Building and Trades Industry, as the business community has made it clear that the jobs and the workforce that are most needed for the County's recovery are in Construction. The Board of Supervisors has made it clear that the rebuilding of Sonoma County is a top priority.

**Description of the alternatives that were analyzed**

Alternatives are to use temp agency staff or to use existing permanent staff which don't have capacity to carry out the work given our current workload.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



**Instructions:** Please complete the following for each position change being requested.

#### Classification Title(s)

*Employment & Training Counselor II*

#### Description of primary duties/responsibilities

The primary duties of these ETC's will include the following:

1. Assess client's employability and develop mutually agreed upon employment and training plans.
2. Assist clients in attaining self-sufficiency goals through counseling, vocational assessment, case management, providing motivation, and making referrals to various supportive services and community groups.
3. Develop and present orientations and seminars and facilitate groups.
4. Administer and interpret various tests.
5. Select and enroll clients in appropriate classroom and on-the-job training components.
6. Negotiate, contract and establish training agreements with training vendors.
7. Follow up on client's progress in programs.
8. Authorize appropriate payments; monitors and tracks expenditures; and participates in pilot and other special projects and assists in evaluating the effectiveness of these projects.
9. Provide recruitment assistance and layoff response to local business.

#### Reporting Structure and Span of Control

These three positions will be within Job Link to supplement staffing and supervised by Supervising Employment and Training Counselors. One Supervising ETC will supervise 2 Employment and Training Coordinators, and 5 Employment and Training Counselors. The other Supervising ETC will supervise 1 Employment and Training Coordinator, 1 Human Services Aide, and 5 Employment and Training Counselors.

In addition, under the Additional Assistance grant, an existing 1 Senior Office Assistant will be assigned to an Office Support Supervisor. This OSS will supervise 6 office support staff, including OAI's and SOA's. An existing Program Planning and Evaluation Analyst will be also be assigned to support these activities and will be supervised by one Program Development Manager, who also supervises 2 other PPEA's and 2 Supervising ETC's.

**Description of impact upon existing positions**

Without the new positions, deliverables will not be met within existing staff resources. The additional three positions will be divided amongst two supervisors to lessen the impact of additional staff on a single supervisor.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

There are no anticipated compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

Employment & Training has no vacant Employment & Training Counselor positions.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Human Service Department	Felisa Pinson	19-20-6

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

This request is to add 6.0 FTE to the Human Service Department’s Economic Assistance Division to support staff in assisting clients in a timely and efficient manner.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 716,044		
One-Time Expenses	\$ -		
<b>Total Expenditures</b>	<b>\$ 716,044</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund	\$ 23,773		
State/Federal	\$ 692,271		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 716,044</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

### Narrative Explanation of Fiscal Impacts

Based on California state guidelines on cost-sharing for Economic Assistance Programs, the additional cost of \$716,044 for 6.0 FTE’s of Eligibility Specialists II’s will be covered 96.68% by State and Federal funding sources CalFresh and Medi-Cal. The remaining 3.32%, or \$23,772.66 must be matched by county General Fund in order for HSD to draw down the State and Federal funds. HSD will absorb the General Fund match; no additional General Fund will be requested.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Since the expansion of Medi-Cal under health care reform, Sonoma has seen a large increase in overall case volume which has resulted in a growing backlog of active and pending applications. Due to vacancies in staff, Medi-Cal applications and renewals have been unable to be processed within the standards mandated by the Department of Health Care Services (DHCS). At the initial roll out of the Affordable Care Act, DHCS adopted a "hold harmless" policy with counties with regards to timely processing of applications and renewals; we have been notified that the hold harmless policy is no longer in place and counties will be held accountable for timeliness standards. To this effort, DHCS has begun focused reviews of Medi-Cal renewals completed for March 2018. Our county had 50 cases pulled and of those, 29 were not processed within the mandated timeframes. This could potentially lead to a corrective action plan from DHCS. Additionally, in reviewing our current RV backlog, we have over eleven thousand cases that are waiting processing, with over nine thousand outside of the timeliness standards. Without adequate staffing levels, we will continue to exceed the timeliness standards which could lead to corrective action plans and/or financial penalties with our Medi-Cal allocation.

From a pending perspective, we have nearly six thousand pending applications waiting for disposition. These are individuals who are in need in medical services and are unable to access care because of delay in processing. DHCS has mandated that pending applications are processed within 45 days and a majority of our cases are not meeting this standard. DHCS is monitoring this trend closely as a result of a lawsuit, *Rivera v. Douglas*, which states counties must take timely action on pending applications or inform the client of inaction. We are issued a weekly report by DHCS of cases that fall under the parameters of this lawsuit and must explain which cases require a Notice of Inaction (NOI) and which ones have been addressed. DHCS is working to get released from the lawsuit and therefore is monitoring county inaction closely.

Additionally, staff is not able to attend ongoing program refresher trainings due to the lack of staffing available to cover intake interviews and incoming calls to our service center. Without the refresher training and the ability to consistently process Medi-Cal cases, staff is making a high number of eligibility and procedural errors which impacts overall client service and could also lead to a corrective action plan from the State.

Without adequate ongoing staffing to address our backlogs and program deficiencies, we will continue to experience long phone wait times at our service center and be labored with thousands of individuals and families who are not receiving benefits.

In addition to Medi-Cal, Sonoma county is preparing for an expected increase in CalFresh applications due to the upcoming SSI Cash out that will be in effect the first of June. We are expecting up to 11,000 new people that will now qualify for the CalFresh program. That will increase the number of CalFresh applications that will be coming to our office, through the mail and online; due to the population of individuals on SSI, we expect to see an increase in overall case processing time as we work with newly eligible clients to obtain and provide eligibility verifications and longer interactive interviews with explaining the program to newly eligible individuals, thereby needing more staff and training.

#### **Description of how the request will meet the need and/or business case described above**

These positions will meet the need above by adding new staff available to take on the extended workload.

These changes could be seen within six months.

#### **Description of the alternatives that were analyzed**

There are private services in the community that can help people get temporary food assistance and help with emergent medical services, but we are the only ones that provide the medical coverage or access to food for people with low or moderate income. Therefore, the addition of these positions is the best way to meet the

needs of our community.

**Mandated services justification**

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

6.0 FTE Eligibility Specialist I-II

#### Description of primary duties/responsibilities

##### Eligibility Specialist

- Studies and applies principles and techniques of eligibility casework, receiving instruction and advice concerning office procedures, eligibility factors, casework methods, and welfare services; carries a caseload of clients.
- Learns to organize caseload and/or tasks so that case records and documents are processed and updated within specific time limits established by the department and state regulations.
- Interviews applicants/clients to obtain and/or verify financial, employment, tax, asset, and personal information in relation to the completion and clarification of the application forms upon which eligibility decisions are based; explains to recipients the conditions of continued eligibility; completes applications, takes sworn statements, and obtains signatures as necessary for Medi-Cal, private health insurance, and one or more additional public assistance and human service programs.
- Solicits and evaluates financial and personal information obtained from the client and other sources against applicable regulations to determine applicant needs and eligibility for Medi-Cal, private health insurance, and one or more additional public assistance and human service programs.
- Explains a variety of plan options, costs, and individual plan features provided through private health insurance.
- Evaluates clients for private health insurance, including Advanced Premium Tax Credits, and explains potential tax implications related to receiving eligible tax credits on yearly IRS tax filings.
- Meets regulatory, departmental, and automated system deadlines, in accordance with local, state, and federal compliance regulations, as well as internal performance standards.
- Determines the level of benefits to which clients are entitled by making complex mathematical computations and/or complex computer entries.

#### Reporting Structure and Span of Control

The Eligibility Specialist will continue to be supervised by existing Eligibility Supervisors. They will not have the responsibility of supervising staff.

#### Description of impact upon existing positions

By adding the above positions, a positive impact on existing positions is anticipated. It will relieve the workload and modify the duties of positions that have absorbed the extra workloads. We will be able to train our staff to process backlog work in preparation for CalSAWS in 2021 and we will be able to serve our clients in a timely and efficient manner, increasing overall employee morale and client satisfaction.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

This change will not result in any compaction issue.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

We are currently down 22 Eligibility Specialist due to promotions, transferring to other divisions/departments and cost of living in the area. We are hiring these positions to stabilize our staff as well as to prepare for the program and system changes that are coming to division and department.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services	Gary Fontenot x5931	19-20-7

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Add 1.0 Social Service Worker IV (time-limited through 6/30/2022) within HSD Adult & Aging Division.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 18-19	FY 19/20	FY 20-21
Ongoing Expenses		\$ 147,625	\$ 147,625
One-Time Expenses			
<b>Total Expenditures</b>		<b>\$ 147,625</b>	<b>\$ 147,625</b>
Funding Sources			
General Fund			
State/Federal		\$ 147,625	\$ 147,625
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ 147,625</b>	<b>\$ 147,625</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

Position will be time-limited through 6/30/22

### Narrative Explanation of Fiscal Impacts

The Social Service Worker IV position will provide support the newly funded APS HomSafe program starting on July 1, 2019 and ending on June 30, 2022.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### Description of need and/or business case for request

The need for safe, stable and affordable housing for seniors in Sonoma County continues to grow. As baby boomers age, the number of elders in Sonoma county is increasing. Many seniors are on fixed incomes and therefore struggle to keep up with the rising costs of housing. Current housing resources

are inadequate to meet the needs of older adults requiring housing assistance. This is especially true for elders who may be at risk of homelessness or who have been made homeless as the result of abuse, neglect or self-neglect. These elder and dependent adult abuse victims often have other risk factors such as physically frailty, isolation and poor health which further hinder their ability to resolve their housing needs independently. Individuals receiving General Assistance who need benefits advocacy and are homeless or at risk of homelessness also need additional assistance to navigate both the benefits and housing systems.

During the past 3 years, the Human Services Department Adult and Aging Services Division has addressed this growing issue with the implementation of several programs to address the housing needs of older adults and people with disabilities. In 2016, Human Services Department (HSD) and Community Development Commission (CDC) partnered on a program called Linkages to Senior Housing that was piloted for 18 months. That successful pilot, generously supported by the Board of Supervisors, was leveraged to apply for 2 grants. The California Office of Emergency Services (CalOES) funded a Victims of Crime Act (VOCA) grant in 2017 to provide emergency shelter to elder abuse victims in the Sonoma County Adult Protective Services program. HSD will be applying in a non-competitive application to continue this program through 2021. This board item requests that the Board approve a revised resolution required for CalOES compliance rules. In 2018, HSD applied through the California Department of Social Services (CDSS) for a program called the Housing and Disability Advocacy Program (HDAP). This program assists individuals who are homeless or at risk of homelessness and need benefits advocacy to receive assistance with both finding housing and applying for benefits (such as SSI, Veteran's benefits).

The Human Services Department has now been awarded a \$680,000 allocation by CDSS to implement a new pilot program called APS Home Safe. The purpose of this funding is to support the housing stability of elders and dependent adults who are being served by Adult Protective Services (APS). The Home Safe program is designed specifically for APS clients who are at risk of abuse, neglect, or self-neglect and also are recently homeless or are at risk of homelessness. Home Safe will provide intensive case management services, direct financial assistance for housing-related needs with a new Home Safe Social Worker IV position and a new Social Work Assistant position. Home Safe will contract with Sonoma County Legal Aid in order to provide housing-related legal advocacy for APS clients whose housing is jeopardized due to evictions. The goal of the program is to serve up to 150 older and dependent adults and provide housing assistance to assist those individuals at risk to avoid homelessness

#### **Description of how the request will meet the need and/or business case described above**

This position will enable the Human Services Department to implement the HomeSafe program as designed Human Services and presented to CDSS. The position will provide intensive, highly specialized housing related case management support to support to very vulnerable elders and dependent adults and help them navigate county and community services with the goal of preventing homelessness.

#### **Description of the alternatives that were analyzed**

Consideration was given to possibly contracting out this position to a community agency. However, additional analysis determined this was not a feasible option due to the fact that these HomeSafe clients also have active APS investigations. APS investigations and services are mandated by law to be confidential. APS investigations are also subject to changing circumstances and needs. The confidentiality required as well as dynamic nature of these cases requires a Social Worker IV who is trained as an APS investigator as well as a HomeSafe case manager. This position will still be able to leverage the resources in the community.

**Mandated services justification**

APS services are mandated by Welfare and Institutions Code 15600 et al.

If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.

**Classification Title(s)**

Social Services Worker IV

**Description of primary duties/responsibilities**

- Provide case management support to older and dependent APS clients
- Develop a service plan focused on the safety needs of the APS client
- Work with community housing partners to identify resources that assist the client in avoiding homelessness
- Work with the Continuum of Care to identify appropriate shelter resources when homelessness can't be avoided.

**Reporting Structure and Span of Control**

The Social Service Worker IV will report the to a Social Service Supervisor II

**Description of impact upon existing positions**

No impact

**If you are doing an add/delete, how is the work of the deleted position being absorbed?**

N/A

**Description of any compaction issues?**

There are no anticipated compaction issues

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

There are no vacant positions within APS.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services	Gary Fontenot x5931	19-20-8

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Add 1.0 Social Work Assistant (time-limited through 6/30/2022) within HSD Adult & Aging Division.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 18-19	FY 19/20	FY 20-21
Ongoing Expenses		\$ 108,485	\$ 108,485
One-Time Expenses			
<b>Total Expenditures</b>		<b>\$ 108,485</b>	<b>\$ 108,485</b>
Funding Sources			
General Fund			
State/Federal		\$ 108,485	\$ 108,485
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ 108,485</b>	<b>\$ 108,485</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

Position will be time-limited through 6/30/22

### Narrative Explanation of Fiscal Impacts

The Social Work Assistant position will provide support the newly funded APS HomeSafe (50%) and the Housing and Disability Advocacy Program (HDAP) (50%) starting on July 1, 2019 and ending on June 30, 2022.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### Description of need and/or business case for request

The need for safe, stable and affordable housing for seniors in Sonoma County continues to grow. As baby boomers age, the number of elders in Sonoma county is increasing. Many seniors are on fixed incomes and therefore struggle to keep up with the rising costs of housing. Current housing resources

are inadequate to meet the needs of older adults requiring housing assistance. This is especially true for elders who may be at risk of homelessness or who have been made homeless as the result of abuse, neglect or self-neglect. These elder and dependent adult abuse victims often have other risk factors such as physically frailty, isolation and poor health which further hinder their ability to resolve their housing needs independently. Individuals receiving General Assistance who need benefits advocacy and are homeless or at risk of homelessness also need additional assistance to navigate both the benefits and housing systems.

During the past 3 years, the Human Services Department Adult and Aging Services Division has addressed this growing issue with the implementation of several programs to address the housing needs of older adults and people with disabilities. In 2016, Human Services Department (HSD) and Community Development Commission (CDC) partnered on a program called Linkages to Senior Housing that was piloted for 18 months. That successful pilot, generously supported by the Board of Supervisors, was leveraged to apply for 2 grants. The California Office of Emergency Services (CalOES) funded a Victims of Crime Act (VOCA) grant in 2017 to provide emergency shelter to elder abuse victims in the Sonoma County Adult Protective Services program. HSD will be applying in a non-competitive application to continue this program through 2021. This board item requests that the Board approve a revised resolution required for CalOES compliance rules. In 2018, HSD applied through the California Department of Social Services (CDSS) for a program called the Housing and Disability Advocacy Program (HDAP). This program assists individuals who are homeless or at risk of homelessness and need benefits advocacy to receive assistance with both finding housing and applying for benefits (such as SSI, Veteran's benefits).

The Human Services Department has now been awarded a \$680,000 allocation by CDSS to implement a new pilot program called APS Home Safe. The purpose of this funding is to support the housing stability of elders and dependent adults who are being served by Adult Protective Services (APS). The Home Safe program is designed specifically for APS clients who are at risk of abuse, neglect, or self-neglect and also are recently homeless or are at risk of homelessness. Home Safe will provide intensive case management services, direct financial assistance for housing-related needs with a new Home Safe Social Worker IV position and a new Social Work Assistant position. Home Safe will contract with Sonoma County Legal Aid in order to provide housing-related legal advocacy for APS clients whose housing is jeopardized due to evictions. The goal of the program is to serve up to 150 older and dependent adults and provide housing assistance to assist those individuals at risk to avoid homelessness

#### **Description of how the request will meet the need and/or business case described above**

This position will support the implementation of highly specialized, time sensitive housing related services as designed in each client's service plan. This position assists the Social Worker IV to carry out the interventions as designed in the service plan. The HomeSafe program is designed to prevent homelessness and to help try to rehouse elders and dependent adults recently made homeless. These vulnerable, frail clients will need close support and guidance to meet each step of the plan and ensure they are successfully housed.

#### **Description of the alternatives that were analyzed**

The possibility of contracting out to a community agency was considered but not deemed feasible. All HomeSafe clients also have active APS investigations. These investigations are highly confidential and fluid. This position will work closely with the APS Home Safe Social worker, be privy to APS investigation information and need to be able to adapt to changing service plan needs.

**Mandated services justification**

APS services are mandated by Welfare and Institutions Code 15600 et al.

If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.

**Classification Title(s)**

Social Work Assistant

**Description of primary duties/responsibilities**

- Provide benefits advocacy to individuals at risk of homelessness or who are already homeless
- Provide hands-on support to clients in HomeSafe and HDAP to ensure they are able to successfully apply for housing opportunities
- Coordinate or provide transportation to medical, therapy and housing related appointments.

**Reporting Structure and Span of Control**

The Social Work Assistant will report to a Social Service Supervisor II

**Description of impact upon existing positions**

No impact

**If you are doing an add/delete, how is the work of the deleted position being absorbed?**

N/A

**Description of any compaction issues?**

There are no anticipated compaction issues

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

No vacant positions in APS

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>PCR Form #</b>
Human Services Department	Katie Greaves/Cindy Becerra	Supplemental 1920-1

- Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.
- Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

Request to add 2.0 FTE Employment & Training Specialists (ETS) and delete 2.0 FTE Eligibility Workers I/II (EW) to the Employment & Training Division, to support staff in assisting clients by allowing them to provide the same level of service regardless of whether the client is eligible to Welfare to Work services or not.

*Please see the position detail form for additional information related to position changes.*

One-Time Expenses			
<b>Total Expenditures</b>	\$ -	\$ 18,583	\$ 19,141
<b>Funding Sources</b>			
General Fund			
State/Federal		\$ 18,583	\$ 19,141
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	\$ -	\$ 18,583	\$ 19,141

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

- Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

*State the duration of Time-Limited Position Request: N/A*

**Narrative Explanation of Fiscal Impacts**

The change from swapping 2.0 FTE Eligibility Worker I/II's for 2.0 FTE Employment & Training Specialists are shown in the fiscal summary. A 3% COLA is assumed year over leave. The labor costs assume I-Step levels.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

To avoid having Eligibility Workers unintentionally work out of classification now that there is no longer an Eligibility only unit; we eliminated 5.0 FTE Eligibility Workers in the 2017 fiscal year lay-offs and only have the 2.0 FTE Eligibility Worker positions remaining. Previously, these workers comprised a unit of 7 Eligibility Workers that were limited to only providing case management to CalWORKs cases that are not eligible to Welfare to Work services. The 2.0 Eligibility Workers now have to be embedded in the unit with Employment & Training Specialists.

The Employment & Training Specialists provide both eligibility and Welfare to Work services to eligible CalWORKs participants. Whereas; Eligibility Workers can only determine eligibility. By swapping the 2.0 Eligibility Worker positions for the 2.0 Employment & Training Specialist positions, this will allow better customer service in situations like when changing a Welfare to Work client to a non-Welfare to Work client and vice versa. With no Eligibility Workers there is no need for clients to switch workers. Nothing we do is completely separate from Welfare to Work, especially with the addition of programs like the Home Visiting Initiative, Homeless Services Program, CalWORKs 2.0 initiative, etc. this change would eliminate the possibility of Eligibility Workers working out of classification.

Reduces supervisor workload created by making sure they distribute cases correctly to different job classifications.

Eliminates the worry of Eligibility Workers assisting clients that receive Welfare to Work services and therefore working out of classification. This is also a business need because it will allow more flexibility in our program while planning new initiatives and assigning the workload of staff. Again, this change will also increase our ability to provide excellent customer service.

Simplifies the hiring process. Instead of needing to recruit and hire from two different job classifications when filling vacancies in the eligibility series, we will only need to recruit for Employment & Training Specialists. This will save time and recruitment costs.

#### **Description of how the request will meet the need and/or business case described above**

The change in positions will meet the need by providing Employment & Training Specialists (ETS) that can determine eligibility for assistance programs (CalWORKs, CalFresh, and Medi-Cal), and provide Welfare to Work services such as; mental health services, domestic violence, child care, etc. Whereas, Eligibility Workers can only determine eligibility for assistance programs.

#### **Description of the alternatives that were analyzed**

Alternatives would be to hire for the 2.0 FTE Eligibility Worker vacancies and continue to have less flexibility in workers carrying out case management duties, risk workers working out of classification, and the increased workload of supervisors and recruitment strategies.

#### **Mandated services justification**

N/A

If position is related to Disaster Recovery, add the following, using the [FEMA Public Assistance and Policy Guide](#). Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.

N/A

**County of Sonoma**

**Program/Position Change Request (PCR) - Human Resources Detail**



**Instructions:** Please complete the following for each position change being requested.

**Classification Title(s)**

2.0 FTE Employment & Training Specialists

**Description of primary duties/responsibilities**

- Interviews clients to obtain and verify information needed to determine eligibility for assistance programs. (CalWORKs, Homeless Assistance, CalFresh, and Medi-Cal)
- Gathers information about client's social and behavioral barriers to employment, and to complete a history of the client's education and employment.
- Explains rules and regulations, processes forms, makes computer entries, computes budgets and authorizes benefits.
- Assigns client to program components, authorizes child care, transportation, and other ancillary services.
- Presents orientation session to prospective program applicants, providing motivation for client success, answers questions about program requirements, benefits, rules, regulations, rights, responsibilities, and time limits for the program.
- Tracks client's attendance in program activities, detecting and evaluating fraudulent situations and making appropriate referrals; processing overpayments and underpayments.
- Evaluates information obtained from client and other sources against complex regulations to determine eligibility and to assess barriers to employment; establishes initial goals with clients to lead toward self-sufficiency.
- Refers clients to appropriate agency or staff for assistance with problems such as drug/alcohol abuse, mental health, homelessness, domestic violence, learning disabilities or other legal problems; make referral to appropriate child care agency for assistance in locating child care.
- Confers with Employment & Training Counselors and other staff and community partners on a variety of issues and strategies related to client's progress, support and case management.
- Organizes case load so that case records and documents are processed and updated within specific time limit established by the department; maintains case records, including written narratives, forms and computer document in clear and readable format.
- Conducts interviews in home, hospitals, nursing homes or other community agencies; makes visits as needed; visits community based organizations to communicate with job coaches, provide additional contact with clients and agency staff, answer questions and provide additional information.

Participates in training, special projects, studies, work assignments, and committees.

**Reporting Structure and Span of Control**

The Employment & Training Specialist will continue to be supervised by Supervising Employment & Training Specialists. They will not have the responsibility of supervising staff.

**Description of impact upon existing positions**

The Employment & Training Division currently has 2.0 FTE Eligibility Worker I/II positions that are vacant. If the change is approved it will allow us to recruit and hire for the 2.0 FTE Employment & Training Specialists positions.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

There are no anticipated compaction issues.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

N/A - This is a request to swap the 2.0 FTE vacant Eligibility Worker positions to 2.0 FTE Employment & Training Specialist positions.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Information Systems Department	Dan Fruchey/Shane Lewis	25010123-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*Include a concise executive summary of the request, including any position changes that are being requested. This summary will be used as the executive summary of a potential Board item or as the request that will be presented to the Board during the budget process.*

The Integrated Justice System (IJS) is a critical, 24x7, enterprise case and records management system supporting more than 2000 users across 30 county/city/state agencies through a centralized data repository. IJS provides functionality designed to improve public and officer safety, reduce labor costs, provides real-time data sharing and accurate reporting capabilities.

To support the IJS modernization effort, Information Systems Department (ISD) proposes the creation of five positions: two Senior Programmer Analysts (Job Class 0129) and three Programmer Analysts (Job Class 0130). Salary/benefit costs of \$892,587, ongoing costs of \$72,068 (ISD, Risk Management, ERP, Training etc.) one-time costs of \$14,250 (workstations and computers) and software and software tools of \$21,095. These positions will provide technical expertise involving all aspects of the software development life cycle including direct interaction with business units, requirements gathering, system analysis and design, implementation, testing and application support.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 985,750	\$ 985,750	\$ 985,750
One-Time Expenses	\$ 14,250		
<b>Total Expenditures</b>	<b>\$ 1,000,000</b>	<b>\$ 985,750</b>	<b>\$ 985,750</b>
Funding Sources			
General Fund	\$ 1,000,000	\$ 985,750	\$ 985,750
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: N/A*

### **Narrative Explanation of Fiscal Impacts**

*Describe the following:*

*General Fund Impact*

*Impact to internal service rates affecting other departments*

*Impact to fees charged to the public*

*Ongoing and one-time program costs, including FTE space needs*

*Ongoing or one-time nature of funding sources*

*Any leveraged resources*

IJS provides the County justice partners their primary input, view and management for all Criminal, Civil and Juvenile information. This includes information necessary to make decisions such as whether individuals can be searched in the field, whether they can be arrested on a warrant, when to transport for court appearances, when to release them from custody or transfer to another jurisdiction, and how they should be supervised when placed on probation. IJS currently serves the following departments Sheriff's Office, Sheriff's Detention Facilities, District Attorney, Public Defender, Probation, Superior Court, Child Support Services, and city, state and federal law enforcement agencies. System modernization and ongoing interface development for all justice partners is estimated at approximately \$1M in FY 19-20 and \$986K for subsequent years.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

### **Description of need and/or business case for request**

*Describe need not currently being met by existing programs and/or the trigger that created the need/program change request and any new or changes program, including what services will be provided and/or changed.*

IJS was created in 1984 as a simple criminal court case management system that has evolved into a complex centralized enterprise system supporting all county Justice Partners including Sheriff, Probation, District Attorney, Public Defender, as well as local Law Enforcement and many more agencies. The benefits of integrating disparate agencies into a common, centralized system are numerous including reduced labor costs through process automation and eliminating redundant data entry as well as limiting county legal liabilities through real-time data sharing making data driven decisions possible.

Approaching 35 years of service, IJS is an aging system that is comprised of multiple generations of application development presenting a number of technical liabilities specifically due to old, outdated technologies. The primary relational database used by IJS is Informix which is not a commonly used product today. Informix has roughly a 3% market share and the county's primary risk with this product is support. As the result of a recent retirement, the county has been left with one full time employee with the skillset to support and maintain an Informix database that is the backbone of a 24x7 system. We have found additional part-time help out of Arizona to support Informix but were unable to find any support locally.

In addition, the primary applications that are used to manage the adult and juvenile detention facilities are text-based (no graphical user interface). These applications are written in COBOL and C, and are hosted on a Linux operating system. These outdated applications are difficult to maintain which increases development and

maintenance costs but more importantly, with an aging staff, finding resources that have COBOL/C experience is incredibly difficult as these languages have not been modern for many decades. Due to the restrictive nature of COBOL and C, we are unable to fully meet the operational needs of the customer as we are limited in the types of enhancements we can make to the applications.

Furthermore, the outdated technologies used by IJS are not in alignment with current county enterprise or industry standards. The Informix database and Linux operating system deviates from county enterprise standard of Microsoft products such as SQL Server and Windows and the applications written in COBOL/C deviate from web based industry standards such as Microsoft's ASP.NET.

Due to technical uncertainties stemming from outdated technologies, components of IJS are at a critical juncture. In order to meet the operational needs of the justice partners moving forward, mitigate existing technical liabilities, and continue to provide the benefits of a centralized justice system, it is imperative that IJS moves away from antiquated technologies and is modernized using current technologies.

### **Description of how the request will meet the need and/or business case described above**

*Describe the overall benefit of the request, including the management of any risk, mandated services, and whether or not it materially serves the Board's Strategic Priorities. Include timeframe for implementation, when improvements will be realized, and any outcome measures.*

This proposal addresses the staffing needed to undertake the modernization of IJS. The benefits that will be realized by the modernization effort are many with the primary benefits to follow:

- **Mitigate Risks**

- Outdated technologies produce certain levels of technical and staffing uncertainties; modern technologies will address these uncertainties allowing for continued innovation in meeting the operational and functional needs of the Justice Partners
- Limit County liability by maintaining data integrity across agencies
- Enhance public and officer safety through more efficient and intuitive applications

- **Leverage Current Technologies**

- Current technologies will expand our solution space allowing for robust system design incorporating the following technologies:
  - Web, Mobile, Document Management, GIS

- **Enrich User Experience**

- Use of a modern browser is a more intuitive user interface compared with existing text based system

- **Improve**

- User Productivity: Use of one application. Currently, a jail detention user will book a person in one system and will have to use another system to view the booking photo.
- Developer Productivity: modern tools provide significant time saving advantages when developing software compared to older technologies.
- Application Scalability: our ability to provide innovative solutions will expand giving flexibility in building out system functionality...we are limited in what we can do now.
- Recruitment Opportunities: much easier to attract developers with modern skill sets

- **Common Microsoft Platform**

- A single platform simplifies maintenance, development, training, and recruitments
- Reduces costs by leveraging a shared skill set across the development team

- **Enhance System Security**

- Security is integrated into modern technologies

The implementation plan will occur over three primary phases:

- **Phase 1: Convert Informix Database to Microsoft SQL Server**
  - Duration: 18 Months
  - Scope
    - Convert database (tables, triggers, stored procedures)
    - Convert applications to interface with new database
    - Report Conversion
      - Convert Crystal 8 reports to SQL Server Reporting Services (SSRS)
      - Rewrite document generation process to target Microsoft Word
    - Reconfigure services to interface with new database
    - Begin preliminary work for phase 2
- **Phase 2: Rewrite Linux based services and applications targeting Microsoft technologies**
  - Duration: 36 months
  - Scope
    - Primary Systems
      - Jail Management System
      - Juvenile Hall Intake System
      - Central Warrants
      - Known Persons
      - Criminal System
    - Sub-Systems
      - Job (report/task) Management System
    - Services (processes that run in the background without a user interface)
      - State warrant interface (CLETS)
      - Criminal Case Re-calculator (recalc)
      - Person Status Re-calculator (LentDaemon)
      - User Authenticator (JusticeD)
      - Fingerprint machine interface (Livescan)
    - Begin preliminary work for phase 3
- **Phase 3: Refactor windows desktop applications targeting Microsoft technologies**
  - Duration: 18 months
  - Scope
    - Applications
      - Probation Adult Caseload Management System (PacMan)
      - Juvenile Record and Caseload Management System (Jrs)
      - Criminal System (Criminal.net)
      - Administrative Tool (JesAdminNet)

Should funding be approved for this effort, work on phase 1 can begin within a few months of recruitments as new hires will need to be trained and acclimate to the system. Outcome measures can be drawn from the completion of the work outlined under the scope of each phase.

### **Description of the alternatives that were analyzed**

*How high of a department priority is this? Can the department make adjustments to accommodate the need?*

*What are the costs of using a consultant?*

*Does the private sector provide these services and if so, what is the market rate costs of the request?*

*If both the County and private sector currently provide the services, is expanding the County service the best approach to meet the need?*

*Is the addition of a County employee the only and/or best way to meet the service need?*

IJS modernization is a top priority for ISD as maintaining public and officer safety as well as limiting county legal liability are of primary concern. Current staffing levels cannot support the magnitude of this effort without additional recruitments to perform the work associated with modernizing.

IJS is a highly specialized system customized to meet the needs of the county's justice community. There are no off-the-shelf solutions that provide the level of automation and functionality as a replacement for this centralized system. In addition, the use of consultants was considered briefly with the hourly rate exceeding ISD's fully loaded hourly rate. When factoring in the additional costs of providing county resources that would be necessary to support consultants the cost would exceed that of an internal solution with the additional risk of losing the system knowledge when the contract ends affecting the ability to support and maintain the system with existing staff moving forward.

We believe that expanding current staffing levels to provide the resources necessary for this modernization effort is the most efficient way for ISD to achieve the goal of modernizing IJS and supporting and extending the system into the future.

### **Mandated services justification**

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

*Describe how this mandate cannot be met with existing staff/resources.*

*Describe how this request supports this mandate.*

### **If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

Programmer Analyst (Job Class 0130)  
Senior Programmer Analyst (Job Class 0129)

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

##### 2 FTE Senior Programmer Analyst – Job Class 0129

- Converts business objectives defined by technical managers and justice community partners into design documents for Programmer Analysts within the working group.
- In conjunction with Project Managers, makes decisions on appropriate software tools and technologies that will be used to build applications for clients. In particular, individuals in this role will make decisions related to incorporating new technologies to better meet the needs of clients including improvements in security, mobility, updated development architecture, interoperability with commercial applications, etc.
- Assumes responsibility for completing major software development goals within an assigned project. This may include defining scope, budgeting time and hours, defining appropriate staff to include on an effort, working directly with clients to understand business objectives and convert them into technical specifications for other team members, designing and building some of the more sophisticated components of software, and related work. Staff in this assignment require significant historical knowledge in the business requirements of the justice community.
- As lead for a project or major component of a project, coordinates work with technical staff from other ISD divisions, scopes work with contractors and vendors as part of the project and validates their deliverables, acts as a technical liaison with customers and their technical staff, tracks activity against project milestones, measures and reports on progress to Project Managers, clients, and process owners.
- Leads efforts of team of Programmer Analysts in completing work to design software code, reports, and documentation that supports the needs of the justice community.
- Trains, mentors, and verifies the work of Programmer Analysts and other junior members of a development team.
- Individuals functioning at this level have a deep knowledge of the business requirements of the justice community and the impacts of decisions in one area of the application set that will affect service to other constituents in the justice community.

##### 3 FTE Programmer Analyst – Job Class 0130

- Under direction from senior technical analysts and Project Managers, follows technical specifications to develop and test software applications requested by business partners.

- Handles routine design, coding, troubleshooting, and maintenance tasks associated with a development effort, seeking guidance and assistance from senior level staff and managers as needed.
- Tests completed software code against a variety of use cases to demonstrate the system can handle the many business requirements of the justice community such as case tracking, warrants, bail, custody and probation requirements, etc.
- Handles routine reports from customers for problem, change, improvement, and incident requests delivered through the ISD Service Desk.
- Interacts with customers in resolving most requests and making decisions on escalation to senior level analysts for non-routine issues.
- Participates with senior staff in customer meetings to understand their needs and translate their business requirements into software applications that automate manual activities.
- Creates metrics, reports, and tracking tools used by software applications to demonstrate effectiveness of the systems they design.
- Individuals at this level are acquiring greater knowledge on the role they fill in supporting the justice community according to specific business rules but may not yet have sufficient knowledge to correlate that knowledge with other aspects of serving the justice community.

### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

Both the Programmer Analyst (Job Class 0130) and the Senior Programmer Analyst (Job Class 0129) positions will report to an Information Systems Project Manager (Job Class 0143).

### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

The new positions will have an impact on current positions in a number of ways including training, workload, and potential for a change in duties. Regarding training, existing staff will need to provide on-going training so the new hires gain an understanding of IJS. It is not uncommon for a new hire to take up to one year before achieving independent productivity. With the additional positions, workload will remain constant for existing positions as a shift from court integration stabilization efforts winds down and new software development through modernization ramps up. A change of duties will likely occur for a number of existing positions as they will take on a more senior role and mentor the new positions. Depending on the aptitude of each individual, existing staff may see a shift in duties from system support towards new software development.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

### Description of any compaction issues?

*Will the proposed changes result in any compaction issues?*

No

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

The existing vacancies will only provide relief for supporting and maintaining the current system. Without new positions, there will not be enough resources to maintain IJS as it stands currently and absorb the amount of work required to modernize IJS.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Information Systems Department	Dan Fruchey/Shane Lewis	25010124-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*Include a concise executive summary of the request, including any position changes that are being requested. This summary will be used as the executive summary of a potential Board item or as the request that will be presented to the Board during the budget process.*

The Americans with Disabilities Act (ADA) and supporting regulations require all government entities that receive federal funding to provide equal access to services, electronic access to information is equally as important as physical access to individuals with disabilities. Information Systems proposes the creation of an internal team to work closely with Departments to proactively remediate all documents and web content to fully comply with related regulations and work closely with the Human Resources Department, ADA Committee, and County departments and agencies to focus on actively improving electronic documents, access, and service delivery. Workloads are anticipated to require up to 4 FTE's and gradual implementation will be recommended.

The internal team would include the following positions:

- 1 FTE Job Class 0154-Information Technology Analyst III
- 3 FTE Job Class 0152-Information Technology Analyst II

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 736,773	\$ 736,773	\$ 736,773
One-Time Expenses	\$ 11,400		
<b>Total Expenditures</b>	<b>\$ 748,173</b>	<b>\$ 736,773</b>	<b>\$ 736,773</b>
Funding Sources			
General Fund	\$ 748,173	\$ 736,773	\$ 736,773
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 748,173</b>	<b>\$ 736,773</b>	<b>\$ 736,773</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: N/A*

### **Narrative Explanation of Fiscal Impacts**

*Describe the following:*

*General Fund Impact*

*Impact to internal service rates affecting other departments*

*Impact to fees charged to the public*

*Ongoing and one-time program costs, including FTE space needs*

*Ongoing or one-time nature of funding sources*

*Any leveraged resources*

Historically the Board has authorized funds directly for departments to provide ADA services (e.g. Human Resources, General Services) and this has come from the General Fund. The goal is to reduce potential and significant enterprise wide litigation exposure for failure to comply with The Americans with Disabilities Act (ADA) and improve the County's ability to address the ever changing landscape of rules and regulations surrounding this issue. Should the CAO opt to address this through a direct General Fund allotment there will be no effect on customer rates and there are no fees charged to the public for this service.

One-time costs of \$11,400 are included to cover expenses for equipment necessary to perform the work. At present ISD has sufficient space to house the additional employee without changes to department footprint.

Ongoing costs of \$736,773 covers 4 FTE's including salary, benefits and software and services necessary to perform the work associated with the program.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

### **Description of need and/or business case for request**

*Describe need not currently being met by existing programs and/or the trigger that created the need/program change request and any new or changes program, including what services will be provided and/or changed.*

The Americans with Disabilities Act (ADA) and supporting regulations require all government entities that receive federal funding to provide equal access to services for individuals with disabilities. Electronic access to information and services is equally as important as physical access. Demand for information and services via the internet has grown exponentially over the last decade, reaching a much broader audience than would be possible through visiting the physical offices of government agencies.

The County of Sonoma recognizes a responsibility to serve citizens who experience obstacles in accessing information and services electronically. Significant effort is made to supply information in accessible formats including websites and electronic documents that are ADA compliant, closed captioning for videos published via the County's internet site, and related measures. Despite these efforts, the burden for providing accessible government information and services continues to grow and regulations for compliance have expanded as well.

Since 1998 a series of increasingly rigorous regulations have been introduced for improving electronic access to government programs and services. Most recently, new rules were published on January 18, 2017 that introduce specific new regulations to assist citizens who access government services electronically.

For many years the County has relied on external service providers to provide ADA training and support. Demands for assistance in this area are so great that the County would be better served by providing internal resources to train staff on ADA, evaluate and improve systems for delivering information and services electronically, remediate document and systems, and ensure compliance with regulations for delivering electronic access.

Historically all departments and agencies have been tasked with remediating their own electronic documents to maintain compliance with ADA regulations. Most departments have experienced significant difficulty in fulfilling this responsibility due to shortages in staff qualified to complete the work as these skillsets are in high demand. It requires extensive time and effort to remediate electronic documents and this often results in challenges in submitting documents in a timely manner, particularly for documents and web content that fall under Brown Act requirements.

Information Systems proposes to centralize this work, thereby creating efficiencies and reducing liability risk. All departments and agencies served by ISD would simply send their documents for remediation to a central ADA team of highly trained professionals who would complete the remediation and then route or post the documents as instructed by the requestor.

### **Description of how the request will meet the need and/or business case described above**

*Describe the overall benefit of the request, including the management of any risk, mandated services, and whether or not it materially serves the Board's Strategic Priorities. Include timeframe for implementation, when improvements will be realized, and any outcome measures.*

Information Systems proposes the creation of an internal technical team to work closely with the Human Resources Department, ADA Committee, and County departments and agencies to focus on actively improving electronic documents, access, and service delivery.

This proposal includes significantly improving efforts to meet newly introduced regulations and improve the effectiveness of service delivery in:

- Training - ADA concepts, skills, and techniques appropriate to the information systems, services, and technologies provided by the County. This will include formats such as presentations to internal staff, customized small group meetings, lab sessions, and workshops. Classes will include audiences of technical personnel in topics such as coding techniques, design, and analysis as well as non-technical audiences receiving more general information.
- Documentation – Develop instructional manuals, guidelines, tutorials, and other materials to support the overall ADA program. These will be available online as well as internally. Existing and new documentation will be placed on public websites to enhance ability of County to meet the compliance burden. This includes assistance to County entities who may not be currently utilizing the services of the central Information Technology department.
- Monitoring – Evaluation of the County's ADA program and its effectiveness against published standards. Many of the milestones for successful compliance require manual evaluation that cannot be provided by automated systems. Common tasks that cannot be evaluated by automated systems include a variety of evaluations for visual and auditory problems. Tests for color blindness, accuracy of closed captioning streams, and appropriateness of text-to-speech translations systems for the blind are common examples of this type of need.
- Compliance – Reviewing regulations for electronic systems and the manner in which they are applied are regularly updated. This team will keep informed on ADA issues and assist the County in staying current.

- Service Improvement – Assisting departments in the creation of electronic document templates that will require less remediation in order to publish and can also be more easily modified as future changes to the regulations occur.
- Evaluation – Review of existing electronic technologies, assistance with procurement of technology, validation that systems and software meet ADA requirements, etc.
- Remediation – Based on the complexity of remediation efforts and the level of demand, this team would remediate electronic documents on behalf of all County departments and agencies served by ISD as part of the normal services provided.

Once this staff is hired, improvements can be realized almost immediately. Metrics currently in place can be used as a basis to identify specific goals for improvement (volume of web pages meeting compliance standards, number of documents remediated, classes provided to personnel, etc.).

### Description of the alternatives that were analyzed

*How high of a department priority is this? Can the department make adjustments to accommodate the need?*

*What are the costs of using a consultant?*

*Does the private sector provide these services and if so, what is the market rate costs of the request?*

*If both the County and private sector currently provide the services, is expanding the County service the best approach to meet the need?*

*Is the addition of a County employee the only and/or best way to meet the service need?*

While ISD sees this as a high priority resources do not exist to absorb this within current budgets. Additionally ISD does not currently have anyone on staff with the appropriate mix of skills and expertise necessary to perform this work. This assignment is highly specialized and would require additional position allocations as described above and outside recruitment to bring the right individuals into the organization.

Consultant costs are comparable to ISD fully loaded hourly rates (approximately \$150 per hour) for basic services such as website evaluation, software evaluation, and document remediation. Outside of training, which is addressed below, basic efforts for software and website evaluation, document remediation, coordination with Human Resources and County Counsel for evaluating complaints, and related services would run to several hundred hours per year. This works out to approximately \$45,000 annually.

Additionally, in order to address basic training needs for the County, three to four ADA classes would need to be offered per month. Last fiscal year Human Resources was spending \$8,000 per course for outside vendors with 10-15 participants attending each class. This would translate into \$24,000-\$32,000 per month for training alone or \$288,000-384,000 annually if training services were provided by an outside organization at current rates.

The outside industry does provide these services and there are consultants with these skills. Through a recent RFP, four vendors with the appropriate mix of skills and experience were located and placed on contract. All of the firms offered rates at approximately \$150 per hour for direct services with training running significantly higher, at \$8,000 for a half day training.

We believe expanding County programs to incorporate onsite ADA expertise in house is the best way for the County to address the need in an affordable manner. Savings of approximately \$100,000 annually over vendor costs would be achieved by bringing these services in house. Beyond the directly comparable services provided by vendors, this would also allow the County to expand training offerings and also address less common needs that vendors have yet to offer. As an example, the County would currently benefit from providing training to staff in

remediating social media content however none of our vendors provide this service. They could make it available and would charge their hourly rates for time in developing curriculum before they could offer it.

Last year Human Resources and ISD performed an extensive nationwide search for vendors capable of providing the requested services. Four vendors were selected who have the ability to provide the combination of services the County is seeking. The County could work with these vendors to provide the necessary services. However, as described previously, costs to the County would increase \$100,000 annually over an internal coordinator. Additionally, were the County to use vendors for this purpose, internal costs would increase beyond this as staff time would be required to coordinate schedules and services offerings.

Even with training and support services provided by outside vendors, it does not address the needs of departments to find and retain individuals with these skillsets. Presently, it is estimated that approximately fifty County staff outside of ISD are engaged in this work at various levels of responsibility. Typically each department has at least 1-2 people involved with this effort and ISD serves as the provider of last resort, charging normal hourly rates for remediation when volume exceed capacity or staff leave an organization. The County could continue on its present course with increased levels of risk.

### **Mandated services justification**

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

*Describe how this mandate cannot be met with existing staff/resources.*

*Describe how this request supports this mandate.*

The County is required to comply with the Americans With Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973 (As Amended 29 U.S.C. 794(d)). The Americans with Disabilities Act was updated in 1998 and the Department of Justice is actively enforcing these regulations with local government agencies. Nearby cities (Santa Rosa and San Rafael) and counties (Humboldt and Merced) have been prosecuted in recent years for violations. Settlements have included fines, multi-year federal oversight, and the addition of permanent local staff to oversee compliance and remediation efforts.

In January of 2017 the federal government announced updates to these rules. Commonly referred to as the Access Board Update of 2017, the new regulations add additional ADA requirements to Section 508 of the Rehabilitation Act and Section 255 of the Communications Act. This extends the rules to include all types of technologies and electronic documents used by government agencies both for the public and employees (previous rules only addressed public needs). The rules are being phased in starting in January of 2018 with the result that the County's compliance burden has already increased. Initially ISD submitted this request two fiscal years ago and was declined. Last year the Board of Supervisors supported providing additional resources for this effort but due to budgetary constraints they instructed the CAO to work with the internal services committee to establish a methodology to fund additional ADA services. With the growing need and risks we are hopeful the request will be reconsidered this fiscal year.

In recent years ISD has increased training and exposure to ADA within existing technical staff in the hope that individuals with the right mix of demonstrated skills and abilities would emerge to take on this role. A key requirement for the coordinator (ITA III) is an individual with appropriate technical skills who also has demonstrated ability as a public speaker and trainer. The only individual who has emerged with the right skillset would take a significant pay reduction in order to fill this role and has declined the role on that basis. Additionally, ISD would need to replace this individual with a new Senior Business Analyst and work on billable activity would be halted until a new person could be hired and trained to take on the existing role. The end result would be

higher costs for the program and delays in processing other mission critical work but even this could be addressed if funding were made available.

Funding this effort within ISD provides the County with appropriate staff to improve fulfillment of legal mandates associated with the latest ADA and Communications Act regulations in a more coordinated manner. Staff in all departments and agencies would be relieved of the need to remediate documents themselves while the County still meets the obligation of compliance through a central resource. The County will be able to plan and update systems in a manner that complies with regulations once the requirements are better understood and will be able to update documentation to demonstrate compliance. Additionally, the County will be better prepared to monitor the regularly changing set of regulations associated with ADA and prepare proactively for changes to regulations.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

- 1 FTE Job Class 0154-Information Technology Analyst III
- 3 FTE Job Class 0152-Information Technology Analyst II

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

##### ITA III (0154)

- Serve as the lead analyst for individuals employed by ISD assigned to ADA remediation activities, providing training, support, and guidance to staff within ISD in general and specifically to the ITA II's assigned to take on specific responsibilities in this area.
- Plan, design, and train on electronic document templates to create efficiencies to reduce the manual remediation work required by department staff in order to publish remediated documents.
- Troubleshoots and assists computer users in resolving problems with ADA functions and features of hardware and software including browsers, desktop operating systems, application software, peripheral devices, mobile devices, and related technologies.
- Monitors the performance and functionality of hardware and software systems that require accessibility features and makes recommendations to correct problems or improve features.
- Tests the functionality of internally developed or commercial software applications and operating systems, writes evaluations of their functionality, and coordinates results of evaluations with clients and programmers to ensure corrections are completed.
- Develops documentation associated with electronic ADA efforts including testing plans, procedures, reports, specifications, workflows, operating instructions, training materials, and end user manuals.
- Coordinates projects or portions of projects and acts as a liaison with stakeholders among departments, clients, and outside organizations.
- Attends, participates, and leads a variety of meetings, seminars, committees, and workshops; maintains liaison efforts on electronic ADA issues with vendors, industry peers, professional organizations, educational groups, and regulatory bodies.
- Evaluates and analyzes the County's ADA program and its effectiveness against published standards.
- Acts as a technical resource to County and external agency staff in area of ADA specialty.

##### ITA II (0152)

- Create, modify, troubleshoot, and support remediated document templates for clients.
- Modify completed documents supplied by clients in common formats such as Adobe Acrobat and Microsoft Office to comply with ADA standards and guidelines.

- Publish remediated electronic documents as requested by clients to document repositories, websites, and social media platforms.
- Review remediation changes made by others to ensure they meet established standards and guidelines, modifying as needed.
- Review existing electronic documents published to electronic repositories, websites, and social media platforms and correcting as needed.
- Review internally developed and commercial applications to ensure their feature sets perform according to published ADA standards and guidelines. Report on results to lead analyst, software developers, and clients.
- Assists in organizational trainings on ADA standards, especially in hands on labs and design sessions.

### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

The Information Technology Analyst III (0154) and three Information Technology Analyst II's (0152) will report to an Information Systems Project Manager (0143).

### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

The ITA III will act as a lead analyst for evaluating and improving the County's delivery of ADA compliant electronic services and actively participate in service delivery. This position will not relieve workload directly but will significantly assist in improving the number of people trained in the ability to remediate documents, improving the quantity and quality of electronic documents published to the County website and other repositories. The individual in this role will assist the County in making best use of existing services to reduce risk and improve accessibility.

Individuals tasked with remediating documents will have better training and will be able to correct a greater proportion of documents with less assistance. Accuracy in remediation efforts will improve.

Once the program is established, cross training will occur to ensure the County has a dedicated resource and backup.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

### Description of any compaction issues?

*Will the proposed changes result in any compaction issues?*

No

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

Any vacancies in these two job classes are expected to be filled.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Information Systems Department	Dan Fruchey/Shane Lewis	25010141-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*Include a concise executive summary of the request, including any position changes that are being requested. This summary will be used as the executive summary of a potential Board item or as the request that will be presented to the Board during the budget process.*

To further implement the County's Digital Government initiatives and to expand use of online services for ease of access to government programs, services and information with citizens, external vendors and County Departments there is a growing need to digitize the multitude of paper forms currently routed through the County of Sonoma offices and agencies to reduce redundancy in processes across departments. Information Systems Department (ISD) proposes the creation of two positions, a technical position (Job Class 0154-Information Technology Analyst III) and a systems development position (Job Class 0155-Business Systems Analyst) providing consultation, workflow mapping, form design, electronic signature integration, data collection, data structure for analysis, and integration with the County's existing trusted system, OnBase, ACCESS Sonoma County and other enterprise systems.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 389,199	\$ 389,199	\$ 389,199
One-Time Expenses	\$ 5,700		
<b>Total Expenditures</b>	<b>\$ 394,899</b>	<b>\$ 389,199</b>	<b>\$ 389,199</b>
Funding Sources			
General Fund	\$ 394,899	\$ 389,199	\$ 389,199
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 394,899</b>	<b>\$ 389,199</b>	<b>\$ 389,199</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request: N/A*

### **Narrative Explanation of Fiscal Impacts**

*Describe the following:*

*General Fund Impact*

*Impact to internal service rates affecting other departments*

*Impact to fees charged to the public*

*Ongoing and one-time program costs, including FTE space needs*

*Ongoing or one-time nature of funding sources*

*Any leveraged resources*

A General Fund contribution of \$394,899 being requested to cover the Electronic Forms Digitization Program, to expand management of digital records online through the conversion of forms from paper to electronic format to improve efficiencies for all County operations. ISD's request is to cover staff salaries, benefits and overhead of two position allocations: 1.0 Business Systems Analyst (Job Class 0155) and 1.0 Information Technology Analyst III (Job Class 0154).

This proposal will have no effect on internal service rates or fees to the public. This is an ongoing request as extensive work exists to create forms and offer service efficiencies to benefit internal customers and the public.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

### **Description of need and/or business case for request**

*Describe need not currently being met by existing programs and/or the trigger that created the need/program change request and any new or changes program, including what services will be provided and/or changed.*

This will allow ISD to expand implementation of the County's Digital Government initiatives and use of online services for ease of access to government programs, services and information with citizens, external vendors and County Departments. There is a growing need to digitize the multitude of paper forms currently routed through the County of Sonoma offices and agencies to reduce redundancy in processes across departments. Well beyond the benefit of reducing paper and duplicating efforts, the overall time and cost savings achieved by automated routing, e-signatures, and securing these forms on a county wide basis will be substantial. The solutions that will be developed facilitate communications between departments, with citizens, and with external vendors and include measurement and reporting options on resulting data. Additionally, mobile accessibility is an industry standard that the county must embrace.

### **Description of how the request will meet the need and/or business case described above**

*Describe the overall benefit of the request, including the management of any risk, mandated services, and whether or not it materially serves the Board's Strategic Priorities. Include timeframe for implementation, when improvements will be realized, and any outcome measures.*

ISD will first pilot with county-wide used forms. ISD has been working with several departments, including ACCTC, HR, DHS, CAO and PRMD to identify priority forms that are suitable candidates for conversion. This program systematically addresses the hundreds of forms utilized throughout the County. Conversion of each form will require workflow analysis both within the originating department and between departments who are recipients.

Integration with applicable county enterprise systems including our trusted system will provide retention compliance, public access, and transparency.

The amount of staff time required for repetitive form based tasks throughout the County will be reduced for all forms which are automated in this program due to the elimination of manual printing, routing and signing of those forms. Improvements will be realized with each form conversion. Positive ROI is assumed and will be measured to assure program costs are justified.

Implementation Plan includes:

Conversion of internal and public facing forms to digital versions to improve quality of submittals and capture data for reuse.

- a. Inventory all publicly available forms and identify priorities for conversion
- b. Inventory all enterprise forms and set priorities for conversion
- c. Review forms for ease of use and mobile friendly capability
- d. Determine data capture and re-use opportunities for each form (eliminate redundant data entry)
- e. Convert forms to digital version and identify baseline automated workflows necessary for priority high volume forms

Immediate focus areas:

- a. Internal Service department forms, submittals, and approvals
- b. ESignature pilots to validate legal aspects of digital forms
- c. Public facing, high volume forms

The extent to which ISD will be able to provide access to these products and their resulting efficiencies is dependent on when the requested FTEs will be available for implementation and management. The ability for department stakeholders to work with ISD staff to define their workflow is equally important to the success of this program.

Should funding be approved for this effort the work can begin immediately pending the recruitment of personnel. Software that allows this to function has already been deployed.

#### Pilot Program Result

In FY 17-18 ISD ran a limited pilot program to demonstrate the capabilities and demand for this program. One of the initial pilots was recently completed and is being rolled out for Human Resources Risk Management. Each year Risk processes thousands of requests for reimbursement through the Staff Development and Wellness Reimbursement Program (<http://sonomacounty.ca.gov/HR/Benefits/Staff-Development/>).

ISD worked with Risk to improve workflow and convert the entire process to electronic forms. The process has been tested with payroll clerks throughout the County and demonstrated to County leadership at a recent DAHA meeting. Key elements of this successful pilot include:

- Paper Forms Eliminated - Employees fill out forms online from any computer or mobile device at any time from any location.
- Reduced Staff Time/Costs for Processing - Payroll clerks and department managers no longer need to process and approve paperwork, the requests flow directly to Human Resources staff for review and reimbursement. This significantly reduces manual processing through departments and eliminates delays that occurred previously when paper forms were sent between offices by the courier.

- Shortened Processing Time - Overall processing time has been reduced to days rather than weeks and reimbursement can occur as quickly as the pay period following submission (previously this took 4-8 weeks).
- Self-Serve Process - Employees can make and view the status of their requests online rather than working through payroll clerks or calling Risk and asking for updates on the process for their reimbursements.
- Reduced Document Retention Requirements - Human Resources management has stated that, since the entire process is based on electronic claims, this will eliminate ten banker's boxes worth of paper records annually that would otherwise have been stored at the Records Center.
- During the initial pilot project, cost reductions for Human Resources alone were estimated at \$210,000 annually through streamlined work. This did not include efficiencies created for departments who also reported significantly less effort on their part for completing this process.

### Description of the alternatives that were analyzed

*How high of a department priority is this? Can the department make adjustments to accommodate the need?*

*What are the costs of using a consultant?*

*Does the private sector provide these services and if so, what is the market rate costs of the request?*

*If both the County and private sector currently provide the services, is expanding the County service the best approach to meet the need?*

*Is the addition of a County employee the only and/or best way to meet the service need?*

ISD sees high value in improving the responsiveness of internal and external County business processes that also reduce costs. ISD has trained some staff in the creation of workflows and forms development to demonstrate the value of the program. However, ongoing development efforts are not funded and ISD will need to redirect staff to revenue generating activities in the coming fiscal year if the choice is made not to continue this effort beyond the pilot program.

It would be possible to use external consultants to perform similar work. Typically consulting costs run in the \$150-\$200 per hour range and, without internal knowledge of County technology and business processes, each project will take significantly longer than using internal staff.

Given the development costs associated with this work, ISD business partners have expressed an inability to fund this effort despite the business value they receive. However, business partners are willing to offer time and resources to assist with implementation as they see direct business benefit. Unless the County is willing to fund these projects centrally it is unlikely departments will be willing or able to fund additional projects directly.

### Mandated services justification

*Cite the statutory or regulatory mandate (ie, California Code section, California Code of Regulations, Code of Federal Regulations, etc) that mandates these services.*

*Describe how this mandate cannot be met with existing staff/resources.*

*Describe how this request supports this mandate.*

N/A

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

Information Technology Analyst III (Job Class 0154) and Business Systems Analyst (Job Class 0155).

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

##### 1.0 FTE Information Technology Analyst III – Job Class 0154

- Consults with current and proposed users on the design and feasibility of proposed forms including business purpose, workflow routing, process improvements and approval requirements; analyzes individual department needs as they relate to the workflow; identifies alternatives.
- Designs and participates in the development, modification, enhancement, testing, and implementation of the new forms.
- Evaluates application program interfaces needed to share forms data with other enterprise systems.
- Develops, coordinates, and provides documentation, end user and staff training, and orientation.
- Installs, maintains, and configures software using the cloud based tool and interface. Ensure security measures are followed to protect data in cloud.
- Troubleshoots and assists users in resolving problems with any workflow or software product updates.
- Creates or maintains system users groups, membership rights and security access for department automated forms.
- Coordinates projects or components of projects; acts as liaison between various department and outside contacts.

##### 1.0 FTE Business Systems Analyst –Job Class 0155

- Acts as a lead liaison and primary resource between department’s management and end-users to research, analyze, design, and maintain business forms to ensure optimal efficiencies for the County.
- Analyzes current and future departmental business needs and work flows for electronic documents and digital signatures requirements.
- Confers with representatives of customer departments regarding information systems capabilities, the feasibility of developing specific form, and the determination of business requirements and data storage needs.
- Communicates and documents proposed solutions and implementation details of system components to appropriate parties. This includes: Following the Software Development Lifecycle Protocol (SDLC), Identifies use cases, functional requirements, technical specifications, requirements traceability matrix (RTM), for programmer specification needed to code the eForm. Also creates test plan, training and rollout protocol for go live of new forms.

- Coordinates assigned projects that may include monitoring individual projects and compliance with applicable specifications, rules, regulations and retention laws related to department businesses.
- Works with EDMS solution to ensure integration and proper storage of eForms in the Sonoma County Trusted System.
- Plans, prioritizes, delegates and reviews the work of project staff; establishes and coordinates project schedules, and methods for achieving objectives; ensures that necessary plans and resources exist to smoothly transition into the new automated solutions.
- Develops and provides end-user documentation and training, marketing and media support documentation for employees, managers and citizens; coordinates staff training and development efforts.

### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

The Information Technology Analyst III (Job Class 0154) and Business Systems Analyst (Job Class 0155) will report to an Information Systems Project Manager (Job Class 0143).

### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

This is a new program so current positions will not be impacted.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

### Description of any compaction issues?

*Will the proposed changes result in any compaction issues?*

No

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

Any current vacancies in these job classes are expected to be filled.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Probation Department	David Koch	27011100-PC06

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

The Probation Department is requesting a General Fund contribution for a 1.0 FTE Probation Officer III to support DUI Treatment Court operations. The Probation Officer is an essential component of this evidence-based program, which provides comprehensive services for DUI offenders with one or two prior convictions and first-time offenders who exhibit high-risk behaviors.

Although this program almost exclusively treats offenders not subject to AB 109—California’s 2011 Public Safety Realignment legislation that shifted responsibility for supervising various types of felons from state to local jurisdictions—in FY 13-14, the Community Corrections Partnership (CCP) began allocating AB 109 funding to a Probation Officer III to support the overall goals of the County’s criminal justice system. However, due to current budget constraints in CCP funding and because this program serves offenders outside the realm of AB 109, Probation believes that it would now be appropriate for General Fund to support this program.

Please see the position detail form for additional information related to position changes.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 187,130	\$ 196,028	\$ 201,220
One-Time Expenses	\$ -		
<b>Total Expenditures</b>	<b>\$ 187,130</b>	<b>\$ 196,028</b>	<b>\$ 201,220</b>
Funding Sources			
General Fund	\$ 187,130	\$ 196,028	\$ 201,220
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 187,130</b>	<b>\$ 196,028</b>	<b>\$ 201,220</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

NA

**Narrative Explanation of Fiscal Impacts**

The CCP's recommended budget for this position in FY 19-20, including services and supplies, is \$187,130. As this position serves populations similar to those supervised by Probation's General Fund-supported Adult Supervision unit, this request is to fund all associated expenses, as detailed in the table above.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

The DUI Treatment Court is a recommendation of the Criminal Justice Master Plan, and the Probation Officer III requested here is an essential program component.

Program goals are as follows:

- Reduce recidivism among non-violent adult DUI offenders.
- Reduce alcohol abuse among non-violent adult DUI offenders.
- Increase the likelihood of successful rehabilitation through early, continuous, and intensive judicially supervised treatment, random alcohol/drug testing, and the use of graduated incentives and sanctions.

Ultimately, the goal is to help offenders become productive, law-abiding citizens, which in turn, improves public safety.

The program targets offenders with one or two prior convictions and first-time offenders who exhibit high-risk behaviors. It includes intensive supervision, weekly judicial reviews, continuous alcohol monitoring devices, and alcohol treatment services. An interdisciplinary team of Superior Court staff, treatment providers, representatives of the District Attorney and Public Defender offices, County treatment providers, judicial officers, and probation professionals administer the program. The DUI Treatment Court employs a four-phase, graduated treatment program of counseling, drug testing, incentives, and sanctions. Program participants attend counseling sessions, self-help meetings, and the County Drunk Driver Program and are subject to regular random drug and alcohol testing.

The Probation Officer's duties include monitoring compliance with conditions of probation, linking participants to county services, providing guidance to increase the likelihood of success, conducting random alcohol testing, and when necessary, arresting participants for violations.

Absent the DUI Treatment Court, high-risk DUI offenders could face incarceration, which in addition to being costly, has counterproductive consequences, such as separating offenders from their families and jobs. Alternatively, offenders could be subject to traditional probation, which would lack the coordinated, multi-disciplinary approach that can improve program success and better safeguard the community.

**Description of how the request will meet the need and/or business case described above**

In order to determine funding priorities, the Community Corrections Partnership (CCP) has adopted a framework that identifies programs according to the following tiers:

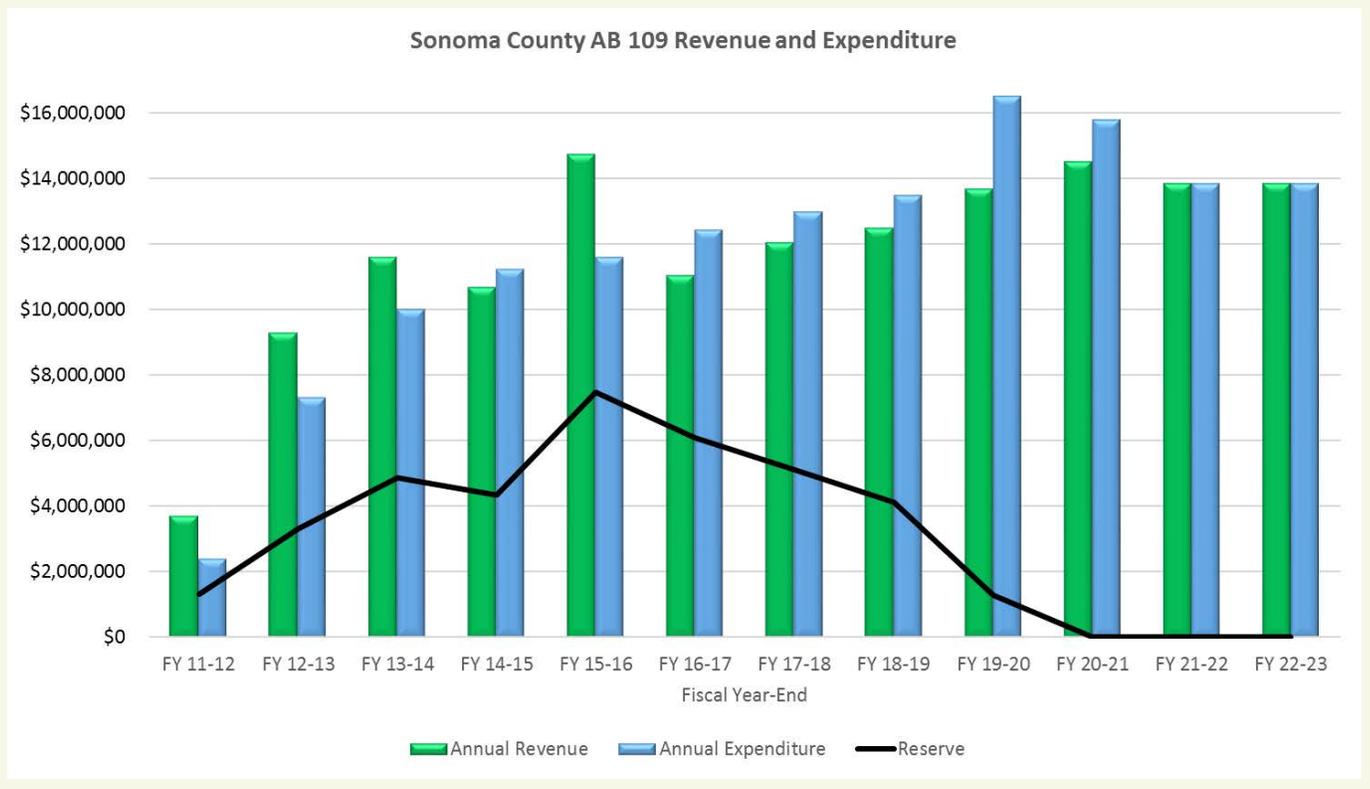
Tier 1: Specifically for realigned offenders.

Tier 2: Clearly assists with County’s criminal justice system overall, but may not directly or exclusively impact AB 109 offenders.

Tier 3: Provides ancillary benefits to criminal justice in Sonoma County.

The DUI Treatment Court is a Tier 2 program, as it assists the County’s criminal justice system overall but does not target AB 109 offenders.

During the FY 19-20 CCP budget deliberations in February 2019, the Sheriff’s Office requested an additional \$2.1 million in AB 109 funding for staffing a jail unit in recognition of the additional costs to house AB 109 realigned offenders. The CCP approved the additional funding for this Tier 1 program, in effect depleting existing AB 109 fund balance by the end of FY 19-20 (see chart below). This request alleviates the extreme impact of the FY 19-20 CCP budget to future program funding, as well as appropriately aligns funding sources with the populations being served, so that AB 109 funds may be dedicated to Tier 1 programs.



**Description of the alternatives that were analyzed**

As noted above, the DUI Treatment Court is evidence-based program that provides comprehensive services for DUI offenders, reduces unnecessary incarceration, and improves public safety, thereby producing savings across the criminal justice system. The alternative to funding this request is to jeopardize the viability of the program when AB 109 funding becomes insufficient to cover program costs. The program would not be able to operate as designed without the support of a Probation Officer III.

**Mandated services justification**

California Assembly Bill 109 (AB 109) is the cornerstone of the state's legislative efforts to reduce the prison population and close the revolving door of justice system involvement for individuals convicted of non-violent, non-serious, and non-sexual offenses. The Sonoma County Community Corrections Partnership developed its Public Safety Realignment Implementation Plan for AB 109 in accordance with the goals, guiding principles, and recommendations of the County's Criminal Justice Master Plan. Through implementation of AB 109 realignment, Sonoma County seeks to minimize the amount of time individuals are in custody for low-level offenses while taking steps to reduce recidivism, offer rehabilitative services, and enhance public safety.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

NA

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

No change to classifications.

#### Description of primary duties/responsibilities

No new positions being requested.

#### Reporting Structure and Span of Control

No change to reporting structure or program.

#### Description of impact upon existing positions

NA

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

No changes.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

No new positions being requested.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Probation Department	David Koch	27011100-PC11

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*The Probation Department is requesting additional General Fund contribution to support 3.0 FTE staffing at the Adult Day Reporting Center (DRC) program. This program provides comprehensive, evidence based/evidence informed services for both AB109 clients and formal probationers under community supervision. Since its inception, the DRC has been primarily funded by Community Corrections Partnership (CCP) funding (AB109 Public Safety Realignment) and has always served a mix of both AB109 and formal probation clients. Given the budget constraints facing the CCP, Probation has determined that this is the appropriate time to request a funding shift reflective of the populations being served by the program. The value of the existing General Fund proportion is \$240,787 in FY 19-20.*

Please see the position detail form for additional information related to position changes.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 419,906	\$ 419,906	\$ 419,906
One-Time Expenses	\$ -		
<b>Total Expenditures</b>	<b>\$ 419,906</b>	<b>\$ 419,906</b>	<b>\$ 419,906</b>
Funding Sources			
General Fund	\$ 419,906	\$ 419,906	\$ 419,906
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 419,906</b>	<b>\$ 419,906</b>	<b>\$ 419,906</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

### Narrative Explanation of Fiscal Impacts

The DRC FY 19-20 recommended budget is \$1,978,771 of which approximately \$1.535 million is for staffing (salary and benefits). Currently, direct General Fund supports to the DRC program are projected

to be \$240,787 in FY 19-20: 1.0 FTE of Probation Assistant providing services at the DRC is funded with General Fund, as is .30 FTE of the Adult Division Director II's and program support from a Program Planning and Evaluation Analyst equating to approximately .40 FTE. This integration, along with other indirect supports will be tracked more closely in years to come as the department continues to transition from AB109 Public Safety Realignment as the sole funding source to an appropriate mix of AB109 and General Fund resources. This request is to begin that blended funding approach by increasing General Fund support by \$419,906 in the coming fiscal year; representing the salary and benefit costs of 1.0 FTE Probation Assistant, 1.0 FTE Probation Officer II, and 1.0 FTE Probation Officer III. This additional support would bring the General Fund contribution to approximately 33% of the overall program costs.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

The Day Reporting Center (DRC), a key recommendation of the Criminal Justice Master Plan, is Sonoma County's hub of evidence-based programming for adult offenders reentering the community from jail or prison. The current form of the DRC took shape in January 2015, when Probation took over operations from a vendor. Probation now staffs the DRC along with co-located system partners and service providers, and delivers a broad range of services designed to stabilize offenders and reduce recidivism events. Further, the department continues to coordinate and integrate the DRC into general supervision activities, including using the DRC location to meet with and provide chemical testing services to formal supervision clients. Additionally, the department successfully secured two multi-year grants totaling \$4m for transitional housing of offenders returning to the community from periods of incarceration. Referrals to the housing services are managed by CCP funded staff, largely AB109 and formal probation clients through the DRC.

Cognitive Behavioral Interventions (CBI). CBI is an evidence-based practice developed by the University of Cincinnati Corrections Institute. CBI aims to change undesirable behaviors by examining and redirecting the thoughts and beliefs that underlie and precipitate those behaviors (the cognitive part), and simultaneously facilitates practicing and making habits of new skills and behaviors (the behavioral part).

Aggression Replacement Training (ART). The evidence-based ART curriculum promotes pro-social behavior by addressing factors that contribute to aggression. Participants learn pro-social skills, techniques to reduce and manage angry feelings, and explore moral reasoning scenarios that reinforce pro-social thoughts and choices.

Mental Health and Substance Abuse Assessment and Treatment. Embedded Health Services staff conducts substance abuse assessments. As appropriate, offenders are referred to outpatient substance abuse groups held at the DRC, residential treatment, or inpatient treatment. Health Services staff also conducts mental health assessments to ascertain offenders' needs for mental health stabilization, refers participants to appropriate community services, and screens candidates for CCP-funded transitional housing resources.

Employment Services. Embedded Human Services staff assists offenders in obtaining employment through individual assessments of their job skills, workshops, and individual guidance in job search techniques, resume writing, and interviewing skills.

Eligibility Services. Embedded Human and Health Services staff provides eligibility services to help DRC participants obtain public assistance benefits for which they may be eligible, including Medi-Cal, CalFresh, General Assistance, and Supplemental Security Income.

The DRC was designed to serve 150 participants. As of March 1 2019, the program is currently serving 161 participants, plus 8 additional reach-in participants in jail. From 2015 to 2017 almost half (44%) of DRC participants were not sentenced under AB 109, but were individuals on formal probation whose supervising POs referred them to the DRC for services. The sizeable majority of DRC participants are people who have been assessed as high-risk individuals through the Risk-Needs-Responsivity framework. Absent the services provided through the DRC, these high-risk offenders would not be provided supports necessary to effectively change their criminal behaviors.

#### **Description of how the request will meet the need and/or business case described above**

In order to address the known structural imbalance in ongoing AB109 funding and expenditures for existing programs, the Community Corrections Partnership (CCP) has adopted a framework that relies on Tiers in order to prioritize annual funding priorities:

Tier 1: Specifically for realigned offenders.

Tier 2: Clearly assists with County's criminal justice system overall, but may not directly or exclusively impact AB 109 offenders.

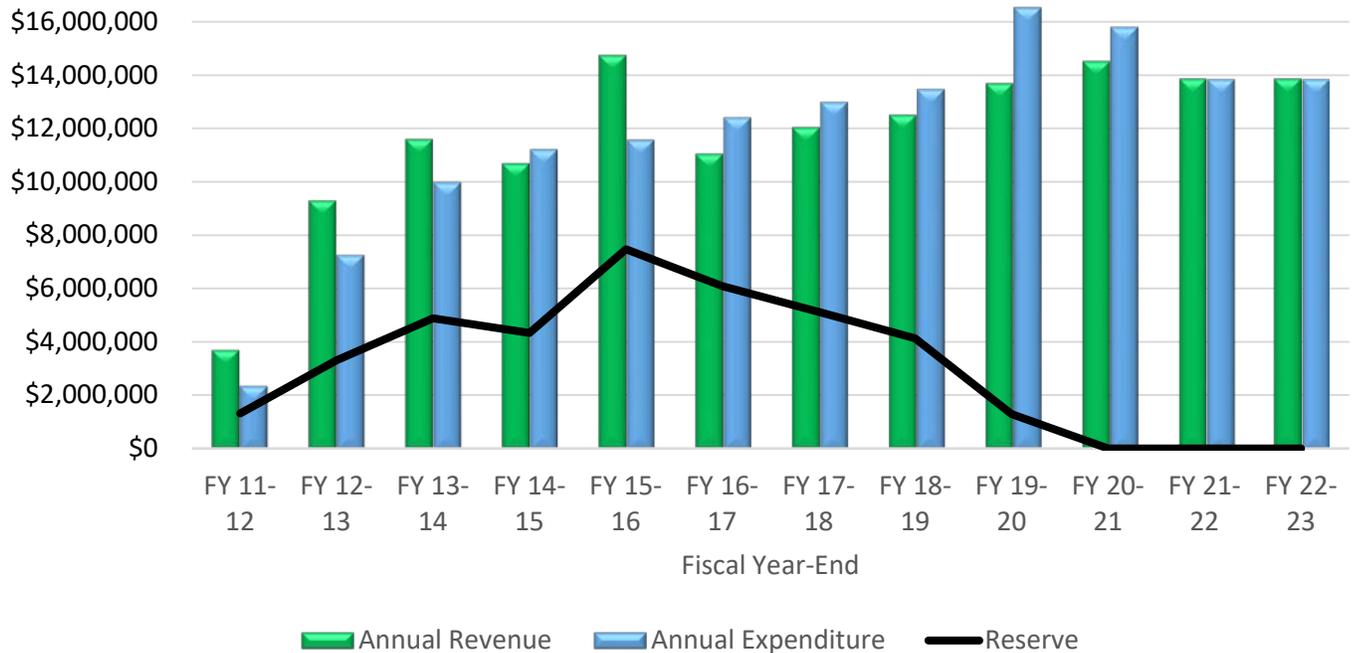
Tier 3: Provides ancillary benefits to criminal justice in Sonoma County.

The Day Reporting Center is in the Tier 1,2 as it's services are provided to a combination of realigned and other adult probation clients.

During the FY 19-20 CCP budget deliberations in February the Sheriff's Office requested an additional \$2.1 million in AB109 funding for staffing a jail unit, in recognition of the additional costs to house AB109 realigned offenders. The CCP approved the additional funding for the unit, in effect depleting existing AB109 fund balance by the end of FY 19-20 (see chart below). This request alleviates the extreme impact of the FY 19-20 CCP budget to future program funding as well as appropriately aligns

funding sources with the populations being served.

### Sonoma County AB 109 Revenue and Expenditure



#### Description of the alternatives that were analyzed

Behavioral Interventions, Inc. (BI) was originally selected through a competitive process to operate the DRC and began services in 2012. BI provided a balanced set of services for AB 109 offenders and other high- and moderate-risk probation clients. Unfortunately, the outcomes achieved raised concerns serious enough that the Detention Alternatives Subcommittee of the Community Corrections Partnership recommended not renewing the BI DRC contract. Sonoma County was one of thirteen California counties contracting with BI for day reporting centers. As such, BI clearly offered an approach in wide use in the state, but it is not the only approach. Five California counties operate their own day reporting centers, and one operates it in partnership with a contractor. Additionally, five more counties operate targeted reentry programs that serve much of the same purpose as day reporting centers but are focused on offenders returning to their communities after incarceration. In the move to a Probation-operated DRC, Sonoma County joined a sizeable group of California Probation Departments providing day reporting and targeted reentry services in-house, in collaboration with community partners.

If adequate funding of the DRC is not identified,

#### Mandated services justification

California Assembly Bill 109 (AB 109) is the cornerstone of the state’s legislative efforts to reduce the prison population and close the revolving door of justice system involvement for individuals convicted of non-violent, non-serious, and non-sexual offenses. The Sonoma County Community Corrections Partnership (CCP) developed its Public Safety Realignment Implementation Plan for AB 109 in accordance with the goals, guiding principles, and recommendations of the County’s Criminal Justice Master Plan (CJMP). Through implementation of AB109 realignment, Sonoma County seeks to minimize the amount of time individuals are in custody for low-level

offenses while taking steps to reduce recidivism, offer rehabilitative services, and enhance public safety. Many felony probationers sentenced by local courts present with similar risk and need levels necessitating use of behavioral interventions and services proven to reduce recidivism. It is appropriate they access these programs at the Day Reporting Center.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

# County of Sonoma

## Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

### Classification Title(s)

*NO change to classifications.*

### Description of primary duties/responsibilities

*No new positions being requested.*

### Reporting Structure and Span of Control

*No change to reporting structure or program.*

### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*No changes.*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*No new positions being requested.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Probation	David M Koch	27011100-PC13

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

*Include a concise executive summary of the request, including any position changes that are being requested. This summary will be used as the executive summary of a potential Board item or as the request that will be presented to the Board during the budget process.*

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses		\$ 777,968	\$ 777,968
One-Time Expenses	\$ 777,968		
<b>Total Expenditures</b>	<b>\$ 777,968</b>	<b>\$ 777,968</b>	<b>\$ 777,968</b>
Funding Sources			
General Fund	\$ 777,968		
State/Federal	\$ -	\$ 777,968	\$ 777,968
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 777,968</b>	<b>\$ 777,968</b>	<b>\$ 777,968</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

### Narrative Explanation of Fiscal Impacts

The FY 2019-20 Recommended Budget for the Pre-Trial Services program includes appropriations of \$2.35M for 4.0 FTE Sheriff's Office Assessment staff, 5.0 FTE Probation Supervision staff, electronic monitoring contract services, and clinical services. The program has been fully funded by the Community Corrections Partnership's AB 109 Realignment funds since its inception in January 2015, despite serving a clientele that is less than 1% AB109 realigned offenders. This request is that the General Fund begin a blended funding approach by increasing General Fund support of the Probation staff assigned to this program in the coming fiscal year by \$777,968; 1.0 FTE Sr. Legal Processor and 3.0 FTE Probation Officer III. This request is approximately half the amount previously

identified for General Fund by the CCP in the May 8, 2018 FY 18-19 CCP Budget presentation to the Board [https://sonoma-county.granicus.com/MetaViewer.php?view\\_id=2&clip\\_id=784&meta\\_id=242239](https://sonoma-county.granicus.com/MetaViewer.php?view_id=2&clip_id=784&meta_id=242239)  
 As discussed elsewhere, if Senate Bill 10 (SB10) is enacted in November 2020 a full fiscal and programmatic recommendation will be developed in conjunction with County criminal justice partners and the Court. As such this request is for a One Time contribution from General Fund.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

Sonoma County's Pre-Trial Services program serves a core criminal justice system function by providing universal front-end screening for all persons booked into jail. Pretrial uses risk-based release decisions to reduce unnecessary incarceration and protect public safety. A risk assessment is completed on all eligible individuals to measure the likelihood of pretrial failure, including failure to appear for Court and/or incurring a new criminal charges during the pretrial stage. The Court utilizes this assessment to inform defendant release or detention decisions and to determine appropriate levels of Pretrial supervision. Once an individual is granted Pretrial release by the Court, he or she is then supervised by a Pretrial Probation Officer to ensure law-abiding behavior and appearance for Court hearings.

As communicated to the Board on May 8, 2018, future AB 109 state revenue is projected to be insufficient to provide ongoing funding for this program. Because this program impacts a broader population than just AB 109 realigned offenders (< 1% of Pretrial defendants are AB 109 offenders), the CCP proposed transitioning funding from AB 109 Realignment to the General Fund in a phased approach over three fiscal years. The recommended FY 19-20 budget currently reflects AB109 continued funding of the program, however this level of funding has been severely impacted by recent developments, and it is the Department's recommendation that some costs associated with the program begin to shift in the coming fiscal year.

Senate Bill (SB) 10 would effectively eliminate cash bail and replaces the system with Pretrial Assessment Services, using a validated risk assessment tool, as well as community supervision services. The Probation Department would be responsible for these services, and as written SB10 identifies some level of funding support, to be distributed through the local court. Based on CCP budget realities noted below, in order to maintain this vital program while the fate of SB10 is decided by voters in November 2020, it's become more urgent that a portion of the cost of this program be transitioned to General Fund.

#### **Description of how the request will meet the need and/or business case described above**

In order to address the known structural imbalance in ongoing AB109 funding and expenditures for existing programs, the Community Corrections Partnership (CCP) has adopted a framework that relies on Tiers in order to prioritize annual funding priorities:

Tier 1: Specifically for realigned offenders.

Tier 2: Clearly assists with County's criminal justice system overall, but may not directly or exclusively impact AB 109 offenders.

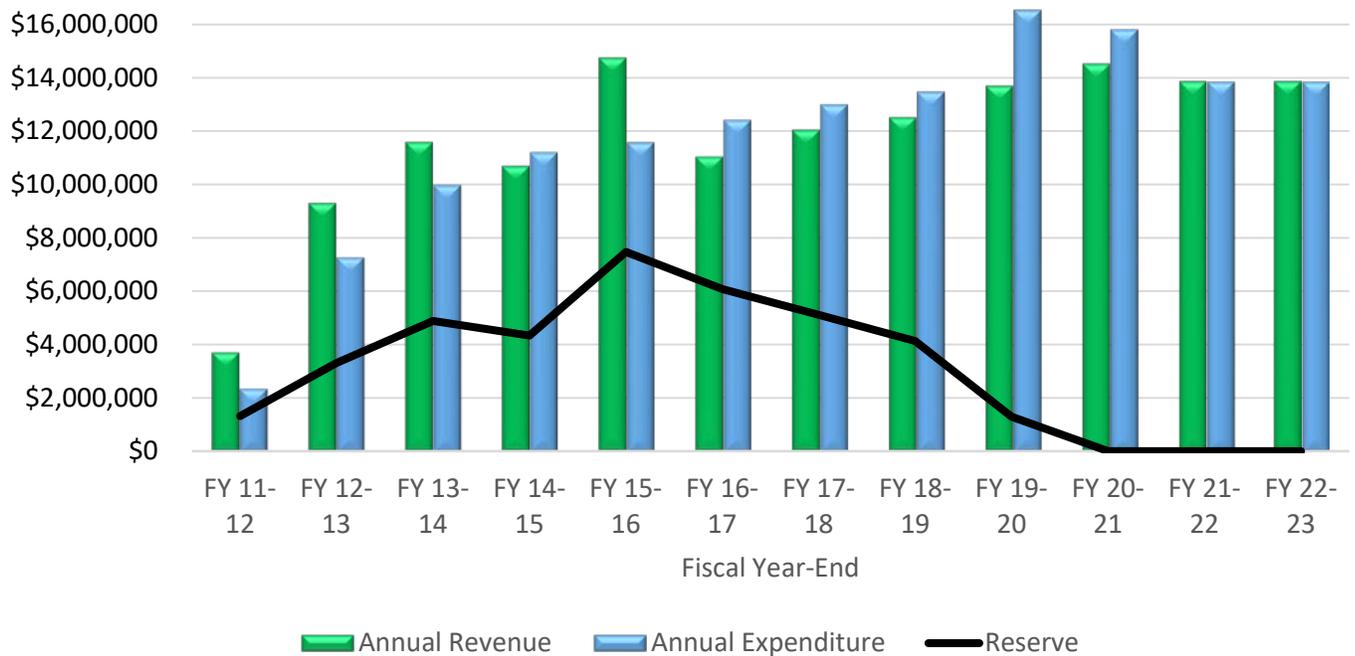
Tier 3: Provides ancillary benefits to criminal justice in Sonoma County.

The PreTrial program is in the Tier 2 as its services are provided to realigned offenders, but are almost exclusively provided to other adult probation clients.

During the FY 19-20 CCP budget deliberations in February the Sheriff's Office requested an additional \$2.1 million in AB109 funding for staffing a jail unit, in recognition of the additional costs to house AB109 realigned offenders. The CCP approved the additional funding for the unit, in effect depleting

existing AB109 fund balance by the end of FY 19-20 (see chart below). This request alleviates the extreme impact of the FY 19-20 CCP budget to future program funding as well as appropriately aligns funding sources with the populations being served.

**Sonoma County AB 109 Revenue and Expenditure**



**Description of the alternatives that were analyzed**

As noted above, the PreTrial program utilizes a risk-based assessment to reduce unnecessary incarceration and protect public safety, thereby producing savings across the criminal justice system. The alternative to funding this request is to jeopardize the viability of the program when AB109 funding is insufficient to cover the costs associated with the program.

Staffing is already near the minimum acceptable level for the workload, and any reductions to staffing may result in an increase to violations or new crimes committed by PreTrial clients, and therefore diminished public safety.

**Mandated services justification**

California Assembly Bill 109 (AB 109) is the cornerstone of the state’s legislative efforts to reduce the prison population and close the revolving door of justice system involvement for individuals convicted of non-violent, non-serious, and non-sexual offenses. The Sonoma County Community Corrections Partnership (CCP) developed its Public Safety Realignment Implementation Plan for AB 109 in accordance with the goals, guiding principles, and recommendations of the County’s Criminal Justice Master Plan (CJMP). Through implementation of AB109 realignment, Sonoma County seeks to minimize the amount of time individuals are in custody for low-level offenses while taking steps to reduce recidivism, offer rehabilitative services, and enhance public safety.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



Department Public Defender

Department Contact Trisha Griffus

Hyperion PCR ID #  
PC-04

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

The Law Office of the Public Defender requests 1.0 FTE full-time benefited Legal Secretary II to provide support to the investigation unit and legal support staff in obtaining and processing electronic discovery including body worn camera video and other documents required to represent Parolees, Post Release Conditional Services and Clients on Mandatory Supervision.

*Please see the position detail form for additional information related to position changes.*

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 96,681		
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 96,681</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ 96,681		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 96,681</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*State the duration of Time-Limited Position Request:*

### Narrative Explanation of Fiscal Impacts

Funding for this position has been approved by the Sonoma County Community Corrections Partnership (CCP) in coordination with the Public Defender Revocation Fund. The selected individual will use existing desk space within the Public Defender's main office where existing equipment will also be utilized. The Salary and Benefits of the position will not impact the General Fund.

The Department also receives CCP funding for the equivalent of 1.0 FTE Attorney and 0.5 FTE. Each year, the Revocation fund has provided the majority of the funding and the Department has not required the full funding of

the CCP. In FY 17-18 the Department Revocation Fund covered the full amount of the reimbursement of \$160,087. In the Current FY18-19, the revenue in the Revocation Fund is estimated to cover more than 80% of the expenses.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

AB-109, transferred responsibility for supervising certain kinds of felony offenders and state prison parolees from state prisons and state parole agents to the county jails and probation departments and also to the County Public Defender's offices. Now that those clients are served in our local jail, they require assistance with modifications, representation of violations and all other manner of services.

In addition, there is a substantial increase in electronic documentation and records processing, including body worn camera footage that is now a regular part of our daily activity. Access to this information imperative to effective assistance of counsel.

We currently have only one support staff (a Legal Secretary II) assigned to the investigation team. That one person takes care of all the discovery requests made after the initial arraignment.

#### **Description of how the request will meet the need and/or business case described above**

This position will work directly with the investigation unit to obtain, file and document receipt of electronic and paper discovery. This will improve the timely access of information to the attorneys and investigation staff.

#### **Description of the alternatives that were analyzed**

There is a back-log of approximately 6 months of filing which needs to be scanned into the case management system. The current workload is unmanageable by one person and the Legal Staff Supervisor, Senior Investigator, and Administrative Services Officer has been assisting in the request and filing of those electronic files.

The back-log of filing and increase of workload will increase without the additional position.

#### **Mandated services justification**

Gov. Code 27706

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

*Why is a position needed, rather than contract services?*

*How will the department track the reimbursable activities of the position?*

*How will the department ensure that the incumbent is not doing regular/routine departmental work?*

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Legal Secretary II

#### Description of primary duties/responsibilities

- Completing official forms to request information including release of information, subpoenas, medical records request and law enforcement request forms.
- Maintaining electronic documents in appropriate files.
- Scanning and categorizing discovery/legal documents and evidence.
- Timely filing of incoming discovery documents received by paper or electronic email. Notifying the appropriate attorney, investigator or manager of their arrival.
- Tracking the status of requests to ensure response in a timely manner.
- Phoning records managers and others to inquire on the status of requests or to obtain procedures for the requests.

#### Reporting Structure and Span of Control

This individual will be using an existing cubicle and equipment in our main office at 600 Administration Drive. He or she will be reporting directly to the Senior Investigator who is also responsible for the supervision of 7 full-time investigators and 1 full-time legal secretary, making the span of control ration 1/9.

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

This position will relieve the workload of the legal secretary II working in the investigators unit as well as the Sr. Investigator who is currently the only back-up to that employee. It will also relieve additional support staff who process the electronic discovery received by email. Currently the Legal Staff Supervisor and Administrative Services Officers have been performing those duties due to the increasing workload of all our divisions.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

Not applicable.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

The Law Office of the Public Defender does not maintain vacancies. We fill every position. A management report was completed in 2012 (The Harvey Rose Report). In it a description of our caseload to employee ratio determined a staffing shortage of up to 11 attorneys based upon national standards. Since that time, 2 attorney positions were recovered after prior budget cuts, and the Board has approved 1 attorney for the addition of a courtroom, and 1 other to meet the department's need to effectively represent clients with immigration consequences resulting from criminal charges. In addition that report states that the management staff are hindered by a continued requirement to carry full caseloads themselves, making them less available to staff. It is estimated that we are still under-staffed by as many as 6 attorneys to meet the national caseload standards.

Support staff is also understaffed and continue to take on the additional responsibilities resulting from the Superior Court's change in procedures due to their new case management system and the increase of electronic records, body worn cameras and data entry required by our own case management system installed in 2015.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	PCR Form #
IOLERO	Karlene Navarro	32010100-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

IOLERO is requesting funds for a temporary, extra-help Community Engagement Coordinator. Community engagement efforts consume the vast majority of IOLERO staff time and IOLERO has now begun to receive audits from the Sheriff's Office. In order to give the audits the appropriate level of review and resources, the office is in need of a Community Engagement Coordinator to establish the department's new and improved community engagement model. The new director wants to improve the department's community engagement efforts. This will entail establishing a better community outreach model for the office in order to maximize contact with the community-at-large and make the community aware of IOLERO's services. An improved community outreach model will enable the department to better understand the needs/viewpoints of the community and what policy recommendations may be appropriate – based on the feedback from the community-at-large and also trends gleaned from the audits.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 17-18	FY 18-19	FY 19-20
Ongoing Expenses			
One-Time Expenses			\$ 40,000
<b>Total Expenditures</b>		\$ -	<b>\$ 40,000</b>
Funding Sources			
General Fund			\$ 40,000
State/Federal			
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited (must be If request is assuming FEMA or Insurance Reimbursement)

At this time, this request is for the 2019-2020 fiscal year only.

### Narrative Explanation of Fiscal Impacts

Having a Community Engagement Coordinator will free up a significant amount of time for IOLERO's Director and Administrative Coordinator. The granting of this request will most greatly impact the service rate to our audits by allowing us to process them in a more thorough, timely and effective manner. However, it will also affect our overall service rates by allowing IOLERO staff to focus on our other projects such as the development of a case-management system which is important and time-sensitive in light of the incoming audits. Additionally, it will allow the IOLERO staff to continue scheduling and meeting with stakeholders throughout the county (examples include but are not limited to La Luz, Community Action Partnership and the Deputy Sheriff's Association), attending trainings (examples include but are not limited to internal affairs, community policing and NACOLE trainings), focus on updating and improving IOLERO's brochures and website, marketing/advertising of our services, collaborations with other departments such as the Sheriff's Office and Public Defender, day-to-day tasks like bill-paying, payroll and the preparation of the annual report.

The amount of funds request is only for salary and benefit-related costs. IOLERO will absorb the cost of office space/general services and ISD services.

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

#### **Description of need and/or business case for request**

IOLERO has now begun to receive audits from the Sheriff's Office. As such, we must focus our primary attention on auditing and case management. This will greatly reduce our service rate to community engagement which is an important and necessary component of our department and mandated by Ordinance No. 6174. At this time, the department's community engagement includes IOLERO's monthly community meeting held in different venues throughout the county such as Sonoma Springs Community Hall and the Guerneville Regional Library. **Currently, this monthly meeting is required by the Community Advisory Council's (CAC) bylaws and it would be extremely challenging to reduce or eliminate the monthly meetings. However, reduction of the frequency of these meetings may be revisited depending on community attendance at the next seven monthly meetings.**

The new director wants to focus the department's community engagement efforts in a new model, i.e., "IOLERO goes to the community" rather than asking the community to "come to us at a monthly meeting." As such, community engagement efforts also includes IOLERO's presentation and presence at community events, examples of which include but are not limited to the Cinco de Mayo Festival and the Healthy Mind/Healthy Body Fair both in Roseland and Cloverdale's Senior Health Resource Fair.

Recently while the director was presenting at the Healthy Mind/Healthy Body Fair in Roseland, she was approached by representatives from California Rural Legal Assistance. The representatives were excited to establish contact with IOLERO. They expressed that their organization regularly receives complaints about the Sheriff's Office, but did not previously know about IOLERO and felt helpless to adequately help their clients with solutions. This experience highlights the importance of improving the department's community outreach efforts.

#### **Description of how the request will meet the need and/or business case described above**

If this request were granted it would allow IOLERO staff to better fulfill the mandates set out in Ordinance No. 6174 intended to fulfill your Board's vision of strengthening the relationship between the Sheriff's Office and the community it serves through audits, community outreach and policy recommendations.

#### **Description of the alternatives that were analyzed**

Community Engagement is a top department priority for IOLERO. This request is for a part-time, temporary Community Engagement Coordinator to improve and establish IOLERO's community engagement model while the new IOLERO staff simultaneously becomes facile with the department's other immediate needs such as

conducting audits and case management (in addition to the other projects/duties referred to above like stakeholder meetings, updating the website and brochures, etc.). Assuming, by this time next year, IOLERO staff will be seasoned at conducting audits, the case management system is up and running, and improved community engagement efforts have been established, the current staff will be able to re-assume the community engagement work and this temporary position will no longer be needed.

The alternative to hiring a temporary, part-time Community Engagement Coordinator is for the current staff to reduce the department's service rate to community engagement while we focus on auditing, etc. However, this alternative would have a negative effect on the department's ability to achieve community outreach reducing the department's ability to make the community aware of IOLERO's services (as noted with California Rural Legal Assistance), draw feedback from the community about their perceptions of and experiences with the Sheriff's Office (good and bad), learn more about the level of community policing actually happening on the street, and where the community feels our efforts should be focused in order to strengthen the relationship between the community and the Sheriff's Office.

### **Mandated services justification**

Ordinance No. 6174 was established by your Board to strengthen the relationship between the community and the Sheriff's Office by conducting audits of complaint investigations, community engagement efforts and policy recommendations to the Sheriff's Office.

One of the current goals of IOLERO is to establish a more effective community engagement model. However, this is a lofty objective and not realistically achievable while staff is learning and focusing on audits, developing a case management system and handling the department's other needs. If this request were granted, the mandate of Ordinance 6174 would be supported by executing all three prongs of the department's mission – audits, community engagement and gathering data from the community which is relevant to potential policy recommendations.

**If position is related to Disaster Recovery, add the following, using the FEMA Public Assistance and Policy Guide. Also, the request needs to be reviewed by the Disaster Finance Committee for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



**Instructions:** Please complete the following for each position change being requested.

#### Classification Title(s)

Marketing Specialist  
Class Code 0904

#### Description of primary duties/responsibilities

The **Community Engagement Coordinator** will be responsible for scheduling a venue for IOLERO's monthly community outreach meeting at different venues around the county. For example, our May meeting was at the Windsor Grange Hall and our June meeting will be at the Sonoma Springs Community Hall in Sonoma. The Community Engagement Coordinator will need to arrange and coordinate all aspects of the meeting including but not limited to identifying the venue, booking the venue, attendance-tracking, set up and clean-up, and marketing of the meeting by physical postings, announcements IOLERO website and social media.

IOLERO also seeks to be present at, at least, one additional community event per month where we are "going to the community" rather than "asking the community to come to us at a monthly meeting" For example, in May we had a booth at both the Cinco de Mayo festival and the Healthy Body, Healthy Mind Fair both in Roseland which had to be booked, marketed, set-up and staffed. Examples of future events include but are not limited to IOLERO making a presentation at the Cloverdale Senior Health Resource Fair in June and having a booth at the Fourth of July on the Square celebration in Sonoma. The Community Engagement Coordinator would be responsible for identifying these types events in the community, booking the event, marketing and coordinating the event, set-up and clean up at the event.

This would be a part time position for approximately 20 hours per week (approximately M-F, 8-noon, some nights and weekends). The individual would be housed in the IOLERO office.

#### Reporting Structure and Span of Control

The Community Engagement Coordinator will be housed in the IOLERO office and will report directly to the Director.

#### Description of impact upon existing positions

If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:

If this request were granted, it would provide relief to the current staff workloads by allowing us to process audits in a more thorough, timely and effective manner. It will also free up IOLERO staff to focus on our other projects such as the development of a case-management system for the purpose of tracking the audits. Additionally, it will allow the IOLERO staff to continue scheduling and meeting with stakeholders throughout the county, attending trainings, focus on improvement to IOLERO's brochures and website, marketing/advertising of our services, collaborations with other departments such as the Sheriff's Office and Public Defender, day-to-day tasks like bill-paying and payroll and the preparation of the annual report.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?

**Description of any compaction issues?**

N/A

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

N/A

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**



## County of Sonoma Program/Position Change Request (PCR)

<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
Transportation and Public Works	Monique Chapman	34040101-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

The Transit Division of TPW requests the addition of an Office Assistant II position effective with the 2019-20 fiscal year. This is a new request from Transit whose present staff consists of 1 – Transit System Manager, 2 – Transit Specialist II, 1 – Senior Office Assistant and 1 – Office Assistant II. If approved, this will be the first addition to the Transit Division staff since 2001 when the last Office Assistant II was hired. From 2001 to the present, two Transit Division employees retired and their positions were not filled. These employees included a Supervising Clerk (retired 2011) and a Transit Specialist I (retired 2012). Work from the retired employees was assumed by the existing staff listed above.

This request is being made at this time due to fill a need in Transit's administrative staff to provide phone support in Sonoma County Transit's public information office and to provide clerical assistance to Transit Specialist II staff, primarily in the area of mailing, processing, receiving and coordinating ADA paratransit service applications. Use of County's ADA paratransit service has increased over 50% in the past five years. The ADA requires timely processing of client applications which are received on an ongoing basis. Currently extra help hours are being utilized to meet these business needs.

County transit services are entirely funded with transit specific funds from local, regional, state and federal sources in addition to, passenger fares. The Transit Division does not receive general funds assistance.

Please see the position detail form for additional information related to position changes.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 86,465	\$ 90,789	\$ 95,328
One-Time Expenses			
<b>Total Expenditures</b>	<b>\$ 86,465</b>	<b>\$ 90,789</b>	<b>\$ 95,328</b>
Funding Sources			
General Fund			
State/Federal	\$ 86,465	\$ 90,788	\$ 95,328
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ 86,465</b>	<b>\$ 90,788</b>	<b>\$ 95,328</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

*This is not a Time-Limited request.*

### **Narrative Explanation of Fiscal Impacts**

*The addition of the requested position has been included in Transit's FY 2019-20 budget request. This position will be funded by Transit Development Act (TDA) and State Transit Assistance (STA) funds. TDA funds are Transit's most reliable source of operations funding support while STA funds have been enhanced with passage of SB1. This position will work at an existing fully-equipped workspace at the Transit Facility.*

**Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

### **Description of need and/or business case for request**

*Transit's current public information staff consists of two positions. The requested third position will ensure proper coverage during times with other staff are ill, on vacation, or needed for other duties. A third public information staff member will also alleviate the need for Transit Specialist II staff to cover public information phones when one of the two public information staff are ill or on vacation. This is not a productive use of Transit Specialist II staff time and takes them away from their work which has increased since 2011 and 2012 when two positions (noted above) were not replaced. Adding a new Office Assistant II position not only provides necessary backup for existing public information staff (two positions), but provides an economical means of providing needed clerical assistance for Transit's Transit Specialist II positions.*

### **Description of how the request will meet the need and/or business case described above**

*The Transit Division of TWP has a very small staff that has been reduced over time with the non-filing of positions when retirements have occurred. This was done as a method to reduce expenses and the work was accommodated by Transit's existing staff whose tenure with the division averages 24 years. However, as noted above, the workload for the Transit Specialist II staff has increased over the past several years to the point that they are no longer reasonably able to provide information phone coverage for Transit's two public information staff when they are ill or on vacation. Reliable funding exists to support this additional staff request at a time it is needed to assist both existing public information staff and Transit Specialist II staff.*

### **Description of the alternatives that were analyzed**

*Extra help hours have recently be utilized to fulfill this business need, and to meet the demands of the division. For the reasons stated above, the position is necessary to support existing staff, ensure proper coverage of Transit's public information phones and to provide needed clerical assistance to Transit Specialist II staff. Reliable funding support is in place and this request is sustainable.*

### **Mandated services justification**

*The timely processing of ADA paratransit applications is required by the Federal Transit Administration. As noted above, paratransit service usage has increased over 50% the past five years. Receipt of new applications occur each week and must be processed within a 21-day time period prescribed by the Federal Transit Administration. The requested Office Assistant II will assist Transit Specialist II staff in this process.*

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Office Assistant II*

#### Description of primary duties/responsibilities

*This request is being made at this time due to fill a need in Transit's administrative staff to provide phone support in Sonoma County Transit's public information office and to provide clerical assistance to Transit Specialist II staff, primarily in the area of mailing, processing, receiving and coordinating ADA paratransit service applications.*

#### Reporting Structure and Span of Control

*This position will have no subordinates and will report to a Transit Specialist II.*

#### Description of impact upon existing positions

*Transit's current public information staff consists of two positions. The requested third position will ensure proper coverage during times with other staff are ill, on vacation, or needed for other duties. A third public information staff member will also alleviate the need for Transit Specialist II staff to cover public information phones when one of the two public information staff are ill or on vacation. Adding a new Office Assistant II position not only provides necessary backup for existing public information staff (two positions),but provides an economical means of providing needed clerical assistance for Transit's Transit Specialist II positions.*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*There will not be any compaction issues.*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*There are currently no vacant positions in Transit*

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

**Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.**



## County of Sonoma Program/Position Change Request (PCR)

Department	Department Contact	Hyperion PCR ID #
Transportation and Public Works	Monique Chapman, ASO II	34050100-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

We are requesting to delete one Refuse Enforcement Specialist position and add one Engineering Tech III. The Integrated Waste Division functions have expanded to include not only Refuse, but also coordination with the small water districts, necessitating new skill sets for the functions performed. Engineering functions have become more necessary within the Division, to support legacy landfill sites as well as utilities associated with the small water districts including:

- Contract management for environmental and engineering consultants and contractors;
- Field work at the legacy landfill sites and small water districts where necessary;
- Regulatory compliance work;
- Ongoing communication and working relationships with regulatory agencies;
- Documentation of ongoing operational systems and establishing and maintaining preventive maintenance schedules for facilities.

Please see the position detail form for additional information related to position changes.

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ 18,961	\$ 19,909	\$ 20,904
One-Time Expenses	\$ -		
<b>Total Expenditures</b>	<b>\$ 18,961</b>	<b>\$ 19,909</b>	<b>\$ 20,904</b>
Funding Sources			
General Fund			
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)	\$ 18,961	\$ 19,909	\$ 20,904

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

State the duration of Time-Limited Position Request: **N/A**

### Narrative Explanation of Fiscal Impacts

No General Fund impact. The new position will be in the Refuse Administration budget, but ultimately funded through Concession Fees (60%) as outlined in the Landfill Settlement Agreement, and through Refuse Franchise Fees (40%). With these revenue sources, there will be sufficient fund balance to support the ongoing cost of this position change.

- Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.**

**Description of need and/or business case for request**

Ongoing expanding regulatory environmental requirements associated with the legacy landfill sites and the addition of the small water districts required the need for a position that could support these needs.

**Description of how the request will meet the need and/or business case described above**

The request falls within the strategic priority of environmental stewardship to address the ongoing and ever changing regulatory requirements to maintain the closed landfills and maintain water service to residents meeting current State standards.

**Description of the alternatives that were analyzed**

Integrated Waste currently utilized a variety of contractors for technical work for maintenance of the County's closed landfills. However, the expansion of daily operational and contract management/oversight requirements must be met by County staff.

**Mandated services justification**

Services are performed under State and Federal law. The primary regulations are covered under CCR Title 27 and CFR 40 Subtitle D. While many functions of the Division are handled by external contractors and consultants, there is still a need to have staff to manage this work and assure all requirements are met.

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

N/A

## County of Sonoma



### Program/Position Change Request (PCR) - Human Resources Detail

*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

Delete 1.0 Refuse Enforcement Specialist – Class Code 5188  
Add 1.0 Engineering Technician III - Class Code 1007

#### Description of primary duties/responsibilities

The position will have multiple responsibilities including:

- **Contract management for environmental and engineering consultants and contractors.** This work will include serving as the resident engineer when construction is in process for Division projects, and well as performing field work at the legacy landfill sites and small water districts as necessary.
- **Regulatory compliance work.** This work will include reviewing incoming monitoring and reporting reports by consultants and sending on to applicable regulatory agencies. It also includes ongoing communication and working relationships with these same regulatory agencies
- **Documentation of ongoing operational systems and establishing and maintaining preventive maintenance schedules for facilities.** This work encompasses assembling and maintaining data relative to all infrastructure that the Division manages including pump stations, storage solutions, and automated data collection services. It will also involve setting up schedules and contracting for maintenance services to ensure the long term viability of engineering control systems across the County.
- **Customer Service and Long Term Planning base on Regulations.** This work encompasses dealing with the public with complaints relative to services provided contractually through the Division including the franchise hauling agreement currently serviced by Recology, and water services provided by Russian River Utilities. This assignment may also include long term planning and attending public meetings.

#### Reporting Structure and Span of Control

The ET III position will be housed within the DTPW Integrated Waste Division and will report to the Integrated Waste Operations Manager for the Division. ET III will not assume either supervisory or managerial duties, nor will have any direct reports.

#### Description of impact upon existing positions

As this is an add/delete request, so the vast majority of the RES workload will be absorbed by the new ET III position. The ET III role will be an expansion of the RES duties.

**If you are doing an add/delete, how is the work of the deleted position being absorbed?**

The requested deleted position is currently vacant. All previous work from the Refuse Enforcement Specialist will be absorbed by the new Engineering Technician III position.

**Description of any compaction issues?**

None.

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

Since the Refuse Enforcement Specialist position does not encompass all of the duties required, there could be delays in completion of projects.

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

**County of Sonoma  
Program/Position Change Request (PCR)**



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
General Services	Keith Lew	40101000-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

**Summary of Requested Change(s)**

General Services Demolition Program: Several facility assets have been identified for demolition and hazardous mitigation. All of these facilities are vacant, beyond their useful life, and are being minimally maintained. All assets described in the Demolition program are subject to further scoping, cost estimating and analysis, regarding site and building conditions and legal compliance.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ -		
One-Time Expenses	\$ 2,515,000	\$ 4,034,000	\$ 4,035,000
<b>Total Expenditures</b>	<b>\$ 2,515,000</b>	<b>\$ 4,034,000</b>	<b>\$ 4,035,000</b>
Funding Sources			
General Fund			
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

No position request: This is a program change request.

**Narrative Explanation of Fiscal Impacts**

General Services currently has no funding to implement this program

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

**Description of need and/or business case for request**

Demolition of these facilities would allow for other potential uses for the properties, and redirection of maintenance dollars to other facilities. FY 1 Funding will provide for demolition of the Bodega Bay Piers.

**Description of how the request will meet the need and/or business case described above**

Assets currently included in this program are: the Bodega Bay Piers (\$2,515,000), the Old Valley of the Moon Children's Home (\$200,000), the Old Juvenile Hall (\$4,760,000) and Crime Lab Modular at Los Guilicos (\$115,000), the Seaview Radio Tower (\$165,000), the house at Meyer's Grade radio tower location (\$85,000), and Chanate Campus buildings (\$10,814,145). Depending on the outcome of the Chanate surplus process, buildings on the Chanate campus may be considered for demolition.

**Description of the alternatives that were analyzed**

None

**Mandated services justification**

None

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

None

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
General Services	Keith Lew	40104800-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Replace aged generator at the Central Mechanical Plant serving critical emergency response, law enforcement and data needs of County departments.

*Please see the position detail form for additional information related to position changes.*

Fiscal Summary			
Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ -		
One-Time Expenses	\$ 1,242,000		
<b>Total Expenditures</b>	<b>\$ 1,242,000</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

No position request: This is a program change request.

### Narrative Explanation of Fiscal Impacts

Sheriff's Office currently has no funding to replace this aging equipment.

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

Description of need and/or business case for request

Current emergency generators are in danger of failing during an emergency event. In order to ensure resiliency and public safety, these aging generators need to be replaced to ensure prompt response during an emergency.

**Description of how the request will meet the need and/or business case described above**

To ensure continuance of operations during an emergency: New emergency generators will ensure prompt and broad response during an emergency to ensure public safety. Design, 1 month, Fabrication and Construction 4 months.

**Description of the alternatives that were analyzed**

None

**Mandated services justification**

None

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

None

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

*If new position(s) will impact current positions, i.e. relieve workload, change duties, etc. describe the impact on existing positions and resulting changes:*

**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
General Services	Keith Lew	40303200-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Construct improvements to the housing modules to allow better management of the inmate population and provide safety and security for inmates and staff. This includes replacement of wood doors with steel doors, new locks and controls, sub-dividing the housing modules, replacing porcelain sinks and toilets with stainless steel units, and similar improvements. Suicide prevention measures also a part of this include installing dayroom restroom and shower doors with viewports.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ -		
One-Time Expenses	\$ 650,000	\$ 2,697,315	\$ 2,838,585
<b>Total Expenditures</b>	<b>\$ 650,000</b>	<b>\$ 2,697,315</b>	<b>\$ 2,838,585</b>
Funding Sources			
General Fund			
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

No position request: This is a program change request.

### Narrative Explanation of Fiscal Impacts

Sheriff's Office currently has no funding to implement this program

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

Description of need and/or business case for request

This was a series of individual projects, but have been consolidated into a program, and the program has not received any funding. Work under previous funding has been completed to date in C Mod, F Mod, R Mod and Mental Health. Construction documents are ready to permit work in D Mod.

**Description of how the request will meet the need and/or business case described above**

Funding detailed for FY 2019-20 is design for 2 additional Mods to be ready for construction.

**Description of the alternatives that were analyzed**

None

**Mandated services justification**

None

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

None

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

#### Reporting Structure and Span of Control

*Please describe where in the department the position is housed, including superior and subordinate reporting relationships. For supervisory positions, describe the span of control and number of FTE and job classes that will be supervised.*

#### Description of impact upon existing positions

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**If you are doing an add/delete, how is the work of the deleted position being absorbed?** *Please describe how the body of work of the deleted position is being absorbed. Is the deleted position currently vacant?*

**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

# County of Sonoma Program/Position Change Request (PCR)



<b>Department</b>	<b>Department Contact</b>	<b>Hyperion PCR ID #</b>
General Services	Keith Lew	40701000-PC01

Please check to indicate that this request is related to disaster recovery. If this box is checked, complete the questions related to disaster recovery in the narrative section of this form.

Please check to indicate that this request supports a mandated service. If this box is checked, complete the questions related to mandated services in the narrative section of this form.

### Summary of Requested Change(s)

Seismic Retrofitting of Santa Rosa Veterans Memorial Hall and Emergency Generator to ensure continuance of operations during an emergency.

Expenditures	FY 19-20	FY 20-21	FY 21-22
Ongoing Expenses	\$ -		
One-Time Expenses	\$ 850,000		
<b>Total Expenditures</b>	<b>\$ 850,000</b>	<b>\$ -</b>	<b>\$ -</b>
Funding Sources			
General Fund			
State/Federal	\$ -		
Fees/Other			
FEMA Reimbursement			
Insurance Reimbursement			
Fund Balance* (Not GF)			
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Include a Statement of Special Funds Activities if proposing the use of Fund Balance

Position Requested is time limited

No position request: This is a program change request.

### Narrative Explanation of Fiscal Impacts

General Services currently has no funding to implement this program

Please check to confirm General Services and Information Services have been consulted regarding space needs and costs associated with your request have been included in the fiscal impacts above.

### Description of need and/or business case for request

To ensure continuance of operations during an emergency: Seismic repairs to include increased shear resistance measures, column strengthening and replacement of unbraced ceilings throughout in accordance with best engineering practices intended to mitigate these specific issues. Seismic design build: 18 months. Installation of new emergency generator.

**Description of how the request will meet the need and/or business case described above**

Ensure structural safety of occupants and continuity of operations during an emergency.

**Description of the alternatives that were analyzed**

None

**Mandated services justification**

None

**If position is related to Disaster Recovery, add the following. Also, the request needs to be reviewed by the Office of Recovery and Resiliency for concurrence.**

None

## County of Sonoma

### Program/Position Change Request (PCR) - Human Resources Detail



*Instructions: Please complete the following for each position change being requested.*

#### Classification Title(s)

*Please list the classification title(s) for each position being requested or changed.*

#### Description of primary duties/responsibilities

*For each new position being requested, describe the primary focus and responsibilities/duties. For senior/lead, supervisory, and management level classifications, please describe the level of autonomy and authority.*

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**Description of any compaction issues?**

*Will the proposed changes result in any compaction issues?*

**Justification discussing why existing vacant position cannot be used in-lieu of a new position**

*Summarize why existing vacancies cannot be used, supported by details for each position noted on the Vacant Position Report.*

***Please include with your PCR the Position-Change-Request-Summary Excel, your current organizational chart, and a proposed organizational chart highlighting the position(s) being requested.***

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## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

DUE BY 4/15/2019

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

Name of organization requesting the funding: **BOS – District 1**

Legal structure of requesting organization: **N/A**

### DESCRIPTION OF FUNDING REQUESTED

What will the funds be used for?

Funding to be used to repair roads damaged in District 1 during the fires of October 2017:

#### Bennett Ridge

- Old Bennett Ridge Road
- Bardy
- Rollo

#### Enterprise Road

#### Glen Ellen

- O'Donnell Lane\*
- Warm Springs Road
  
- Trinity Road\*
- Cavedale\*

## Kenwood

- Kenilworth\*
- Tree Haven
- Greene
- Lawndale\*
- Schultz\*
- Bristol\*
- Keiser
- Nuns Canyon

## Rincon Valley

- Wallace
- Riebli (others off Riebli?)
- Calistoga
- Petrified Forest
- Porter Creek
- Mark West Springs Rd
- Foothills Ranch Rd

## Hidden Hills

- Linda Lane
- Wilshire
- Crystal
- Anaheim

What is the amount of the funding request?

\$10 million

Is the requested funding one-time or on-going?

One Time

How will this funding support the County's mandated or discretionary services?

Public safety

Which County Department provides these programs, and have you contacted them regarding this request? Yes, TPW

Why is funding from the County needed? Insufficient funding in our budget for all the roads damaged from the fire and no help from FEMA

---

Is matching funding available? Provide details. **Not known**

Whom should the county contact for additional information? **Pat Gilardi – D1, TPW**

Contact Name: **Pat Gilardi**

Contact Information (please include phone and email):

**707-565-3752**

**pat.gilardi@sonoma-county.org**



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Requester Signature

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Date Received by Clerk of the Board

<b>Assumptions:</b>	
Density of AC (ton/CF)	0.075
Cost of Dig Out (\$/CY)	\$800
Cost of Asphalt (\$/ton)	\$105

<b>Debris Damaged Roads Summary</b>											
Road	Road ID	From PM	To PM	6" Dig Out				3" Overlay			
				CF	CY	Weight (tons)	Cost (\$)	CF	CY	Weight (tons)	Cost (\$)
Adine Ct	66076	10.000	10.150	803	30	60	\$48,180				
Alpine Rd	87001	10.000	10.860	2981	110	224	\$178,830				
Bardy Rd	66082	10.007	11.347	21	1	2	\$1,260				
Bonnie Way	66074	10.000	10.400	991	37	74	\$59,430				
Bristol Rd	66063	10.008	10.418	8448	313	634	\$506,850				
Carriage Ln	88039	10.340	10.350	567	21	43	\$34,020				
Castle Rd	55044	10.018	10.537	1260	47	95	\$75,600				
Cavedale Rd	66032	10.004	17.498	29069	1077	2180	\$1,744,140				
Donner Dr	88060	10.000	10.044	546	20	41	\$32,760				
Dunbar Rd	66056	10.011	11.628	15689	581	1177	\$941,340				
Franz Valley Rd	8808	10.080	13.060	11117	412	834	\$666,990				
Franz Valley School Rd	97001	10.000	12.530	21522	797	1614	\$1,291,320				
Gehricke Rd	55047	10.000	11.696	15912	589	1193	\$954,720				
Henno Rd	66049	10.060	11.865	12177	451	913	\$730,620				
Kennilworth Ave	76018	10.000	10.681	4514	167	339	\$270,810				
Lawndale Rd	76023	10.016	13.430	26877	995	2016	\$1,612,620				
Los Alamos Rd	77005	11.820	14.319	32076	1188	2406	\$1,924,560				
Lovall Valley Rd	55040A/B	11.256	13.536	6882	255	516	\$412,920				
Moon Mountain Dr	66031	10.027	11.390	5130	190	385	\$307,800				
Mountain Home Ranch Rd	87002	20.000	22.047	1262	47	95	\$75,690				
Nelligan Dr	66059	10.010	12.200					37580		2819	\$295,945.65
ODonnell Ln	66048	10.000	10.227	655	24	49	\$39,300				
Old Bennett Ridge Rd	66081A	10.011	10.470	3969	147	298	\$238,140				
Riebli Rd	88001	10.290	12.527	7857	291	589	\$471,390				
Rollo Rd	66097	10.000	10.020	299	11	22	\$17,940				
Schultz Rd	66064	10.000	11.226	6685	248	501	\$401,100				
Sylvia Dr	66075	10.000	10.226	2457	91	184	\$147,420				
Thornsberry Rd	55043	10.265	11.128	6160	228	462	\$369,600				
Trinity Rd	6603	10.013	14.750	28590	1059	2144	\$1,715,400				
Wallace Rd	77067	10.200	11.710	10959	406	822	\$657,540				
Wikiup Dr	88032	10.430	10.460	1860	69	140	\$111,600				
Wood Valley Rd	55042	10.720	11.077	1660	61	125	\$99,600				

<b>Subtotal:</b>	<b>\$16,140,000</b>	<b>Subtotal:</b>	<b>\$295,000</b>
<b>30% Contingency:</b>	<b>\$4,842,000</b>	<b>30% Contingency:</b>	<b>\$88,500</b>
<b>Total:</b>	<b>\$20,982,000</b>	<b>Total:</b>	<b>\$383,500</b>

<b>Grand Total:</b>	<b>\$21,365,500</b>
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**Notes:**  
 Dig out cost includes:  
 Construction (job) Site Management, Water Pollution Control , Develop Water Supply, Construction Project Information Signs, Construction Area Signs, Traffic Control System, Flagging, Portable Changeable Message Sign, Prepare Water Pollution Control Diagram, Temporary Drainage Inlet Protection, Clearing and Grubbing, Replace Asphalt Surfacing, Guaranty.  
  
 Project Environmental, Design and Construction Administration is included in the unit price.  
**See attached sheets for detailed dig out areas. Detailed estimates can be found in "PPDR-Debris Truck Road Damage Assessment.pdf" sheet.**

## Request for 2017 Fire Damaged Roads in District 1

**Name of organization requesting funding:** Supervisor Gorin

**Analysis:**

The Department of Transportation and Public Works (TPW) is not able to fund all the road repair work required after 2017 & 2019 Flood and 2017 Fire disasters which is estimated at \$65 million. TPW relies on Federal and State funding sources. TPW is working closely with FEMA and CalOES on seeking reimbursement and funding for damages to our roadway infrastructure. In the first 2-3 months following the disasters, the department has worked hard to perform emergency road opening work, including landslide debris removal, solid waste debris collection and removal, and street cleaning.

The department is now entering the permanent repair phase. Permanent repair work must be itemized, investigated, designed and approved by the funding agencies prior to beginning work. This process can take a long time and we have devoted staff to this long-term effort.

Attached is a list of roads damaged after the Private Property Debris Removal (PPDR) following the 2017 wildfires. This was a list compiled and provided to FEMA and CalOES as part of our request for funding that was subsequently denied. The two-year Pavement Preservation Program (PPP) funded by the General Fund, was established as a response to the overwhelming need for road repairs that far outweighed the available funding. As District 1 contains 19% of the road miles in the County, 19% of the PPP funding is dedicated to District 1. For the 2020/2021 program, this resulted in \$7M. As the current requested amount is \$10M, this request could be completed by devoting funds from the next 2 programs, both 2022/23 and 2024/25.

We do have some good news to report on the list of roads requested herein:

1. Trinity Road is included in the 2018/19 PPP and 2 miles between Highway 12 and Margie Lane will be overlaid this summer 2019.
2. Riebli Road is included in the 2018/19 PPP and 1.6 miles between Mark West Springs and Hidden Hills will be chip sealed. This work has been delayed until 2020 to allow fire rebuilding in the area.
3. Lawndale Road is included in the 2020/2021 PPP and 1.7 miles between Highway 12 and Schultz Road will be overlaid.



# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

DUE BY 4/15/2019

PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG

Name of organization requesting the funding **D1**

Legal structure of requesting organization: **N/A**

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

What will the funds be used for?

**Legal Aid Sonoma County – to assist with Fire Recovery**

What is the amount of the funding request?

**\$80,000**

Is the requested funding one-time or on-going?

**One time**

How will this funding support the County's mandated or discretionary services?

**Civic Services and Engagement**

Which County Department provides these programs, and have you contacted them regarding this request? **N/A**

Why is funding from the County needed?

**Fire recovery ongoing**

FY 2019-20 Budget Request

Is matching funding available? Provide details. **No**

Whom should the county contact for additional information? **Pat Gilardi**

Contact Name: **Pat Gilardi**

Contact Information (please include phone and email):

[pat.gilardi@sonoma-county.org](mailto:pat.gilardi@sonoma-county.org); 707-565-3752



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Requester Signature

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Date Received by Clerk of the Board

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

**Name of organization requesting the funding**

D1

**Legal structure of requesting organization**

n/a

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

**What will the funds be used for?**

document and live translation for Springs MAC, public events and workshops and other events as needed

**What is the amount of the funding request?**

\$30,000

**Is the requested funding one-time or on-going?**

one time

**How will this funding support the County's mandated or discretionary services?**

civic services and engagement

**Which County Department provides these programs, and have you contacted them regarding this request?**

n/a

**Why is funding from the County needed?**

outreach, engagement and information sharing with latino community

---

Is matching funding available? Provide details.

no

Whom should the county contact for additional information?

D1 Staff

Contact Name:

Pat Gilardi

Contact Information (please include phone and email):

565-3752, pat.gilardi@sonoma-county.org



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Requester Signature

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Date Received by Clerk of the Board

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

**Name of organization requesting the funding:**

Sonoma County Secure Family Fund

**Legal structure of requesting organization:** Donor Advised Fund of Community Foundation Sonoma County, a charitable non-profit

### DESCRIPTION OF FUNDING REQUESTED

**What will the funds be used for?**

These funds will be used to support the Sonoma Secure Families Collaborative a partnership of Catholic Charities, VIDAS Legal services, USF Immigration Law Clinic, and Sonoma County Legal Aid to provide immigration removal defense and related legal services, along with social service support throughout Sonoma County. Since the Collaborative's start in November 2018, approximately 50 families have received *pro bono* legal services from the Project's lawyers. (See attached.)

**What is the amount of the funding request?**

FY 19-20 \$100,000

FY 20-21 \$100,000

**Is the requested funding one-time or on-going?** The Board of Supervisors made an initial commitment of \$100,000 per year for three years with FY 19-20 being the third year of funding. Funds came from the Graton tribal casino revenues under the intergovernmental agreement. This request is to insure the third year funding is included in the budget and to request a final 4<sup>th</sup> year funding due to delayed project startup as a result of the 2017 fires.

**How will this funding support the County's mandated or discretionary services?** The Board has taken a leadership role in addressing community distress due to increasingly oppressive federal immigration/deportation policies that have focused on the separation of family members. Sonoma County is a target for these efforts. Recovery cannot take place without a strong workforce. Most of the 25,000+ undocumented members of our community are part of mixed status households. Increased pressure on these families negatively impacts childhood health, family stability and the ability of these families to stay in Sonoma County as an important fabric of our economic and cultural community.



## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)**

**Name of organization requesting the funding:** District 3

**Legal structure of requesting organization:** N/A

### **DESCRIPTION OF FUNDING REQUESTED**

*If there is excess property tax growth for FY 19-20, dedicate a portion (% or \$) to behavioral health on an on-going basis.*

**What will the funds be used for?** Costs for behavioral health programming have been increasing, but state and federal funding is not keeping pace with the level of need. Additional revenues are needed to shore up the system of care. There is a lack of in-patient and out-patient psychiatric services. These are vulnerable populations with complex behavioral health needs. T

**What is the amount of the funding request?** An addition \$1 million in General Fund be dedicated to mandated behavioral health services.

**Is the requested funding one-time or on-going?** On-going

**How will this funding support the County's mandated or discretionary services?** The funding will be used to support mandated in-patient and out-patient therapy services that prevent clients entering into more costly treatment settings.

**Which County Department provides these programs, and have you contacted them regarding this request?** Department of Health Services

---

**Why is funding from the County needed?** State and federal funding is not keeping up with the need for these services.

**Is matching funding available? Provide details.** Federal financial participation (FFP) funding is available for match.

**Whom should the county contact for additional information?**

**Contact Name:** Michelle Whitman

**Contact Information (please include phone and email):**

**Requester Signature**

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Date Received by Clerk of the Board

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019 20 BUDGET REQUEST

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

**Name of organization requesting the funding:** District 3

**Legal structure of requesting organization:** N/A

### DESCRIPTION OF FUNDING REQUESTED

*Identify funding for SR Avenue/SE Santa Rosa area land use planning work. (South East Area Plan idea).*

**What will the funds be used for?** Both the City and the County's General Plan require that a Specific Plan be developed for this area. Growth in the area should be well-planned and timed to ensure that facilities and services are available and that the environmental impacts associated with growth and development are minimized. Social justice will also be an important consideration in this area, as well as in all of our current and future planning efforts.

**What is the amount of the funding request?** Approximately \$400,000 for the planning phase and \$400,000 to complete the plan.

**Is the requested funding one-time or on-going?** One-time

**How will this funding support the County's mandated or discretionary services?** Specific Plans are mandated to be completed by Permit Sonoma.

**Which County Department provides these programs, and have you contacted them regarding this request?** Permit Sonoma - yes

---

**Why is funding from the County needed?** Permit Sonoma has the specific area plan in their work plan but the activity is not funded.

**Is matching funding available? Provide details.** NO

**Whom should the county contact for additional information?** Michelle Whitman

**Contact Name:**

**Contact Information (please include phone and email):**

**Requester Signature**

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Date Received by Clerk of the Board

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019 20 BUDGET REQUEST

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

**Name of organization requesting the funding:**

District 3; Creative Sonoma – County of Sonoma Economic Development Board

**Legal structure of requesting organization:** County Department

### DESCRIPTION OF FUNDING REQUESTED

**What will the funds be used for?**

Creative Sonoma will distribute this funding as grants for local arts and creative programs. Arts and creativity are the fabric that weaves together Sonoma County, and are essential for healing and recovery from the October 2017 wildfires.

**What is the amount of the funding request?**

300,000

**Is the requested funding one-time or on-going?**

One-time

**How will this funding support the County's mandated or discretionary services?**

**Which County Department provides these programs, and have you contacted them regarding this request?**

Creative Sonoma is supportive of funding for the arts community, and willing to administer the grant program.

**Why is funding from the County needed?**

The County reduced Transient Occupancy Tax funding for arts grants in FY 19-20. This funding would offset the loss of Transient Occupancy Tax art grant funding.

**Is matching funding available? Provide details.**

No.

**Whom should the county contact for additional information?**

Sonoma County Administrator's Office

**Contact Name:**

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## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019 20 BUDGET REQUEST

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

**Name of organization requesting the funding:**

District 4; Sonoma County Tourism Bureau

**Legal structure of requesting organization:** Nonprofit

### DESCRIPTION OF FUNDING REQUESTED

**What will the funds be used for?**

Sonoma County Tourism provides marketing services to increase travel and overnight stays to Sonoma County.

**What is the amount of the funding request?**

Sonoma County Tourism receives 1.25 percentage points of the first nine percent of TOT. In FY 19-20, the budget was reduced by 2.2%, in alignment with departments who receive general fund discretionary dollars. Additionally, Sonoma County Tourism was asked to fund \$347,000 of grants to Visitor Centers in FY 19-20. When the Board approved the budget for Sonoma County Tourism, the Fourth District requested that funds to make Tourism whole be considered during budget hearings.

This Program Change Request includes funding for Sonoma County Tourism to completely offset the 2.2% reduction (\$51,091), and the Visitor Center grants (\$347,400). The total request is \$398,491.

**Is the requested funding one-time or on-going?**

One-time.

**How will this funding support the County's mandated or discretionary services?**

**Which County Department provides these programs, and have you contacted them regarding this request?**

Marketing services are provided by Sonoma County Tourism.

**Why is funding from the County needed?**

Overnight stays generate Transient Occupancy Tax, which funds programs in Sonoma County such as affordable housing and fire services.

**Is matching funding available? Provide details.**

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# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins and Supervisor James Gore

**Legal structure of requesting organization –** Board of Supervisors/Renewable Enterprise District/Office of Recovery and Resiliency

### **DESCRIPTION OF FUNDING REQUESTED**

Evidence is mounting that current mitigation is not on track to meet species conservation goals, and additionally is resulting in extremely high costs for mitigation which is resulting in a significant barrier to both mitigation and development. This funding would institute a review of California Tiger Salamander regulatory permitting and mitigation effort with multiple Federal, State, Regional and local government agencies to complete a revised conservation and mitigation strategy for listed species and wetlands/waters to achieve conservation goals, streamline permitting, improve and clarify mitigation solutions and accelerate delivery of housing and essential infrastructure inside urban growth boundaries.

**What will the funds be used for?** Establish a working group consisting of representatives and stakeholders from County, City, and agency technical advisors and representatives to complete a rough estimated mitigation need, draft scope, and budget for revised conservation, mitigation, and permitting strategies. Identify and pursue grants and other applicable funding.

**What is the amount of the funding request?** \$300,000

**Is the requested funding one-time or on-going?** One time funding for project. This project can capitalize on existing working and public lands to expand and improve mitigation options.

**How will this funding support the County's mandated or discretionary services?** There is an urgent need for streamlined permitting to provide housing related to the firestorm, flooding, and housing supply needs. Additionally, there are safety concerns due to delivery of seismic upgrades to bridges and other infrastructure in the affected area.

**Which County Department provides these programs, and have you contacted them regarding this request?** Permit Sonoma & Agricultural Commissioner are regulators. County departments or agencies: Department of Transportation and Public Works, Sonoma Water, Ag & Open Space, and General Services are impacted by the mitigation requirements.

**Why is funding from the County needed?** The Renewal Enterprise District would be the lead agency on the project, working with Permit Sonoma and ORR. At this time, there is no income recapture available for this effort.

**Is matching funding available? Provide details.** There is potential for matching funds from the private sector.

**Whom should the county contact for additional information?** Supervisor Hopkins or Supervisor Gore

**Contact Name:** Supervisor Lynda Hopkins and/or Supervisor James Gore

**Contact Information (please include phone and email):** Supervisor Hopkins or Supervisor Gore 565-2241

**Requester Signature**



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**Date Received by Clerk of the Board**

**This Progress Report on work to date by the Work Group provides a framework for discussion and next steps.**

### **Framing**

The current approaches to regulatory permitting and mitigation are not working for projects or for species and habitat conservation.

- Evidence is mounting that the mitigation is not on track to meet species conservation goals. It is timely to revise the County's conservation strategy to address changing environmental conditions, emerging science and maximize public investment to accelerate essential infrastructure and housing development and achieve conservation goals through improved approaches to permitting and mitigation on public lands, working and natural lands.
- Mitigation required for essential infrastructure and housing is resulting in high costs (over \$160K per CTS credit plus wetland mitigation costs; \$1 million per acre for listed Burke's goldfields plants; resulting in \$13 million for airport mitigation), slow and uncertain permitting and in some cases, abandoned projects. (E.g., including O&M, such as seismic upgrades of bridges). Total estimated housing units in Santa Rosa stalled by wetlands, rare plants and CTS permit requirements, is 1,758 of a total of 3,519 units approved and in progress.

### **Why Now**

- Changed Conditions and New Information:
  - Approaches to permitting and mitigation are not achieving goals.
  - Emerging science, data (e.g., fine scale veg data and habitat mapping) and advanced mapping tools available to inform a more effective and efficient conservation strategy for project entitlement and permitting.
  - Emerging options to receive credit for broader range of conservation actions (e.g. remove wildlife barriers, recreation lands as buffers, flood risk reduction).
- Housing and Safety:
  - Urgent need for streamlining to provide housing related to the firestorm.
  - Safety concerns due to slow or no delivery of seismic upgrades to bridges and other essential infrastructure.
- Leverage Resources:
  - Likely opportunity to capitalize on existing working and public lands to expand and improve mitigation options, maximizing taxpayer funds.
  - Near-term funding opportunities for planning; longer-term funding for implementation.
  - Inform the County and City General Plan update(s) and respective environmental documents.

## What

A coordinated planning effort by Federal, State, Regional and Local agencies (County, cities,) and stakeholders to complete a revised *conservation and mitigation strategy for listed species and wetlands/waters* to achieve conservation goals, streamline permitting, improve and clarify mitigation solutions and accelerate delivery of housing and essential infrastructure inside urban growth boundaries.

Benefits could include:

- More strategic, stakeholder-driven, effective conservation
- Efficient mitigation delivery through streamlined entitlements and permits
- Local control of planning and permitting
- Better bang for conservation, mitigation and taxpayer dollars

## Next Steps:

Provide Progress Report to leadership at the County and City to seek feedback on possible next steps, including:

1. Briefings and recommendations for Board and City Council consideration, including:
  - a. Establish and Advisory Committee including Work Group, County, City, Agency Representatives and other stakeholders as warranted
  - b. Task Advisory Committee with:
    - 1) Completing Rough Estimated Mitigation Need (focus on infrastructure and housing within UGBs/corridors)
    - 2) Drafting Scope and Budget for a Revised Conservation/Mitigation/Permitting strategy: governance, participants, early action projects, budgets, etc.
    - 3) Identifying and pursuing grants and other funding (e.g., SB1, Prop. 68, Section 6)

# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins/General Services

**Legal structure of requesting organization – County Department**

### DESCRIPTION OF FUNDING REQUESTED

GHG emissions reductions by enrolling in Sonoma Clean Power Evergreen option

**What will the funds be used for?** The County of Sonoma is currently enrolled in Sonoma Clean Power's Clean Start program, which employs 13% traditional power sources - generating significant GHGs. Given the County's 2018 power usage of 8.7 million KWH, the switch to Evergreen – a 100% renewable source – would result in a decline of 349,340 tons of carbon emissions by the County. This is based on the differential between the CleanStart service (emissions factor of 0.12798 lb. CO<sub>2</sub>/kWh) and EverGreen service (emissions factor of 0.053 lb. CO<sub>2</sub>/kWh.)

**What is the amount of the funding request?** +/- \$132,000

**Is the requested funding one-time or on-going?** On going

**How will this funding support the County's mandated or discretionary services?** The County has long been a leader in GHG reduction. Sonoma Clean Power was formed as a county led effort, and has been extremely successful in reducing both utility bills and GHG emissions county wide.

**Which County Department provides these programs, and have you contacted them regarding this request?** General Services - yes

**Why is funding from the County needed?** The County is the utility customer, and this would affect our bill as well as our GHG emissions.

Is matching funding available? Provide details. No.

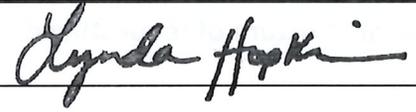
Whom should the county contact for additional information? Supervisor Lynda Hopkins

Contact Name: Supervisor Hopkins 565-2241

Contact Information (please include phone and email):

Requester Signature

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Date Received by Clerk of the Board

# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins

**Legal structure of requesting organization –** Permit Sonoma

### DESCRIPTION OF FUNDING REQUESTED

First Phase of Specific Area Plan for Lower Russian River area.

**What will the funds be used for?** The Specific Area Plan for the Lower Russian River is a priority for the Fifth District. Identified as an economically distressed area in the unincorporated county, a focused specific area plan for this area is long overdue. This historically summer vacation retreat for Bay Area residents has morphed over the decades into one of the most affordable permanent residential areas in the County. While the General Plan provides parcel-specific information concerning land use and open space, it does not provide the policy guidance necessary for the unique community challenges faced in this area. This primarily rural community can face significant population increases during the tourist season, swelling up to fivefold over the weekend.

**What is the amount of the funding request?** \$300,000

**Is the requested funding one-time or on-going?** One time first phase planning funding, estimated costs for completion will require an additional \$450,000.

**How will this funding support the County's mandated or discretionary services?** This funding will complete a primary task of county government by evaluating community needs and suggesting needed infrastructure improvements given the increased full time residential use and the impacts of tourism.

**Which County Department provides these programs, and have you contacted them regarding this request?**  
Permit Sonoma – yes

**Why is funding from the County needed?** PermitSonoma has the specific area plan for the lower River Communities in their workplan, but funding is lacking.

**Is matching funding available? Provide details.** No.

**Whom should the county contact for additional information?** Supervisor Lynda Hopkins

**Contact Name:** Supervisor Hopkins 565-2241

**Contact Information (please include phone and email):**

**Requester Signature**

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**Date Received by Clerk of the Board**

## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins/DTPW

**Legal structure of requesting organization –** County Department

#### **DESCRIPTION OF FUNDING REQUESTED**

Flood and Fire Damaged Road repairs

**What will the funds be used for?** Our road network suffered significant damage in the Firestorm of 2017 and the rainstorms of 2017 and 2019. Heavy damage to our rural road network has closed some roads and limited others to one lane travel. In the rural areas, some of these roads are primary access points for residences and for emergency access.

**What is the amount of the funding request?** unknown

**Is the requested funding one-time or on-going?** One time

**How will this funding support the County's mandated or discretionary services?** Maintenance of the transportation network is an essential county service. Natural disasters spanning several years have resulted in major damage to critical road infrastructure. Repair of these damaged roads and restoration of travel paths should be a high priority for the county budget.

**Which County Department provides these programs, and have you contacted them regarding this request?** DTPW - yes

**Why is funding from the County needed?** Significant public safety concerns are evident.

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**Is matching funding available? Provide details.** The State of California has agreed to assist with emergency repairs due to the 2019 flood, and FEMA funds are available for some road damage from the 2017 flood and firestorm.

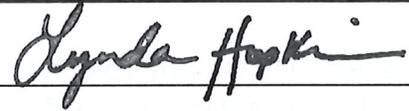
**Whom should the county contact for additional information?** Supervisor Lynda Hopkins

**Contact Name:** Supervisor Hopkins 565-2241

**Contact Information (please include phone and email):**

**Requester Signature**

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Date Received by Clerk of the Board

## **Request for 2017 & 2019 Flood and 2017 Fire Damaged Roads**

**Name of organization requesting funding:** Supervisor Hopkins

**Analysis:**

The Department of Transportation and Public Works (TPW) is not able to fund all the road repair work required after both years' disasters which is estimated at \$65 million. TPW relies on Federal and State funding sources. TPW is working closely with FEMA and CalOES on seeking reimbursement and funding for damages to our roadway infrastructure. In the first 2-3 months following the disasters, the department has worked hard to perform emergency road opening work, including landslide debris removal, solid waste debris collection and removal, and street cleaning.

The department is now entering the permanent repair phase. Permanent repair work must be itemized, investigated, designed and approved by the funding agencies prior to beginning work. This process can take a long time and we have devoted staff to this long-term effort.

Attached is a list of roads damaged after the Private Property Debris Removal (PPDR) following the 2017 wildfires. This was a list compiled and provided to FEMA and CalOES as part of our request for funding that was subsequently denied. Also attached is a draft list of projects resulting from the 2019 floods. This list is still in draft form and subject to change as County sites continue to be evaluated.



LINE #	LOCATION	COUNTY ROAD NO.	POSTMILE	LAT	LONG	FUNCTIONAL CLASSIFICATION	COUNTY ROAD YARD	DESCRIPTION OF DAMAGE OF WORK	AND SCOPE	COST ESTIMATE	CATEGORY*	PROPOSED CONTRACTOR	DUMP SITE	ENGINEER	
9	COLEMAN VALLEY ROAD	7003		38.4086	-122.9511		Guerneville	Slip Out, culvert failure		\$ 100,000	C	Maint list		need engr	Ben
10	DONNER DRIVE, SANTA ROSA (1760)	88060	10.25	38.515903	-122.711273	Local	Healdsburg	Landslide		\$ 50,000	C		TEAM GHILOTTI		WRECO geotech with Anthony Moore
11	DRAKE RD	80089A		38.5069	-122.9847	Local	Guerneville	slip out		\$ 50,000	C	Maint list			Anthony Moore
12	DUNCAN ROAD, GUERNEVILLE	71010				Local	Guerneville	blocked culvert, cracked roadway		\$ 100,000	C	JH email from Supervisor			
13	FITZPATRICK LN, OCCIDENTAL	60010	11.1	38.372273	-123.001236	Local	Guerneville	slip out		\$ 50,000	C	Maint list			
14	FORT ROSS ROAD, CAZADERO - Site 1	8102C				Minor Collector	Guerneville	drilled piers outside the creek channel and install precast concrete deck		\$ 150,000	C				check with Maint
	FORT ROSS ROAD, CAZADERO - Site 2	8102C	15.79	38.52687	-123.178184	Minor Collector	Guerneville	drilled piers outside the creek channel and install precast concrete deck		\$ 250,000	C	coords emailed from Johannes 3/13/19			Samuel B with Kleinfelder
	FORT ROSS ROAD, CAZADERO - Site 3	8102C		38.527563	-123.178964	Minor Collector	Guerneville	drilled piers outside the creek channel and install precast concrete deck		\$ 250,000	C	coords emailed from Johannes 3/13/20			Samuel B with Kleinfelder
15	FREEZEOUT ROAD	71028		38.4536	-123.0489	Local	Guerneville	slip out		\$ 50,000	C	email from Upchurch, Maint list		need engr	Chet J
16	GEYSERS RD 0901B - Site 1	0901B	15.00	38.734781	-122.82948	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
	GEYSERS RD 0901B - Site 2	0901B	21.98	38.794089	-122.826731	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
17	GEYSERS RD 0901A - Site 1	0901A	33.20	38.817814	-122.958351	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
	GEYSERS RD 0901A - Site 2	0901A	35.50	38.828421	-122.99138	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
	GEYSERS RD 0901A - Site 3	0901A		38.8372	-123.015	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
	GEYSERS RD 0901A - Site 4	0901A		38.8192	-122.9822	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
	GEYSERS RD 0901A - Site 5	0901A		38.8061	-122.8408	Minor Collector	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
18	GEYSERS RESORT RD	19001	10.42	38.801015	-122.819269	Local	Healdsburg	slip out		\$ 50,000	C	Maint list		need engr	Oguin
19	HAUSER BRIDGE ROAD	8103A	19.51				Annapolis	slip out		\$ 50,000	C				
20	KING RIDGE RD - Site 1	8103B	13.62	38.615562	-123.226135	Local	Guerneville	slip out		\$ 500,000	C	Maint list	Maint placed large rock		Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 2	8103B	18.32	38.595543	-123.163445	Local	Guerneville	slip out		\$ 500,000	C	Maint list			Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 3	8103B	18.79	38.595913	-123.158890	Local	Guerneville	large slip out covering 2 switchbacks		\$ 500,000	C	Maint list			Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 4	8103B	18.92	38.595135	-123.157082	Local	Guerneville	large slip out above & below roadway		\$ 500,000	C	Maint list			Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 5	8103B	23.77	38.6064	-123.2122	Local	Guerneville	2017 Storm landslide		\$ 500,000	C				Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 6	8103B	24.91	38.5972	-123.1842	Local	Guerneville	small slip out		\$ 500,000	C	Maint list			Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	KING RIDGE RD - Site 7	8103B	25.62	38.546952	-123.090423	Local	Guerneville	large slip out to Austin Creek		\$ 1,500,000	C	Maint list			Anthony Moore Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
21	Kruse Ranch Road	8102A				Local	Annapolis	slip out, slip-line culvert		\$ 50,000	C	Maint			Kleinfelder Maint forces
22	LOS ALAMOS RD	77005	14.11	38.489196	-122.594669	Local	SONOMA	slip out		\$ 50,000	C	Maint list			
23	MAYS CANYON ROAD BRIDGE, GUERNEVILLE - Site 1	70105		38.485947	-122.962233	Local	Guerneville	Remove loose soil, sediment and debris from under the footing to reach sound soil. Extend abutment below existing channel elevation. Place rock slope protection at the front face of the abutment.		\$ 150,000	C	Joel inspected			Samuel B
	MAYS CANYON ROAD, GUERNEVILLE (12150-12440) - Site 2	70105		38.493410	-122.984566	Local	Guerneville	Landslide						???	
24	MORELLI LANE	70104		38.425300	-122.956900	Local	Guerneville	SLIPOUT		\$ 50,000	C	Maint list			
25	MORNINGSIDE DRIVE, GUERNEVILLE (15460)	80068	10.59	38.507211	-122.991495	Local	Guerneville	Landslide						Samuel and Kleinfelder evaluated 3/1/19, private property, no immediate threat	
26	MOSCOW ROAD, MONTE RIO (21964-22885)	80120	10.84, 11.97	38.461111	-123.042222	Minor Collector	Guerneville	SLIP OUTS		\$ 1,500,000	C				WRECO geotech with Chet J Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
	MOSCOW ROAD, MONTE RIO (21964-22885)	80120	11.94	38.499283	-123.001357	Local	Guerneville	Landslide with trees		\$ 150,000	C	Maint list	GHILOTTI CONST	BODEAN	Stevan Hunter/Angela Silvestri/Thea Liskamm Visited 5/13/19
28	OLD CAZADERO RD	80110				Local	Guerneville	slip out		\$ 50,000	C	Maint list		need engr	Stevan Hunter
29	OLD CAZADERO ROAD, CAZADERO	80110		38.526043	-123.048501	Local	Guerneville	roadway open gap							Stevan Hunter
30	PINE FLAT ROAD, HEADSBURG	9001	11.48	38.686944	-122.795833	Local	Healdsburg	Landslide		\$ 75,000	C	address 5500 block, temp repaired by Maint culvert crew		check with Maint	Stevan Hunter
31	PINE MOUNTAIN ROAD, CLOVERDALE	10009	15.37	38.846110	-122.942222	Local	Healdsburg	SLIP OUTS		\$ 50,000	C	Maint temp repaired with Rege Const.		need engr	Stevan Hunter
32	RIO UNDO AVENUE	99012B	12.27	38.617800	-122.826700	Local	Healdsburg	slip out		\$ 50,000	C			need engr	Stevan Hunter
33	SFOLGIA ROAD, RIO NIDO					Local	Guerneville	rough road						JH email from Supervisor	
34	SIRI ROAD, GUERNEVILLE	81001				Local	Guerneville	blocked culvert, cracked roadway						JH email from Supervisor	
35	SWEETWATER SPRINGS RD	8902A				Local	Guerneville	slip out		\$ 50,000	C	Maint list		need engr	Stevan Hunter
36	UPPER RIO NIDO RD, RIO NIDO	80063				Local	Guerneville	rough road						JH email from Supervisor	
37	W, SAUSAL LANE	99041	10.10			Local	Healdsburg	slip out		\$ 50,000	C	Maint		need engr	Stevan Hunter
38	WESTSIDE AVE, HACIENDA (11230)	80019	10.13	38.510783	-122.929561	Local	Guerneville	Landslide		\$ 200,000	C				Johannes, monitor with Kleinfelder
39	WOODSIDE DRIVE, FORESTVILLE	80003				Local	Guerneville							Chris Godley at EOC, 3/5/19, retaining wall failure	



<b>Assumptions:</b>	
Density of AC (ton/CF)	0.075
Cost of Dig Out (\$/CY)	\$800
Cost of Asphalt (\$/ton)	\$105

<b>Debris Damaged Roads Summary</b>											
Road	Road ID	From PM	To PM	6" Dig Out				3" Overlay			
				CF	CY	Weight (tons)	Cost (\$)	CF	CY	Weight (tons)	Cost (\$)
Adine Ct	66076	10.000	10.150	803	30	60	\$48,180				
Alpine Rd	87001	10.000	10.860	2981	110	224	\$178,830				
Bardy Rd	66082	10.007	11.347	21	1	2	\$1,260				
Bonnie Way	66074	10.000	10.400	991	37	74	\$59,430				
Bristol Rd	66063	10.008	10.418	8448	313	634	\$506,850				
Carriage Ln	88039	10.340	10.350	567	21	43	\$34,020				
Castle Rd	55044	10.018	10.537	1260	47	95	\$75,600				
Cavedale Rd	66032	10.004	17.498	29069	1077	2180	\$1,744,140				
Donner Dr	88060	10.000	10.044	546	20	41	\$32,760				
Dunbar Rd	66056	10.011	11.628	15689	581	1177	\$941,340				
Franz Valley Rd	8808	10.080	13.060	11117	412	834	\$666,990				
Franz Valley School Rd	97001	10.000	12.530	21522	797	1614	\$1,291,320				
Gehricke Rd	55047	10.000	11.696	15912	589	1193	\$954,720				
Henno Rd	66049	10.060	11.865	12177	451	913	\$730,620				
Kennilworth Ave	76018	10.000	10.681	4514	167	339	\$270,810				
Lawndale Rd	76023	10.016	13.430	26877	995	2016	\$1,612,620				
Los Alamos Rd	77005	11.820	14.319	32076	1188	2406	\$1,924,560				
Lovall Valley Rd	55040A/B	11.256	13.536	6882	255	516	\$412,920				
Moon Mountain Dr	66031	10.027	11.390	5130	190	385	\$307,800				
Mountain Home Ranch Rd	87002	20.000	22.047	1262	47	95	\$75,690				
Nelligan Dr	66059	10.010	12.200					37580		2819	\$295,945.65
ODonnell Ln	66048	10.000	10.227	655	24	49	\$39,300				
Old Bennett Ridge Rd	66081A	10.011	10.470	3969	147	298	\$238,140				
Riebli Rd	88001	10.290	12.527	7857	291	589	\$471,390				
Rollo Rd	66097	10.000	10.020	299	11	22	\$17,940				
Schultz Rd	66064	10.000	11.226	6685	248	501	\$401,100				
Sylvia Dr	66075	10.000	10.226	2457	91	184	\$147,420				
Thornsberry Rd	55043	10.265	11.128	6160	228	462	\$369,600				
Trinity Rd	6603	10.013	14.750	28590	1059	2144	\$1,715,400				
Wallace Rd	77067	10.200	11.710	10959	406	822	\$657,540				
Wikiup Dr	88032	10.430	10.460	1860	69	140	\$111,600				
Wood Valley Rd	55042	10.720	11.077	1660	61	125	\$99,600				

<b>Subtotal:</b>	<b>\$16,140,000</b>	<b>Subtotal:</b>	<b>\$295,000</b>
<b>30% Contingency:</b>	<b>\$4,842,000</b>	<b>30% Contingency:</b>	<b>\$88,500</b>
<b>Total:</b>	<b>\$20,982,000</b>	<b>Total:</b>	<b>\$383,500</b>

<b>Grand Total:</b>	<b>\$21,365,500</b>
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**Notes:**  
 Dig out cost includes:  
 Construction (job) Site Management, Water Pollution Control, Develop Water Supply, Construction Project Information Signs, Construction Area Signs, Traffic Control System, Flagging, Portable Changeable Message Sign, Prepare Water Pollution Control Diagram, Temporary Drainage Inlet Protection, Clearing and Grubbing, Replace Asphalt Surfacing, Guaranty.  
 Project Environmental, Design and Construction Administration is included in the unit price.  
**See attached sheets for detailed dig out areas. Detailed estimates can be found in "PPDR-Debris Truck Road Damage Assessment.pdf" sheet.**



# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins/PermitSonoma

**Legal structure of requesting organization – County Department**

### DESCRIPTION OF FUNDING REQUESTED

Funding for General Plan update

**What will the funds be used for?** The county is embarking on a planning effort to update our General Plan. While housing development is a priority for the county, it is also important to consider impacts of high density development on the rural corridor.

**What is the amount of the funding request?** \$1.4 million

**Is the requested funding one-time or on-going? Initial funding:** The General Plan will be a multi-year effort, our intent is to prioritize the effort so that completion and adequate community outreach do not outstrip the time required for a thorough, impactful review.

**How will this funding support the County's mandated or discretionary services?** The General Plan is a significant guiding document for the future of our county's land use.

**Which County Department provides these programs, and have you contacted them regarding this request?** Permit Sonoma – yes

**Why is funding from the County needed?** This effort is completely general fund supported.

---

**Is matching funding available? Provide details.** This effort is supported by development funds which are inadequate to cover the costs associated with a thorough update and community engagement process.

**Whom should the county contact for additional information?** Supervisor Lynda Hopkins

**Contact Name:** Supervisor Hopkins 565-2241

**Contact Information (please include phone and email):**

**Requester Signature**

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**Date Received by Clerk of the Board**

## Funding for General Plan Update

**Name of organization requesting funding:**

Supervisor Hopkins

**Analysis:**

Permit Sonoma staff presented the FY 2019-20 and 2020-21 Work Plan to the Board on April 16, 2019. Following input by the Board, staff was directed to return on June 4<sup>th</sup> with additional information. For this analysis, County Administrator staff was able to rely on discussions with Permit Sonoma staff and the draft of the June 4 Board Summary, but the publication of the Budget Binder will occur before the June 4 meeting. Therefore, the June 4 meeting may result in decisions that are unable to be captured by this analysis.

Consistent with discussions had during the April 16<sup>th</sup> meeting, Permit Sonoma staff outlined a schedule to implement and complete the General Plan update that is estimated to take seven years. The schedule proposed by staff includes some minor scoping in FY 2019, which become more robust in FY 2020-21, prior to commencing work on the General Plan Update with support from a consultant team that is expected to go under contract in late FY 2020/21. The General Plan Update completion is slated for FY 2025-26. The key driver of the General Plan Update schedule is that staff hours in the PRMD Planning Division's Comprehensive Planning team need to be freed from existing and other priority projects to process the update. The Comprehensive Planning team is currently completing several long-range policy projects that are expected to be complete in FY 2019. Several initiatives were identified by the Board and the community as priority in for FY 2019 (e.g. Cannabis Ordinance Update and implementing the Local Coastal Plan Update). A second key factor is securing sufficient funds to pay for the completion of the update. The General Plan Administration Revenue, which funds 50% of the General Plan Update and its implementation accrues approximately \$236,000 annually through development fees. Starting the General Plan Update in FY 2020/21 will ensure the Fund's balance is sufficient to carry the 50% share of the General Plan Update cost through to FY 2025/26. The General Fund is the source of the remaining 50% of funding needed to complete the General Plan.

Supervisor Hopkins is requesting \$1.4 million of one-time funding that would provide enough funding to allow Permit to begin working on the General Plan beginning in FY 2019-20.



# REQUEST FORM FOR NEW FUNDING

## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding:** Supervisor Lynda Hopkins/Regional Parks

**Legal structure of requesting organization –** County Department

### DESCRIPTION OF FUNDING REQUESTED

Sportfishing Dock repair/replacement

**What will the funds be used for?** The Sport Fishing Center is a public facility operated by Regional Parks that provides recreational chartered fishing services for the general public. Regional Parks recently performed ADA improvements in the parking area and the replacement of the main gangway for passengers to access the boats. Funding is needed to replace the main docs and existing second gangway. The existing docs are more than 30 years old, and in substandard condition. The attached bid is 2 years old, and we've been told to expect 10% increase in cost due to the timeframe, and approximately \$25,000 for demolition and disposal of the old docks. Remaining dollars –minimum \$50,000 - will be directed to public outreach regarding the future economic viability and sustainability planning for Spud Point, Mason's Marina and its facility.

**What is the amount of the funding request?** \$450,000

**Is the requested funding one-time or on-going?** One time

**How will this funding support the County's mandated or discretionary services?** Maintenance of the public sport fishing dock has been delayed, and presently present public safety and liability issues. Fishing is a primary economic driver for the coastal community, and needed repair will continue to support Regional Parks' campground facilities in the area.

**Which County Department provides these programs, and have you contacted them regarding this request?**  
Regional Parks - yes

**Why is funding from the County needed?** Significant public safety concerns are evident.

**Is matching funding available? Provide details.** Ongoing fees from Sport Fishing Center users contributes to the Regional Parks budget, but is insufficient for the capital repairs needed for the project.

**Whom should the county contact for additional information?** Supervisor Lynda Hopkins

**Contact Name:** Supervisor Hopkins 565-2241

**Contact Information (please include phone and email):**

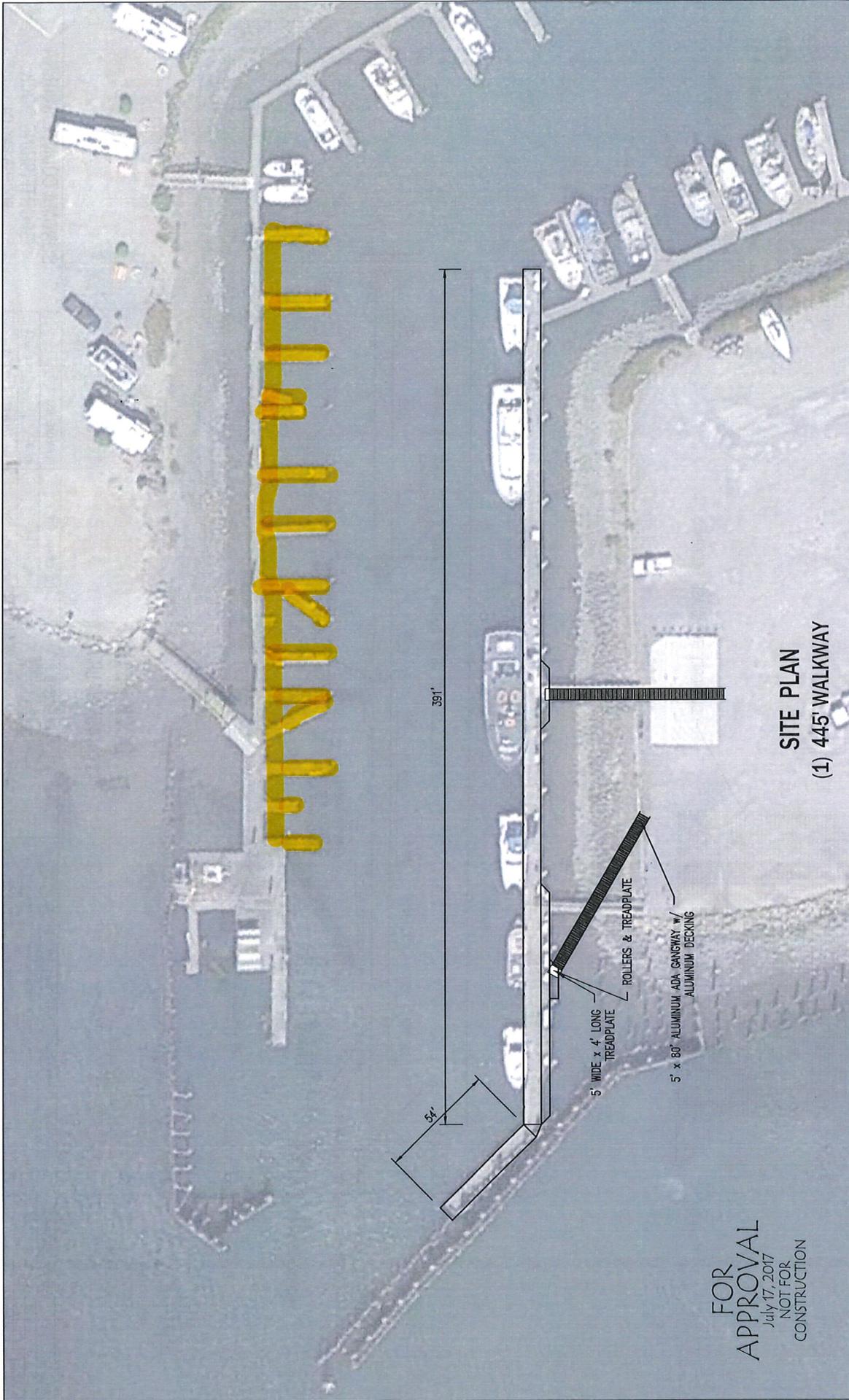
**Requester Signature**



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**Date Received by Clerk of the Board**



**SITE PLAN**  
**(1) 445' WALKWAY**

**FOR APPROVAL**  
July 17, 2017  
**NOT FOR CONSTRUCTION**

NO.	REVISION DESCRIPTION	DATE	BY

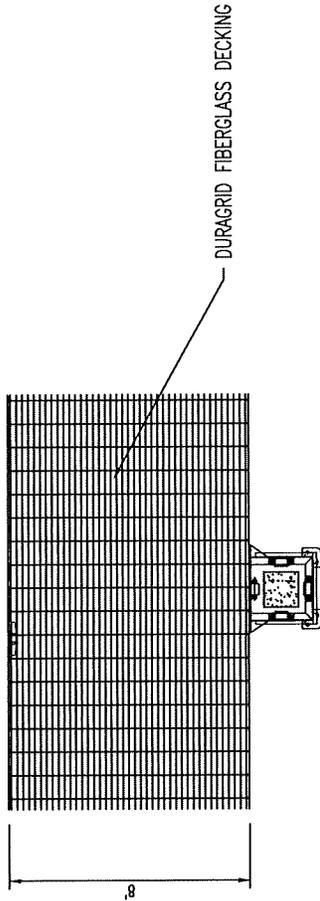
  

<p><b>MECO SULLIVAN</b> THE MARINA EXPERT</p> <p>1501 E. ELECTRIC AVE. MCALISTER, OREGON, USA 74501 Phone: (916) 423-8833 Fax: (916) 423-3215</p>	<p>DRAWN BY: NTF</p> <p>CHECKED BY:</p> <p>SCALE: 1"=40'-0"</p>	<p>FILE NAME: 8314-1</p> <p>JOB #</p> <p>DATE: 7/17/17</p>	<p>SONOMA COUNTY MARINA SPORTFISHING DOCK BODEGA BAY, CA.</p> <p>PLAN # 8314</p> <p>SHEET 1</p>
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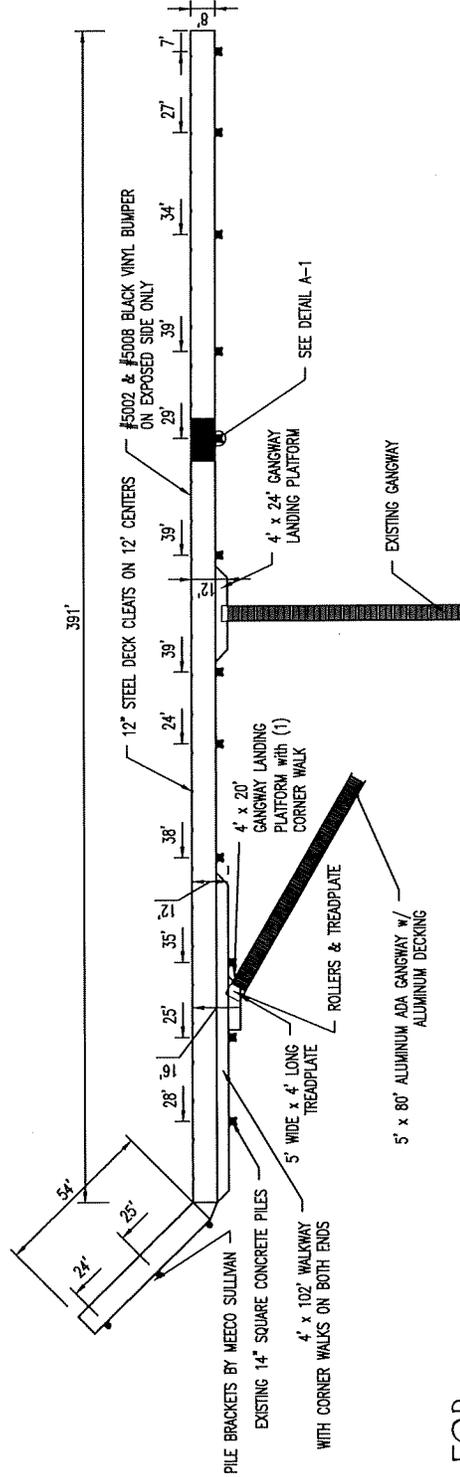
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**NOTES:**

1. 9" GLU-LAM NEPTUNE BEAM.
2. DECKING - DURAGRID FIBERGLASS
3. SIDEWOOD TO BE SINGLE ROW 2" x 8" SYP
4. POLYETHYLENE ENCASED FLOAT WITH POLYSTYRENE FLOTATION MOLDED INSIDE (NOMINAL .150" WALL)
5. PILE ANCHORAGE - PILES BY OTHERS, BRACKETS BY MEECO SULLIVAN.
6. ALL STEEL COMPONENTS TO BE HOT-DIP GALVANIZED AFTER FABRICATION.
7. #5002 H.D. VINYL BUMPER PERIMETER OF DOCK. #5008 H.D. FLAT VINYL BUMPER PERIMETER OF DOCK. BUMPER COLORS: BLACK VINYL BUMPER: BLACK
8. DECK FLOTATION LIVELOAD - ~20 P.S.F.
3. FREEBOARD - ~20"



**DETAIL A-1**



**DOCK PLAN  
(1) 445' WALKWAY**

**FOR APPROVAL**  
July 17, 2017  
NOT FOR CONSTRUCTION

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THE MARINA COMPANY  
1501 E. ELECTRIC AVE.  
MCALISTER, OKLAHOMA, USA 74501  
Phone: (918) 423-8833  
Fax: (918) 423-3215

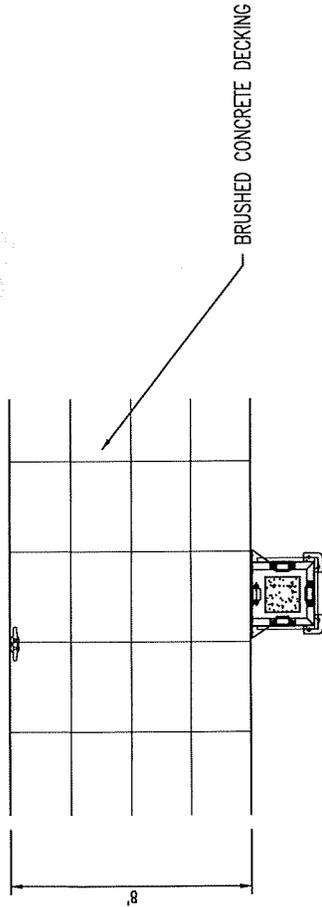
**SONOMA COUNTY MARINA  
SPORTFISHING DOCK**  
BODEGA BAY, CA.

NO.	REVISION DESCRIPTION	BY	DATE

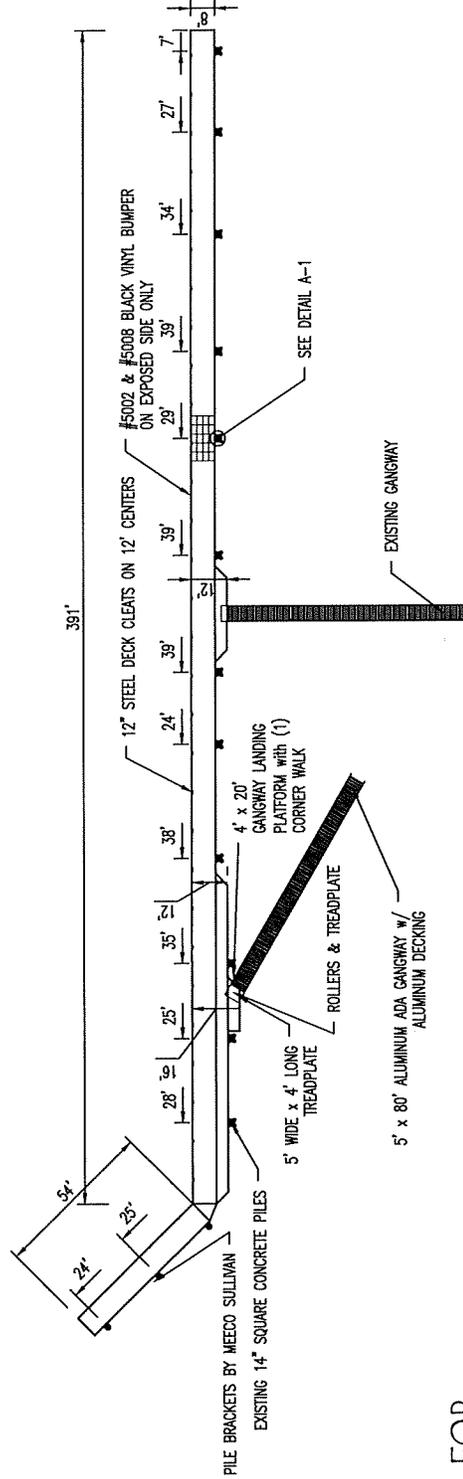
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PLAN # 8314	CHECKED BY:
SHEET 2	DATE: 7/17/17
SCALE: 1"=40'-0"	

**NOTES:**

1. 9" GLU-LAM NEPTUNE BEAM.
2. DECKING - BRUSHED CONCRETE DECKING.
3. SIDEWOOD TO BE 2" x 8" SINGLE ROW SIP.
4. POLYETHYLENE ENCASED FLOAT WITH POLYSTYRENE FLOTATION MOLDED INSIDE. (NOMINAL .150" WALL)
5. PILE ANCHORAGE - PILES BY OTHERS, BRACKETS BY MEECO SULLIVAN.
6. ALL STEEL COMPONENTS TO BE HOT-DIP GALVANIZED AFTER FABRICATION.
7. #5002 H.D. VINYL BUMPER PERIMETER OF DOCK.
8. DECK FLOTATION LEVELLOAD - ~20 P.S.F.
9. FREEBOARD - ~20"



**DETAIL A-1**



**DOCK PLAN  
(1) 445' WALKWAY**

**FOR APPROVAL**  
July 17, 2017  
NOT FOR CONSTRUCTION

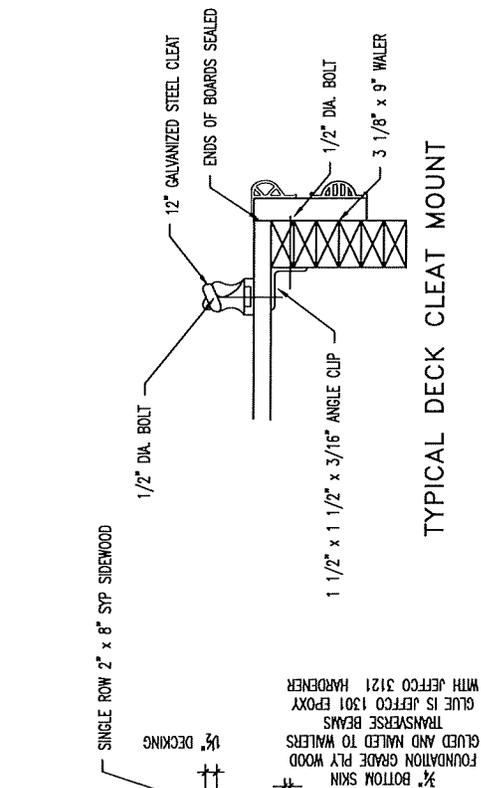
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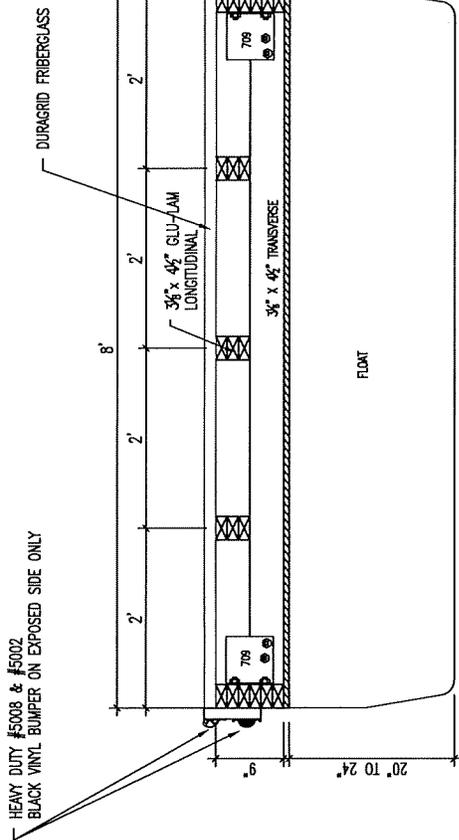
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1501 E. ELECTRIC AVE.  
MCALISTER, OKLAHOMA, USA 74801  
Phone: (918) 425-8833  
Fax: (918) 425-3215

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CHECKED BY:	JOB #
SCALE: 1"=40'-0"	DATE: 7/17/17
	PLAN # 8314
	SHEET 3

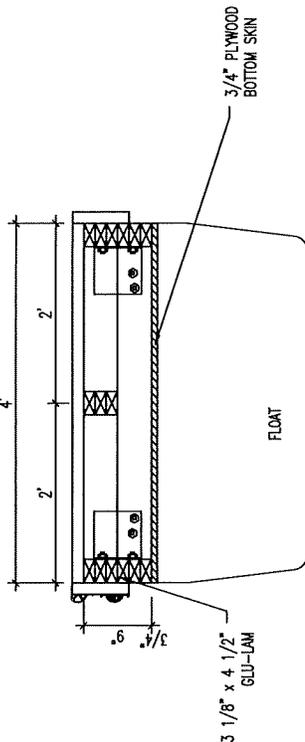
**SONOMA COUNTY MARINA  
SPORTFISHING DOCK**  
BODEGA BAY, CA.



TYPICAL DECK CLEAT MOUNT



8' WALKWAY SECTION



4' WALKWAY SECTION VIEW

FOR APPROVAL  
 July 17, 2017  
 NOT FOR CONSTRUCTION

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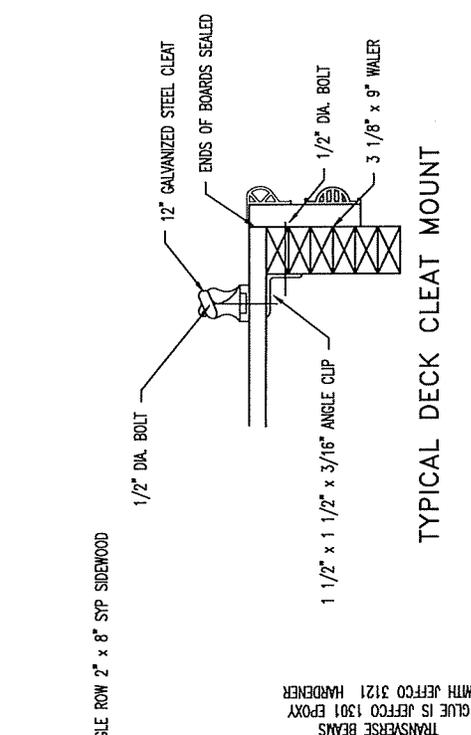
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 THE MARINA COMPANY  
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 MCLESTER, OKLAHOMA, USA 74601  
 Phone: (818) 423-8833  
 Fax: (818) 423-3215

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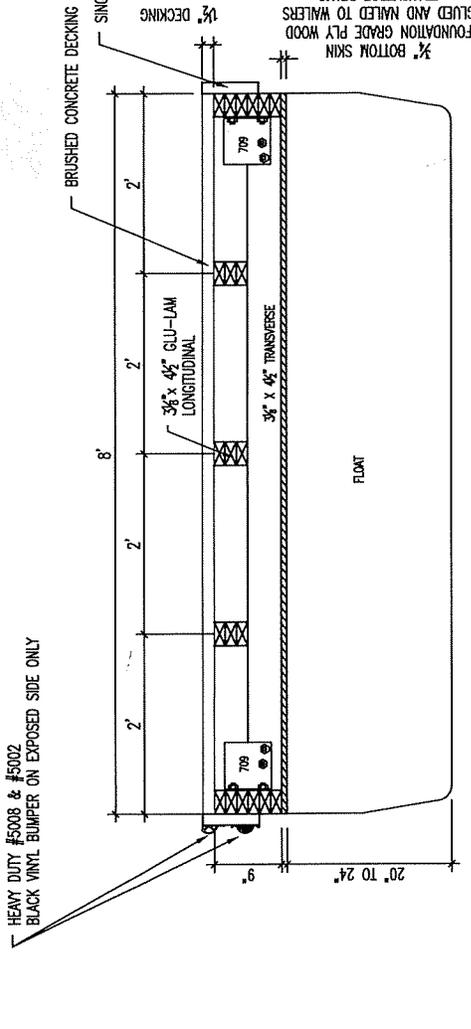
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 JOB #  
 DATE: 7/17/17  
 SHEET 4

SONOMA COUNTY MARINA  
 SPORTFISHING DOCK  
 BODEGA BAY, CA.

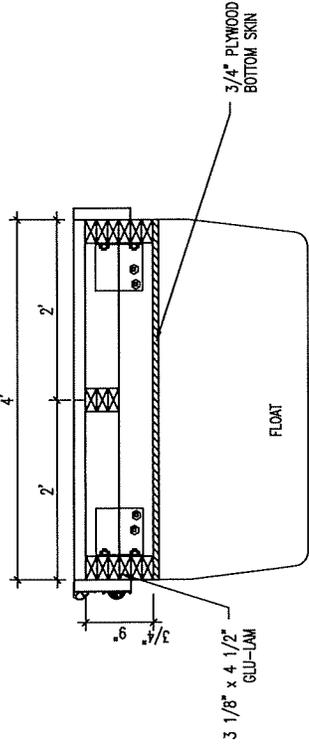
NO.	REVISION DESCRIPTION	BY	DATE



TYPICAL DECK CLEAT MOUNT



8' WALKWAY SECTION



4' WALKWAY SECTION VIEW

FOR APPROVAL  
July 17, 2017  
NOT FOR CONSTRUCTION

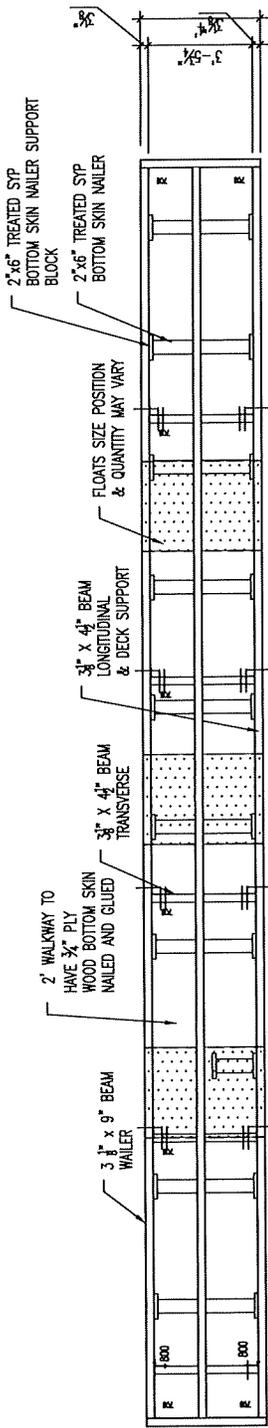
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MCLESTER, OKLAHOMA, USA 74501  
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Fax: (918) 425-3215

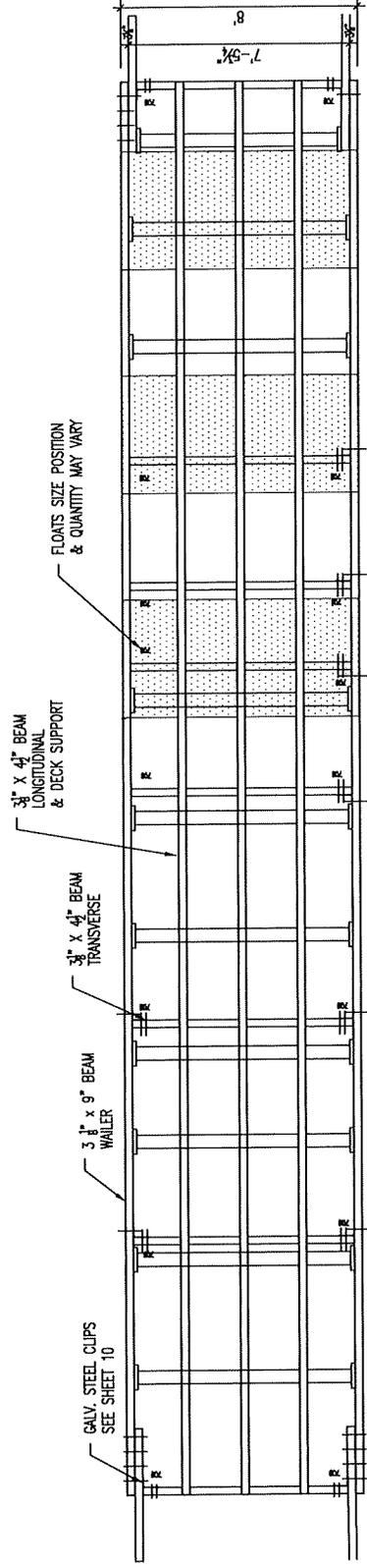
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JOB #  
DATE: 7/17/17  
PLAN # 8314  
SHEET 5

SONOMA COUNTY MARINA  
SPORTFISHING DOCK  
BODEGA BAY, CA.

NO.	REVISION DESCRIPTION	BY	DATE



TYPICAL 4' WALK



TYPICAL WALK

FOR  
APPROVAL  
July 17, 2017  
NOT FOR  
CONSTRUCTION

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				DRAWN BY: MTF CHECKED BY: SCALE: 1/4" = 1'-0" FILE NAME: 8314-DTL JOB # DATE: 7/17/17 PLAN # 8314 SHEET 6

SONOMA COUNTY MARINA  
SPORTFISHING DOCK  
BODEGA BAY, CA.



July 18, 2017

Via Email: [noah.wagner@sonoma-county.org](mailto:noah.wagner@sonoma-county.org)

Mr. Noah Wagner  
Spud Point - Sonoma County Marina  
1818 Westshore Road  
Bodega Bay, CA, 94923

Re: Sonoma County Sportfishing Dock

Dear Mr. Wagner:

We are pleased to provide the following quotation per Meeco Sullivan, LLC Plan #8314, sheets 1 through 6, dated July 17, 2017.

**Description of Design**

- (1) 445' Walkway
- (1) 5' x 18' Gangway Landing
- (8) 4' x 4' Fillets

- Option #1: Brushed concrete decking**
- Option #2: Duragrid Fiberglass decking**

- (1) 5' x 80' ADA Gangway

**Description of Materials**

**9" Atlantic System** - Laminated beams  
Unique design creates unparalleled strength, stability and durability  
Superior frame strength requires less piling than other systems  
Largest utility chase in the industry -easy installation and accessibility

**Brushed Concrete Decking – Option #1**

Internal reinforcement - added strength, added safety  
28 Day strength of 4000 PSI - exceeds industry standards  
2' x 2' and 2' x 3' x 1 1/2" thick removable panels - ready access to utilities  
Decking shall be installed with 1/8" x 1/2" tape caulking between the support member and concrete panel.  
After installation the height variation between panels shall not exceed 0.25" in accordance to Federal Register Vol. 56, No. 144 figure 7.

**Wood Decking – on fillets only**

Treated Southern Yellow Pine 2" x 6" - resistant to rot and decay  
Deck boards attached to frame with 5/16" self-tapping screws - controls warping and cupping

**Polyethylene Floats**

Shell: Roto-molded polyethylene, resistant to marine life and petroleum

Core: Expanded polystyrene block is molded inside the shell.

Shell thickness shall be .150 inches ARM STD +/-20%.

Firmly bolted to the frame

**Pile Anchorage System**

Pile guides supplied by Meeco Sullivan, LLC

Piles provided by Buyer

**Bumpering/Fendering**

Single row 2" x 8" treated Southern Yellow Pine sidewood on perimeter

Vinyl bumper on exposed side of walkway only

**Mooring Devices**

12" Steel deck cleats with plates

**ADA Gangway**

ADA Aluminum gangway with aluminum decking

**Warranties**

Two Year Manufacturer's Material Limited Warranty

Five Year Manufacturer's Concrete Decking Material Limited Warranty

Ten Year Manufacturer's Flotation Limited Warranty

**Value**

	<b><u>Materials and Freight</u></b>	<b><u>Offloading and Installation</u></b>	<b><u>Total</u></b>
<b>Option #1:</b>	<b>\$201,508.00</b>	<b>\$48,325.00</b>	<b>\$249,833.00</b>
<b>Option #2:</b>	<b>\$245,236.00</b>	<b>\$38,050.00</b>	<b>\$283,286.00</b>
<b>Gangway:</b>	<b>\$54,426.00</b>	<b>\$2,100.00</b>	<b>\$56,526.00</b>

**Items Not Included**

Engineer stamped plans, utilities, permits, fees or tax

\* If project is exempt from tax, Meeco Sullivan, LLC will require a tax exemption certificate be completed and returned with the proposal. If certificate is not received, any applicable taxes will be invoiced in addition to the amount noted above.

This quotation is subject to review after 30 days.

Please call 209-452-2475 if I may be of further assistance.

Sincerely,

J Mills  
Western Regional Sales Manager  
Meeco Sullivan, LLC

## Sport Fishing Dock Repair/Replacement

**Name of organization requesting funding:**

Supervisor Lynda Hopkins/Regional Parks

**Analysis:**

The Sport Fishing Center is a public facility operated by Regional Parks in Bodega Bay that provides recreational chartered fishing services for the general public. Regional Parks recently performed ADA improvements in the parking area and the replacement of the main gangway for passengers to access the boats. Funding is needed to replace the main docks and to replace the second gangway. The existing docks were constructed in the mid 1980's and are in substandard condition for a public facility on the water. The project is estimated to cost \$450,000 for the design, permits, and installation of new docks and gangway. Completing this work could provide economic benefits for the community with visitors eating, fisherman leading the tours, potential Transient Occupancy Tax (TOT) revenues from visitors staying in the area.

The County's real estate portfolio is diverse, with over 2 million square feet of owned and leased facilities and over 170 structures. The cost of operating the property portfolio have grown as facilities have aged, and deferred maintenance obligations have also increased over time primarily due to resource shortfalls. Recognizing these challenges, Board approved a new "Facility Maintenance and Investment" financial policy in FY 2017-18 dedicating forty percent (40%) of secured property tax growth above what is needed to finance general fund services for a 5-year period.

Anticipated Deferred Maintenance projects are described in the Five Year Capital Improvement Plan (CIP) and the annual Capital Budget. The CAO and General Services routinely evaluate needs, in consultation with Risk Management, to prioritize projects for funding. Given the age of most county-owned facilities, Deferred Maintenance project needs far outweigh the available funding. At this time, the highest priority projects total \$7.4 million. Of the \$7.4 million, \$2.74 million is for projects at Bodega Bay. The Sport Fishing Dock is not included on the County's highest Deferred Maintenance priority list. Projects that have been prioritized are the fuel line and icehouse compressor replacements at Spud Point Marina and demolition of the Bodega Bay Cannery Building. The Spud Point Marina projects have been funded and work will taking place in the next few months.



## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding**

*Community Support Network*

**Legal structure of requesting organization**

*501 (c) (3)*

**DESCRIPTION OF FUNDING REQUESTED** *Please see attached*

Include as much information as possible, attach additional sheets if necessary

**What will the funds be used for?**

**What is the amount of the funding request?**

**Is the requested funding one-time or on-going?**

**How will this funding support the County's mandated or discretionary services?**

**Which County Department provides these programs, and have you contacted them regarding this request?**

**Why is funding from the County needed?**

Is matching funding available? Provide details.

Whom should the county contact for additional information?

Contact Name:

Contact Information (please include phone and email):



Requester Signature

Tom Bieri, MFT, Executive Director

Date Received by Clerk of the Board

Community Support Network Narrative Answers

**What will the funds be used for?**

The increased cost of providing board and care services to Behavioral Health clients at Brown Street and Hope House. The cost of providing supportive housing services is going up because of various increases to the minimum wage as mandated by local and federal guidelines. The increases are summarized below:

HOPE HOUSE								
DIRECT SERVICE PERSONNEL (JOB CLASS/TYPE)	FTE BUDGETED TO CONTRACT	FY 18-19 FULL TIME ANNUAL SALARY	FY 18-19 - FTE X ANNUAL SALARY	FY 18-19 - ANNUAL SALARY + PAYROLL TAXES/INS	FY 19-20 FULL TIME ANNUAL SALARY	FY 19-20 - FTE X ANNUAL SALARY	FY 19-20 - ANNUAL SALARY + PAYROLL TAXES/INS	INCREASE
1 Program Manager	1.00	\$ 47,476	\$ 47,476	\$ 54,707	\$ 49,920	\$ 49,920	\$ 57,523	\$ 2,816
2 Level II Counselors		\$ 28,080	\$ -	\$ -	\$ 30,160	\$ -	\$ -	\$ -
3 Level I Counselor	3.50	\$ 26,000	\$ 91,000	\$ 104,859	\$ 28,080	\$ 98,280	\$ 113,248	\$ 8,389
4 House Manager		\$ 33,280	\$ -	\$ -	\$ 35,360	\$ -	\$ -	\$ -
5 Lead Counselor	1.00	\$ 29,120	\$ 29,120	\$ 33,555	\$ 31,200	\$ 31,200	\$ 35,952	\$ 2,397
6 Relief Counselor	0.30	\$ 22,880	\$ 8,864	\$ 7,909	\$ 24,960	\$ 7,488	\$ 8,628	\$ 719
7 Overnite counselor	1.40	\$ 22,880	\$ 32,032	\$ 36,910	\$ 24,960	\$ 34,944	\$ 40,266	\$ 3,355
<b>TOTAL</b>	<b>7.20</b>		<b>\$ 206,492</b>	<b>\$ 237,941</b>		<b>\$ 221,832</b>	<b>\$ 255,617</b>	<b>\$ 17,676</b>

BROWN ST								
DIRECT SERVICE PERSONNEL (JOB CLASS/TYPE)	FTE BUDGETED TO CONTRACT	FY 18-19 FULL TIME ANNUAL SALARY	FY 18-19 - FTE X ANNUAL SALARY	FY 18-19 - ANNUAL SALARY + PAYROLL TAXES/INS	FY 19-20 FULL TIME ANNUAL SALARY	FY 19-20 - FTE X ANNUAL SALARY	FY 19-20 - ANNUAL SALARY + PAYROLL TAXES/INS	INCREASE
1 Program Manager	0.15	\$ 47,476	\$ 7,121	\$ 8,206	\$ 49,920	\$ 7,488	\$ 8,628	\$ 422
2 Level II Counselors	0.00	\$ 28,080	\$ -	\$ -	\$ 30,160	\$ -	\$ -	\$ -
3 Level I Counselor	0.60	\$ 26,000	\$ 15,600	\$ 17,976	\$ 28,080	\$ 16,848	\$ 18,414	\$ 1,438
4 House Manager	0.00	\$ 33,280	\$ -	\$ -	\$ 35,360	\$ -	\$ -	\$ -
5 Lead Counselor	1.00	\$ 29,120	\$ 29,120	\$ 33,555	\$ 31,200	\$ 31,200	\$ 35,952	\$ 2,397
6 Relief Counselor	1.00	\$ 22,880	\$ 22,880	\$ 26,365	\$ 24,960	\$ 24,960	\$ 28,781	\$ 2,397
7 Overnite counselor	1.40	\$ 22,880	\$ 32,032	\$ 36,910	\$ 24,960	\$ 34,944	\$ 40,266	\$ 3,355
<b>TOTAL</b>	<b>4.15</b>		<b>\$ 106,753</b>	<b>\$ 123,012</b>		<b>\$ 115,440</b>	<b>\$ 133,022</b>	<b>\$ 10,010</b>

Contract augmentations of \$27,686 (17,676 for Hope House and \$10,010 for Brown Street) will be necessary in order for Community Support Network to continue running these programs in a sustainable manner.

**What is the amount of the funding request?**

\$27,686 (17,676 for Hope House and \$10,010 for Brown Street)

**Is the requested funding one-time or on-going?**

On-going.

**Community Support Network Narrative Answers****How will this funding support the County's mandated or discretionary services?**

This funding will continue to help the Sonoma County Behavioral Health Division avoid more costly care at inpatient psychiatric facilities. Sonoma County is mandated to provide services to conserved individuals with severe and persistent mental illness. The costs associated with the provision of services at these licensed board and care facilities is pennies on the dollar compared with the cost of inpatient facilities. These two programs save the county over five million dollars per year when one compares the costs of these contacts with the avoided cost of placing the individuals conserved there in inpatient facilities.

**Which County Department provides these programs, and have you contacted them regarding this request?**

The Behavioral Health Division. Yes, Bill Carter was approached about this requested contract augmentation on February 21, 2019.

**Why is funding from the County needed?**

The funding is needed from the County in order for Community Support Network to continue to operate these cost saving programs in a sustainable manner.

**Is match funding available? Provide details**

There is a potential revenue source within CSN's programs that could potentially offset these increased costs. If the maximum MediCal billing level were increased for CSN's Opportunity House contract, the revenue here could more than pay for the cost of these proposed contract augmentations. CSN currently has a MediCal billing maximum of \$89K at Opportunity House. This will be completely billed out by us in March of this year and the contract maximum has also been reached early in each of the last two years. CSN could bill for an additional \$29K in MediCal at Opportunity House if the MediCal maximum were raised to \$118K.

**Whom should the county contact for additional information?**

**Contact Name:** Cindy Strauch, Finance Director, Community Support Network

**Contact Information (please include phone and email):** (707) 544-0979 Ext. 115    cindy@csn-mh.com

## Funding for Community Support Network

**Name of organization requesting funding:**

Community Support Network

**Analysis:**

Community Support Network (CSN) is requesting \$27,686 in additional ongoing funding for Supportive Housing Services provided at the Brown Street and Hope House. The requested funding will fill an existing funding gap the requestor is experiencing due to increases in the minimum wage mandated by local and federal agency regulations. The overall budget for both of these Supportive Housing facilities is \$388,639.

The Department of Health Services is aware of the gap in funding and is currently working with other safety net departments of Community Development Commission and the Human Services Department to identify opportunities to fund increased costs of residential care facilities.

The Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.



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**REQUEST FORM FOR NEW**

*Received  
Late*

**SONOMA COUNTY RECOMMEND**

Hearings Begin on June 11, 2019

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding**

Council on Aging Services for Seniors

**Legal structure of requesting organization**

Non Profit 501(c)(3)

**DESCRIPTION OF FUNDING REQUESTED**

Include as much information as possible, attach additional sheets if necessary

**What will the funds be used for?**

To provide 30,000 home delivered meals to isolated frail homebound seniors in Sonoma County. Service from Rohnert Park Cotati to Cloverdale and Sonoma Valley out to the Russian River area.

**What is the amount of the funding request?**

\$250,000

**Is the requested funding one-time or on-going?**

We are requesting on-going funding to help supplement Older American Act funding which does not cover the cost of needed service.

**How will this funding support the County's mandated or discretionary services?**

County of Sonoma receives descretionary Older American Act funding to provide Senior Nutrition programs and contracts to do so. OAA funding mandates the county to provide home delivered and congregate programs. This funding will support the existing and underfunded contracts.

**Which County Department provides these programs, and have you contacted them regarding this request?**

Human Services - Adult and Aging Department and yes, they are aware of this request.

**Why is funding from the County needed?**

Without this funding we will have to reduce our service level of 175,000 meals to 145,000 meals, and placing seniors on waitlists. Clients need these meals to remain living independently in their homes. Without the service many are at risk for institutionalization or chronic deseases caused by poor nutrition.

FY 2019-20 Budget Request

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**Is matching funding available? Provide details.**

Council on Aging raises approximately \$1,000,000 million each year to subsidize our Meals on Wheels program.

**Whom should the county contact for additional information?**

President and CEO

**Contact Name:**

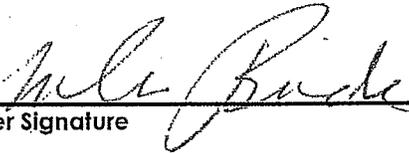
Marriane McBride

**Contact Information (please include phone and email):**

(707) 525-0143 x 111 mmcbride@councilonaging.com

Requester Signature

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Date Received by Clerk of the Board

### Senior Meals Program Budget Request

**Name of organization requesting funding:**

Council on Aging Services for Seniors

**Analysis:**

Council on Aging is requesting \$250,000 to provide 30,000 home-delivered meals to seniors in Sonoma County during Fiscal Year 2019-20. Council on Aging receives funding from the County via its contract with the Human Services Department, Adult & Aging Division.

The following table shows the County's funding history for senior meals:

Senior Meals Program	FY 2016-17 Adopted Bud	FY 2017-18 Adopted Bud	FY 2018-19 Adopted Bud	FY 2019-20 Recommended Bud	FY 2019-20 w/ CoA Request
<b>Home-Delivered Meals</b>					
Contracted	195,000	195,000	175,420	145,000	175,000
Actual Served	185,425	163,165	TBD	TBD	TBD
<b>Congregate Meals</b>					
Contracted	40,100	39,000	35,490	35,490	35,490
Actual Served	43,634	41,252	TBD	TBD	TBD
<b>Funding Sources</b>					
General Fund	\$0	\$238,850	\$0	\$0	\$250,000
Transient Occupancy Tax	\$0	\$0	\$300,000	\$0	\$0
Older Americans Act	\$1,096,439	\$716,304	\$759,602	\$952,467	\$952,467
1991 Realignment	\$0	\$180,000	\$180,000	\$0	\$0
<b>TOTAL FUNDING</b>	<b>\$1,096,439</b>	<b>\$1,135,154</b>	<b>\$1,239,602</b>	<b>\$952,467</b>	<b>\$1,202,467</b>

The Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.

### Senior Meals Program Budget Request

**Name of organization requesting funding:**

Council on Aging Services for Seniors

**Analysis:**

Council on Aging is requesting \$250,000 to provide 30,000 home-delivered meals to seniors in Sonoma County during Fiscal Year 2019-20. Council on Aging receives funding from the County via its contract with the Human Services Department, Adult & Aging Division.

The following table shows the County's funding history for senior meals:

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General Fund	\$0	\$238,850	\$0	\$0	\$250,000
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1991 Realignment	\$0	\$180,000	\$180,000	\$0	\$0
<b>TOTAL FUNDING</b>	<b>\$1,096,439</b>	<b>\$1,135,154</b>	<b>\$1,239,602</b>	<b>\$952,467</b>	<b>\$1,202,467</b>

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## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11 , 2019

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO -BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding:** Legal Aid of Sonoma County

**Legal Structure of requesting organization:** 501(c)(3) Tax ID #68-0008581

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

#### **What will the funds be used for?**

Funds will be used to ensure continuation of our Elder Outreach Program. This program provides legal help to seniors no matter where they live in the County. In 2018 we assisted nearly 700 seniors. We partner with the County (APS, and the HHS Petaluma site) and dozens of non-profits, to meet with seniors throughout the County. Since beginning the program 3 years ago, we increased access to isolated seniors by 100%-150%. This program ensures that our most vulnerable residents, our seniors, have access to life-saving legal support. The number one issue handled by this program is elder abuse.

#### **What is the amount of the funding request?**

\$35,000.00

#### **Is the requested funding one-time or on-going?**

We continue to work with our partners at Adult and Aging to find other funding for this program, but may require a similarly small ask next year.

#### **How will this funding support the County's mandated or discretionary services?**

Sonoma County has a rapidly aging population. To make matters worse, the housing crisis and the fires, disproportionately affected our seniors. These pressures are resulting in increasing instability for seniors and increases in elder abuse. One of the County's mandates, through APS, is to keep our seniors safe from abuse. Legal Aid works hand in hand with APS to accomplish this goal by helping seniors with protective orders and other legal remedies.

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**Which County Department provides these programs, and have you contacted them regarding this request?**

This funding falls within the jurisdiction of the Department of Adult and Aging. Adult and Aging Staff are extremely supportive of Legal Aid's Elder program, and we have a tremendous partnership with APS. Thanks to staff working with Legal Aid to find other sources of support, our ask from the board is a third of what it was last year. The board initially seeded this program with a \$100k grant through the General Fund, and we received \$100k from the board last year. Our ask this year is only \$35,000.00.

**Why is funding from the County needed?**

Funding is needed because while Legal Aid and the Department of Adult and Aging have leveraged an additional \$65,000.00 for this program beyond what was available last year, there remains a \$35,000.00 gap. Again, this is \$65K less than our ask last year. Without this funding we cannot maintain elder outreach services.

**Is matching funding available? Provide details.**

Legal Aid already leverages \$183,000.00 in other funding and resources for the Elder Law Program.

**Whom should the county contact for additional information?**

**Contact Name:** Ronit Rubinoff

**Contact Information (please include phone and email):**

Phone: 707-688-4034

email: [rrubinoff@legalaidsc.com](mailto:rrubinoff@legalaidsc.com)

Legal Aid of Sonoma County  
144 South E Street, Ste 100, Santa Rosa, CA 95404

Requester Signature

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Date Received by Clerk of the Board

## Elder Outreach Program Budget Request

### Name of organization requesting funding:

Legal Aid of Sonoma County

### Analysis:

Legal Aid is requesting \$35,000 of General Fund to continue its Elder Outreach Program through Fiscal Year 2019-20. The funding would be used to augment the Human Services Department (HSD) Adult & Aging Division's annual contract renewal with Legal Aid to provide legal services to seniors in need. HSD's Adult Protective Services contracts with Legal Aid for specific issues pertaining to adults who have been victims of physical abuse and have housing issues related to keeping them safe from abuse. For the past three fiscal years—from FY 2016-17 through FY 2018-19—Legal Aid has requested, and the Board has approved, \$100,000 annually from the General Fund to fund the Elder Outreach Program. This funding has been provided to Legal Aid via its existing contract with HSD.

In addition to the General Fund support, HSD also received a two year grant from the California Department of Aging that funds Legal Aid services for \$25,000 annually in FY 2018-19 and FY 2019-20. The scope of the California Department of Aging grant focuses on preventative efforts for any adult 60 years or older, and includes legal services outreach to senior populations. This Legal Aid contract has looser eligibility requirements compared to the APS contract, and is intended to help seniors in need who may not be receiving services under the APS contract, such as those impacted by the 2017 fires.

On 5/21/2019, the Board approved HSD's acceptance of the new Home Safe grant from the California Department of Aging. The new Home Safe targets any protective issue that includes self-neglect (homeless and high risk of becoming homeless), which is somewhat uncharted territory for APS and will also need legal assistance. The Home Safe grant includes a \$49,450 annual funding allocation for Legal Aid of Sonoma County to serve this senior population for the three-year term of the grant from 7/1/2019 - 6/30/2022. The following table shows the County's funding history for Legal Aid's elder program:

HSD Funding - Legal Aid Services for Seniors	FY 2016-17 Adopted Bud	FY 2017-18 Adopted Bud	FY 2018-19 Adopted Bud	FY 2019-20 Recommended Bud	FY 2019-20 w/ LASC Request
General Fund	\$100,000	\$100,000	\$100,000	\$0	\$35,000
CA Dept. of Social Services Grant (2 yr.)	\$0	\$0	\$25,000	\$25,000	\$25,000
CA Dept. of Aging Home Safe Grant (3 yr.)	\$0	\$0	\$0	\$49,450	\$49,450
<b>TOTAL (incl. Requested)</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$125,000</b>	<b>\$74,450</b>	<b>\$109,450</b>

The Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.



## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11 , 2019

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO -BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding:** Legal Aid of Sonoma County

**Legal structure of requesting organization:** 501(c)(3)

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

#### **What will the funds be used for?**

We will use funds to ensure continuation of our HOME tenant-housing program. This is a homelessness prevention program. HOME provides legal services to vulnerable tenants throughout the County. In 2018, we assisted over 1,000 tenants. HOME helps prevent unlawful evictions, corrects substandard housing conditions, and preserves Section 8 benefits for those most at risk of becoming homeless. It also leverages over \$800,000.00 annually in relocation funds and fees for tenants.

HOME provides mobile outreach services; bilingual program staff travel throughout the County meeting with residents where they live. Since beginning the program 3 years ago, we increased access to rural and isolated residents by 100%-150%. This program ensures that no matter where someone lives in the County, if they are facing legal issues which make them unstably housed, services are accessible to them.

#### **What is the amount of the funding request?**

\$80,000.00

#### **Is the requested funding one-time or on-going?**

Legal Aid would like this to be a onetime ask. We will continue to work with the Community Development Commission (CDC) to obtain their full support for the program next year. To that end, we are engaging in a data project over the next year to further demonstrate this program's impact on people's housing stability.

#### **How will this funding support the County's mandated or discretionary services?**

Sonoma County is facing an unprecedented housing crisis. One of the board's top priorities is to provide vulnerable residents in Sonoma County with more housing stability. HOME's goal is to help our clients remain housed, thus directly aligning with this board priority.

**Which County Department provides these programs, and have you contacted them regarding this request?**

This program falls within the purview of the CDC. Legal Aid has applied for funding through the CDC. Unfortunately, the CDC disallowed Legal Aid's application from the HomeSonoma funding process and restricted the application to the Fair Housing application process wherein the funding streams are very limited. This has left the program with an \$80,000.00 shortfall. Legal Aid believes that HOME is a homelessness prevention program and provided evidence of multiple other jurisdictions (New York, Boston and San Francisco) that support programs like HOME as a best practice in homeless prevention. However, CDC staff did not allow Legal Aid to compete in the HomeSonoma process.

**Why is funding from the County needed?**

Please see response above re the CDC application process. In addition, the amount CDC recommended (\$80k short of our ask) is the same amount they recommended last year (prior to the Board increasing the contract), and does not take into account the increased salary and rent burden of the program.

**Is matching funding available? Provide details.**

Legal Aid leverages \$340,000.00 in other funding and resources for HOME. In addition, Legal Aid's Disaster Relief Program, which is assisting hundreds of fire survivors with housing issues related to the disaster, has leveraged over \$300k of funding for the program and over \$4million in disaster relief benefits for survivors. Legal Aid has supported this program exclusively through non-County resources.

**Whom should the county contact for additional information?**

**Contact Name:** Ronit Rubinoff

**Contact Information (please include phone and email):**

Phone: 707-688-4034

email: [rrubinoff@legalaidsc.com](mailto:rrubinoff@legalaidsc.com)

Legal Aid of Sonoma County  
144 South E Street, Ste 100, Santa Rosa, CA 95404

Requester Signature



Date Received by Clerk of the Board

## Home Tenant Housing Program Budget Request

**Name of organization requesting funding:**

Legal Aid of Sonoma County

**Analysis:**

The Community Development Committee (CDC) set aside \$175,000 for general fair housing services to support the Commission's requirements to Affirmatively Further Fair Housing. Of this amount, \$105,000 has been committed to Legal Aid and a subsequent additional recommended amount of \$30,000 was made by HOME Sonoma County Leadership Council. A combined total award of \$135,000 to Legal Aid was approved by your Board as part of the 4/30/19 HOME Sonoma County and FY 2019-2020 Action Plan funding cycle action. CDC and Legal Aid are developing the scope of work to be performed with this funding.

CDC is in discussions with Legal Aid Sonoma County and with Fair Housing Advocates of Northern California to agree on work scopes and budgets between those two agencies that will deliver a robust fair housing services program.

The following table shows award funding history for their fair housing and eviction prevention services to Legal Aid from FY 2016-17 through 2018-19.

CDC Funding History	2016-2017	2017-2018	2018-2019	2019-2020 Request
Legal Aid Requested	\$215,400	\$233,200	\$288,000	\$185,100
Awarded	\$215,400 (\$31,200 competitive award, \$184,200 allocated by the Board)	\$170,649 (\$87,501 competitive award; \$50,000 allocated by the Board)	\$185,000 (\$105,180 competitive award; \$80,000 allocated by the Board)	

The Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.



## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

DUE BY 4/15/2019

PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG

Name of organization requesting the funding

Monte Rio Community Alliance and Monte Rio Recreation and Park District

Legal structure of requesting organization

Non-profit organization/corporation, and Government Special District

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

What will the funds be used for?

Installation of EV Charging Station at Monte Rio Community Center

What is the amount of the funding request?

\$25,000

Is the requested funding one-time or on-going?

One-time

How will this funding support the County's mandated or discretionary services?

Providing an EV charging station supports clean air and tourism. Currently there are no public EV charging stations in Monte Rio.

Which County Department provides these programs, and have you contacted them regarding this request?

TPW. The county has been contacted and our county supervisor has agreed to look into this request.

Why is funding from the County needed?

An initial bid from Chargepoint was \$30,000 which is above what MRRPD can afford. MRRPD has also been hit with significant flood related damages to their properties and facilities. The EV charger would be located at the Community Center which did not experience flooding in this last significant flood.

Is matching funding available? Provide details.

Possible matching funds from MRRPD, additional funds possibly from Sonoma Clean Power and Northern Sonoma County Air Pollution Control District.

Whom should the county contact for additional information?

Contact Name: Chuck Ramsey, President Monte Rio Community Alliance, Board Director Monte Rio Recreation and Park District.

Contact Information (please include phone and email): 707-239-1639 [chram@aol.com](mailto:chram@aol.com)

Requester Signature

Chuck Ramsey 4/15/19

\_\_\_\_\_  
Date Received by Clerk of the Board

## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

DUE BY 4/15/2019

PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG

Name of organization requesting the funding

Monte Rio Community Alliance

Legal structure of requesting organization

Non-profit organization, corporation.

### DESCRIPTION OF FUNDING REQUESTED

Include as much information as possible, attach additional sheets if necessary

What will the funds be used for?

Road and drainage improvements.

- 
1. Specifically repaving on River Blvd from Highland Dell to the Bohemian Hwy intersection. This is a neighborhood gateway and a hotel district gateway. This small section of road was not repaved when Sweetwater Springs installed new water mains in the neighborhood a few years ago. I was told Sweetwater had excess asphalt and asked the county if they repave this remaining segment and were told no by the county. I have also been told for several years that the county would look into repaving this section and it still hasn't been repaved.
  2. Repair drainage issues and repave the small section of Middle Terrace directly above the Monte Rio Firehouse. Drainage issues have impacted the firehouse and is causing the road to fail. The fire department has requested assistance from the county and was told drainage issues on Middle Terrace affecting the firehouse were not the county's responsibility.
-

**What is the amount of the funding request?**

\$500,000 or less depending on bids.

**Is the requested funding one-time or on-going? One-time.**

**How will this funding support the County's mandated or discretionary services?**

Maintaining county infrastructure assets supports the County's mandated services, assists with tourism, protects fire services, ensures residents living on Starrett Hill have safe egress during emergencies.

**Which County Department provides these programs, and have you contacted them regarding this request? TPW. Yes.**

**Why is funding from the County needed?**

The funds aren't available from other sources.

**Is matching funding available? Provide details.**

No.

**Whom should the county contact for additional information?**

Contact Name: Chuck Ramsey, President

Contact Information (please include phone and email): 707-239-1639 chram@aol.com

Requester Signature

*Chuck Ramsey* 4/15/19

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\_\_\_\_\_  
Date Received by Clerk of the Board

## **Request for Repaving River Blvd. and Middle Terrace Drainage Improvements**

**Name of organization requesting funding:** Monte Rio Community Alliance

### **Analysis:**

Paving requests for River Blvd. from Highland Dell to Bohemian Hwy have been added to the Department of Transportation and Public Works (TPW) list of requests for paving in the 5<sup>th</sup> District. TPW strives to meet the request recognizing that the needs of pavement repair exceed the funding available and will be prioritized accordingly. Middle Terrace has also been added to a list of requested drainage investigations. These requests will be included in the department's Maintenance program.

TPW can address drainage issues within the public Right-of-Way, however as drainage courses leave County Right-of-Way and enter private property, our jurisdiction ends. TPW is not allowed to spend public funds on private property.



## REQUEST FORM FOR NEW FUNDING

### SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

FY 2019-20 BUDGET REQUEST

**DUE BY 4/15/2019**

**PLEASE SEND TO CAO-BUDGET@SONOMA-COUNTY.ORG**

**Name of organization requesting the funding:** Russian River Chamber of Commerce - Sponsored by Supervisor Lynda Hopkins and Sheriff Mark Essick

**Legal structure of requesting organization** – Voluntary Association of Business Firms.

#### **DESCRIPTION OF FUNDING REQUESTED**

**Downtown Guerneville Security:** A public/private partnership with the Sonoma County Sheriff's Office and the Russian River Chamber of Commerce.

**What will the funds be used for?** The Guerneville community is physically isolated from the Highway 101 corridor and has the highest percentage of unsheltered persons per capita in the County. Deputies serving the Russian River area cover a large service area and are unable to maintain a consistent, regular street presence in the downtown Guerneville area. For the past several years, the Russian River Chamber has engaged a security firm to supplement patrol of the downtown business area. This effort has been supported by the County. The security patrol has had a positive impact on petty crimes and quality of life crimes in the area, which relies on seasonal tourism to keep business doors open. This is particularly necessary during the spring through fall months. We have made an annual request for these funds from various sources, and working with Sheriff Essick, intend to establish an on-going effort that will support the security patrols and ensure that the program will continue.

**What is the amount of the funding request?** \$300,000

**Is the requested funding one-time or on-going?** Ongoing funding, the amount requested will ensure viability of the supplemental security services for several years.

**How will this funding support the County's mandated or discretionary services?** This funding provides a cost effective supplement to traditional sworn public safety services for the community.

The services will support sworn law enforcement professionals in the area. The security personnel act as professional reporters, which assists local law enforcement.

**Which County Department provides these programs, and have you contacted them regarding this request?** Sheriff's Office – The Sheriff's Office will continue to provide law enforcement services in the area, the proposed program supplements those services and provides eyes and ears in the area when sworn deputy sheriffs are not present. The security services provide a high visibility deterrent. Security personnel can focus their presence in the downtown area.

**Why is funding from the County needed?** While the River area generates a high percentage of Tourism Occupancy Tax, it is an economically disadvantaged community which faces unique challenges due to high rates of alcohol and drug dependency and high percentages of unsheltered persons.

**Is matching funding available? Provide details.** No.

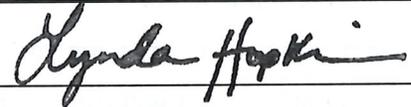
**Whom should the county contact for additional information?** Supervisor Hopkins or Sheriff Essick

**Contact Name:** Supervisor Lynda Hopkins and/or Sheriff Mark Essick

**Contact Information (please include phone and email):** Supervisor Hopkins 565-2241 / Sheriff Essick 565-3920

**Requester Signature**

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**Date Received by Clerk of the Board**

### Funding for Downtown Guerneville Security

**Name of organization requesting funding:**

Russian River Chamber of Commerce – Sponsored by Supervisor Lynda Hopkins and Sheriff Mark Essick

**Analysis:**

In June 2014, the Board approved a transfer of \$249,100 in Reinvestment and Revitalization ("R&R") funding to the Sheriff's Department to hire an additional deputy to provide enhanced security in the lower Russian River area. However due to staffing shortages the Sheriff's Department, in June 2016 the Board approved a transfer of funding in the amount of \$102,986 to General Services to allow the Russian River Chamber of Commerce to expand existing security contract services.

Below is a summary of the annual expenditures to-date for the security contract, which was extended to December 31, 2018.

<b>Fiscal Year</b>	<b>Amount</b>
FY 2015-16	\$8,448
FY 2016-17	\$48,568
FY 2017-18	\$33,072
FY 2018-19	\$11,206
<b>Total Spent</b>	<b>\$101,294</b>

Between June 2016 and September 2018, the average monthly cost for security in the downtown Guerneville area was \$3,500. Recently however, General Services has seen a 10-12% increase in security contract costs. Therefore assuming a rate increase, it will cost an estimated \$48,000 - \$50,000 per year for security services in the downtown Guerneville area.

Should this funding request be approved, Staff recommends the CAO enter into a funding agreement with the Sheriff allowing them to use the funds to manage the contracted security services.



# SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

## **Name of organization requesting the funding**

Seneca Family of Agencies

## **Legal structure of requesting organization**

Seneca Family of Agencies is a 501(c)3 nonprofit public benefit corporation.

## **DESCRIPTION OF FUNDING REQUESTED**

Include as much information as possible, attach additional sheets if necessary

### **What will the funds be used for?**

See response directly following this form.

### **What is the amount of the funding request?**

See response directly following this form.

### **Is the requested funding one-time or on-going?**

See response directly following this form.

### **How will this funding support the County's mandated or discretionary services?**

See response directly following this form.

### **Which County Department provides these programs, and have you contacted them regarding this request?**

See response directly following this form.

### **Why is funding from the County needed?**

See response directly following this form.

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**Is matching funding available? Provide details.**

See response directly following this form.

**Whom should the county contact for additional information?**

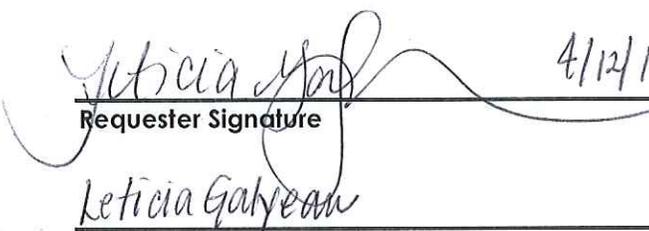
**Contact Name:**

Leticia Galyean, Executive Director of Data, Evaluation, and Strategic Initiatives

**Contact Information (please include phone and email):**

Phone: (510) 760-6858

Email: Leticia\_galyean@senecacenter.org

  
Requester Signature

4/12/19

Leticia Galyean

\_\_\_\_\_  
Date Received by Clerk of the Board



**Name of organization requesting the funding:**

Seneca Family of Agencies

**Legal structure of requesting organization:**

Seneca Family of Agencies is a 501(c)3 nonprofit public benefit corporation. Please see the following attached documentation as evidence of Seneca's legal structure and good standing:

- Attachment A: Articles of Incorporation
- Attachment B: Department of Treasury, Internal Revenue Services, Tax Exempt Status Letter
- Attachment C: State of California, Franchise Tax Board Entity Status Letter

**Description of funding request:**

*Overview of Seneca Family of Agencies*

Seneca Family of Agencies was founded in 1985 with the mission to help children and families through the most difficult times of their lives. From its origins as a small residential and nonpublic school provider in the 1980s, Seneca has evolved to offer a broad array of trauma-informed services that strengthen permanency, improve mental health and education outcomes, and reduce the risk of out-of-home placement for vulnerable children and youth. Seneca's statewide continuum of care includes Wraparound, crisis stabilization and response, community- and clinic-based mental health services, permanency and placement services, school-based services, and juvenile justice diversion services, which together serve over 17,000 youth and families annually in 18 California counties. Because of its 33 years of experience working with high-needs youth and families who are involved with multiple service systems, Seneca is highly adept at implementing programs that rely upon interagency collaboration and funding to effectively address client needs and achieve the goals of each referring county agency.

*History Providing Wraparound Services*

Seneca was one of the pioneers in developing Wraparound in California, initially piloting its Wraparound model to implement Project DESTINY in Alameda County in 1997. Also that year, Seneca worked with the Wraparound Accreditation Committee, the California Department of Social Services (CDSS), and members of the California State Legislature to develop SB 163 and shape the initial statewide Wraparound standards. In the subsequent decades, Seneca has been an extremely active participant in the ongoing efforts to refine and improve California's Wraparound model and services for vulnerable children, youth, and their families. To support the model's evolution, Seneca leaders (including agency administrators in Sonoma County) have provided ongoing and frequent consultation to statewide and regional entities, such as the California Wraparound Advisory Committee, the Northern California and Central California Hub groups, and the Wraparound Institute (now named "Partnerships for Well-being"). Furthermore, Seneca created its own four-day Wraparound training curriculum and supervision model, which was approved by CDSS in 2010 and now serves as the basis for all the agency's Wraparound services. The Seneca Wraparound curriculum has been used to train not only all Seneca

staff, but more than 400 staff employed by eight other organizations that provide Wraparound in 12 California counties.

As one of the leading Wraparound providers in California, Seneca has provided Wraparound for a diverse population of more than 3,700 children, youth, and their families, including SB 163 and Adoption Assistance Program (AAP) Wraparound for seven counties since 2006. Since 2010, Seneca has partnered with, and been jointly funded by Sonoma County Family, Youth, and Children's Services (FYCS), Behavioral Health Division (BHD), and Juvenile Probation to provide Wraparound for all youth approved by the County's Case Management Council. With a total of 611 youth and families served by its Wraparound program to date, Seneca has a deep knowledge of the needs and strengths of potential Wraparound clients, the goals of county agencies, and the community services and resources available to support sustainable transition plans for families.

During the 2017-18 fiscal year, Seneca provided Wraparound for 127 clients, which included 77 new enrollments and 86 discharged youth (who were enrolled for an average of 7.7 months). Of the 77 new enrollments, 25 were for Tier 1, 46 were for Tier 2, and six were for Expedited Wraparound services. Of the total 127 youth and their families served during the period, 33% were designated as "step-down" from a higher level of care, and 67% were identified as "at risk" of placement in a higher level of care.

In addition to its in-depth knowledge of the youth and families served by Tier 1 Wrap and Tier 2 Wrap Plus, Seneca has eight years of experience serving children who are placed in or at risk of placement in Valley of the Moon Children's Home, culminating in the provision of Expedited Wraparound since May 2018. Following are highlights of Seneca's Expedited Wraparound (E-Wrap) services.

- Since May 24, 2018, Seneca E-Wrap served 43 children (including 14 in Spanish by bilingual and bicultural staff) and discharged 34, with an average service duration of 36 days for the children discharged.
- E-Wrap staff participated in all Team Decision-Making meetings for clients.
- 100% of children referred prior to VOM placement have avoided VOM placement.
- 53% of children referred while in VOM have exited services in family care.
- Of the children returned to family care, 92% have experienced placement stability.

#### *Description of Funding Request*

Seneca's Sonoma County Wraparound program has been jointly funded through contracts with Sonoma County Human Services Department (HSD) and Behavioral Health Department (BHD) since 2010. In December 2018, as part of a standard procurement process, HSD issued a Request for Proposals (RFP) for Wraparound Services. Seneca Family of Agencies submitted a proposal and was notified on March 21, 2019 of HSD's intent to award a contract for the period of July 1, 2019- June 30, 2020, with the option to renew for up to three additional fiscal years based on funding availability and contractor performance (see Attachment C: Notice of Intent to Award email correspondence).

To align the renewal process for both the HSD and BHD contracts, and to ensure the ongoing fiscal viability, sustainability, and equitable share of responsibility for the County's Wraparound program, Seneca respectfully submits this New Funding Request Form, requesting an increase to its existing BHD contracted Medi-Cal Specialty Mental Health Services (SMHS) rates, and a corresponding

increase to its Behavioral Health Department (BHD) contract total beginning fiscal year 2019-2020. The following tables summarize Seneca's Specialty Mental Health Service rates and contract total increase requests.

*Table 1 Summary of Specialty Mental Health Service Rate Increase Request*

Specialty Mental Health Service Category	Current FY 2018-2019 Rates	Requested FY 2019-2020 Rates	Difference
Case Management	\$2.02/min.	\$2.27/min.	+\$0.25/min.
Mental Health Services	\$2.61/min.	\$2.98/min.	+\$0.37/min.
Medication Support	\$4.82/min.	\$5.68/min.	+\$0.86/min.
Crisis Intervention	\$3.88/min.	\$4.52/min.	+\$0.64/min.

*Table 2 Summary of Contract Total Increase Request*

FY 2018/2019 Contract Total	Requested FY 2019/2020 Contract Total	Difference
\$1,450,000	\$2,023,439	+\$573,439

What will the funds be used for?

*Summary of Services Provided Using Requested Funds*

- Comprehensive assessment and diagnosis, including the Child and Adolescent Needs and Strengths Assessment (CANS) and Treatment Planning
- Safety Planning
- Clinical case management and team facilitation
- Family mentoring
- Full array of Medi-Cal Specialty Mental Health Services, including clinical assessment, individual, group and family therapy, crisis intervention, and case management
- Psychiatry and medical services
- Behavior management and in-home behavioral coaching support
- Alcohol and substance abuse support
- Crisis intervention and stabilization, including a 24/7 support line

For a full description of services to be provided using requested funds, please see Attachment D: Seneca's proposal to Human Services Department to provide Wraparound Services in Sonoma County.

What is the amount of the funding request?

Seneca respectfully requests an increase to its Behavioral Health Department Contract for fiscal year 2019-2020, increasing its contract total to \$2,023,439 per year. This request represents a \$573,439 increase from Seneca's current fiscal year 2018-2019 contract total. Please see Attachment E for a copy of Seneca's Wraparound program budget reflecting the requested BHD contract increase and all associated Wraparound Program costs.

Is the requested funding one-time or on-going?

This is an ongoing funding request, with an effective start date of July 1, 2019 and renewed as needed based on the County's procurement process.

### How will this funding support the County's mandated or discretionary services?

This new funding request will support the County's Wraparound Program, which is currently operated by Seneca Family of Agencies. Wraparound is a discretionary service within the county that relies on a blended funding model to operate. This intensive service model supports youth with dependency or wardship status and their families by implementing a highly structured process and comprehensive mix of services that aim to prevent the need for out-of-home placement, or placement into higher, more costly, levels of care, and support step-down from higher levels of care, such as STRTPs, which is aligned with the county's explicit efforts around Continuum of Care Reform implementation. The Wraparound approach is often an effective service modality for coordinating entitlement services such as Child Welfare, Therapeutic Behavioral, and Katie A. services. Without Wraparound, the County is likely to see higher costs for more intensive, costlier interventions and poorer outcomes for youth and families.

### Which County Department provides these programs, and have you contacted them regarding this request?

Seneca's Wraparound Program is jointly overseen and funded by Sonoma County Family, Youth, and Children's Services (FYCS), Behavioral Health Division (BHD), and Juvenile Probation. Seneca has communicated with all agencies regarding this request.

### Why is funding from the County needed?

Seneca feels it is necessary to increase its SMHS rates and BHD contract total in order to keep up with the cost of doing business in the County, including Seneca's ability to pay its employees fair and competitive wages, the largest cost driver in Seneca's Wraparound program. Indeed, personnel costs account for 68% of the total budget. Seneca's ability to retain highly-skilled and culturally and linguistically diverse staff directly impacts continuity of care for clients, and thus impacts our treatment effectiveness. In this way, fiscal stability and staff retention are crucial components of our ability to demonstrate the successful outcomes Seneca is known for and the County has contracted with us to achieve on their behalf.

Currently, of all the counties where Seneca is currently contracted to provide Medi-Cal Specialty Mental Health Services, our reimbursement rates with Sonoma County BHD are the lowest. For the County's review and consideration, the table below presents this data in descending order.

FY 2018-2019	Case Management	Mental Health Services	Crisis Intervention	Medication Support
<b>Orange</b>	2.87	3.69	5.51	6.84
<b>Marin</b>	2.63	3.39	n/a	4.82
<b>Santa Clara</b>	2.48	3.19	4.88	5.91
<b>San Francisco</b>	2.37	3.08	4.52	5.78
<b>Monterey</b>	2.36	3.05	4.29	5.64
<b>Alameda</b>	2.34	3.02	4.48	5.58
<b>Solano</b>	2.25	2.91	4.33	n/a
<b>San Bernardino</b>	2.20	2.99	4.20	5.56
<b>Contra Costa</b>	2.20	2.85	4.24	5.25

Ventura	2.16	2.94	4.38	5.44
Sonoma	2.02	2.61	3.88	4.82

Additionally, the requested increases will more equitably redistribute the share of cost between HSD and BHD for the program. Under Seneca's current contract, the share of cost between HSD and BHD is as follows:

Fiscal Year	HSD Percentage Share of Cost	BHD Percentage Share of Cost
2018-2019	\$2,784,000 (66%)	\$1,450,000 (34%)
2019-2020 (proposed)	\$2,784,000 (58%)	\$2,023,439 (42%)

A more equitable share of cost between a County's Child Welfare Department and the County Mental Health Plan is common in the funding of Wraparound programs throughout the state. Indeed, three of the four counties represented below, reflect a higher share of cost from behavioral health funding than human services. Based on Seneca's experience providing Wraparound in neighboring counties, we can provide the following data for your review and consideration:

County	Human Services Department Percentage Share of Cost	Behavioral Health Department Percentage Share of Cost
Contra Costa	46%	54%
Marin	57%	43%
San Francisco	44%	56%
Santa Clara	46%	54%
<b>Average Across Counties</b>	<b>48%</b>	<b>52%</b>

Adopting HSD and BHD contract totals that more equitably share the cost of the program is advantageous to the county in that it allows BHD to leverage more federal Medi-Cal Federal Financial Participation dollars, which match 50% of local match and state EPSDT revenues. By increasing BHD's share of cost for Seneca's Wraparound program, the County will be able to free up general fund dollars currently allocated through HSD for Wraparound and reinvest them in programs that serve more youth and families and work toward goals outlined in the County's System Improvement Plan.

Is matching funding available? Provide details.

As noted above, BHD is able to leverage Medi-Cal Federal Financial Participation to match local and state EPSDT revenues. The table below summarizes sources of revenue available for the requested increase.

Revenue Source	Percentage Share of Cost	Total Dollar Amount
<b>Total Contract Increase Request</b>		<b>\$573,439</b>
Local Match	5%	\$28,672
BHD- EPSDT	45%	\$258,048
Medi-Cal- Federal Financial Participation	50%	\$286,719



**ATTACHMENT A:**  
**ARTICLES OF INCORPORATION**

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1275342

Hearing Bindget 10-89

**ENDORSED  
FILED**  
In the office of the Secretary of State  
of the State of California

**MAY 13 1985**

MARCH FOR EU, Secretary of State

Phyllis E. Diaggi  
Deputy

ARTICLES OF INCORPORATION  
OF

SENECA RESIDENTIAL AND DAY TREATMENT CENTER FOR CHILDREN

I

The name of this corporation is SENECA RESIDENTIAL AND DAY TREATMENT CENTER FOR CHILDREN.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purpose of this corporation is to provide residential and day care and treatment to learning disabled, severely emotionally disturbed, abused, neglected or delinquent children.

III

The name and address in the State of California of this corporation's initial agent for service of process is: KENNETH BERRICK, 1316 Ordway Street, Berkeley, CA 94702.

IV

A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

DATED: 5/11/85

  
KENNETH BERRICK

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

  
KENNETH BERRICK



**ATTACHMENT B:**

**DEPARTMENT OF TREASURY, INTERNAL  
REVENUE SERVICES, TAX EXEMPT STATUS  
LETTER**



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

Hearing Bindget 10-92

In reply refer to: 0752257825  
June 06, 2014 LTR 4168C 0  
94-2971761 000000 00

00034229

BODC: TE

SENECA FAMILY OF AGENCIES  
2275 ARLINGTON DR  
SAN LEANDRO CA 94578-1132

007419

Employer Identification Number: 94-2971761  
Person to Contact: Customer Service  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your May 28, 2014, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1985.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

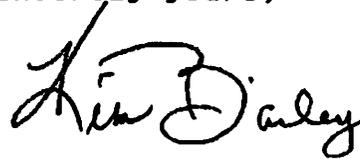
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0752257825  
June 06, 2014 LTR 4168C 0  
94-2971761 000000 00  
00034230

SENECA FAMILY OF AGENCIES  
2275 ARLINGTON DR  
SAN LEANDRO CA 94578-1132

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in black ink that reads "Kim D. Bailey". The signature is written in a cursive style with a large, stylized initial "K".

Kim D. Bailey  
Operations Manager, AM Operations 3



**ATTACHMENT C:**

**STATE OF CALIFORNIA, FRANCHISE TAX  
BOARD ENTITY STATUS LETTER**



## Entity Status Letter

Date:

ESL ID:

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (RTC) Section 23701
4. We do not have current information about the entity.

The above information does not necessarily reflect:

- The entity's status with any other agency of the State of California, or other government agency.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or the entity did business in California at a time when it was not qualified or not registered to do business in California:
  - The status or voidability of any contracts made in California by the entity at a time when the entity was suspended or forfeited (RTC Sections 23304.1, 23304.5, 23305a, 23305.1).
  - For entities revived under RTC Section 23305b, any time limitations on the revivor or limitation of the functions that can be performed by the entity.

### Internet and Telephone Assistance

Website: [ftb.ca.gov](http://ftb.ca.gov)

Telephone: 800.852.5711 from within the United States

916.845.6500 from outside the United States

TTY/TDD: 800.822.228 for persons with hearing or speech impairments



**ATTACHMENT D:**  
**WRAPAROUND PROPOSAL NARRATIVE**

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## Proposal Narrative

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### 1. Agency Background

Seneca Family of Agencies (“Seneca”) is extremely pleased to submit this proposal to continue providing 60 slots of Tier 1 Wraparound, Tier 2 Wraparound Plus, and Expedited Wraparound for all youth and families referred by Sonoma County. From its origins as a small residential and nonpublic school provider in the 1980s, Seneca has evolved to offer a broad array of trauma-informed services that strengthen permanency, improve mental health and education outcomes, and reduce the risk of out-of-home placement for vulnerable children and youth. Seneca’s statewide continuum of care includes Wraparound, crisis stabilization and response, community- and clinic-based mental health services, permanency and placement services, school-based services, and juvenile justice diversion services, which together serve over 17,000 youth and families annually in 18 California counties. Because of its 33 years of experience working with high-needs youth and families who are involved with multiple service systems, Seneca is highly adept at implementing programs that rely upon interagency collaboration and funding to effectively address client needs and achieve the goals of each referring county agency.

All Seneca direct service programs are supported by the agency’s centralized resources based in Alameda County. In addition to Information Technology (IT), Human Resources (HR), and Accounting, the following agency departments are critical to its provision of high-quality, outcome-oriented, and cost-effective Wraparound:

- **The Seneca Institute for Advanced Practice (SIAP)** provides training for Seneca staff in over 24 evidence-based and promising practices, including the agency’s Unconditional Care treatment model and its clinically-informed Wraparound model.
- **The National Institute for Permanence and Family Connectedness (NIPFC)** trains Seneca staff in Family Finding and Engagement (FFE) to help youth expand their natural networks of support and enhance their options for permanency.
- **Data, Evaluation, and Strategic Initiatives (DESI)** provides data tracking and reporting on client outcomes, consumer satisfaction, and program adherence to the Wraparound model (using the Wraparound Fidelity Index). DESI utilizes Power BI, a data analytics tool, to aggregate and visually present real-time client data into online dashboards that Wraparound administrators and direct care staff use to monitor client progress and outcomes.
- **Quality Assurance (QA)** and **Quality Improvement (QI)** ensure compliance with Medi-Cal regulations, Joint Commission behavioral health program standards, and California Community Care Licensing regulations.

Since 2010, Seneca has partnered with Sonoma County Family, Youth, and Children’s Services (FYCS), Behavioral Health Division (BHD), and Juvenile Probation, as well as numerous community-based organizations (see attached MOUs for examples) to provide Wraparound for all youth approved by the County’s Case Management Council. With a total of 611 youth and families served by its Wraparound program to date, Seneca has a deep knowledge of the needs and strengths of potential Wraparound clients, the goals of county agencies, and the community services and resources available to support sustainable transition plans for families.

During the 2017-18 fiscal year, Seneca provided Wraparound for 127 clients, which included 77 new enrollments and 86 discharged youth (who were enrolled for an average of 7.7 months). Of the 77 new enrollments, 25 were for Tier 1, 46 were for Tier 2, and six were for Expedited Wraparound. Of the total 127 youth and their families served during the period, 33% were designated as “step-down” from a higher level of care, and 67% were identified as “at risk” of placement in a higher level of care.

In addition to its in-depth knowledge of the youth and families served by Tier 1 Wrap and Tier 2 Wrap Plus, Seneca has eight years of experience serving children who are placed in or at risk of placement in shelter care, culminating in the provision of Expedited Wraparound since May 2018. Following are highlights of Seneca’s Expedited Wraparound (E-Wrap) services:

- Since May 24, 2018, Seneca E-Wrap served 43 children (including 14 in Spanish by bilingual staff) and discharged 34, with an average service duration of 36 days for the children discharged.
- E-Wrap staff participated in all Team Decision-Making meetings for clients.
- 100% of children referred prior to VOM placement have avoided VOM placement.
- 53% of children referred while in VOM have exited services in family care.
- Of the children returned to family care, 92% have experienced placement stability.

Seneca was one of the pioneers in developing Wraparound in California, initially piloting its Wraparound model to implement Project DESTINY in Alameda County in 1997. Also that year, Seneca worked with the Wraparound Accreditation Committee, the California Department of Social Services (CDSS), and members of the California State Legislature to develop SB 163 and shape the initial statewide Wraparound standards. In the subsequent decades, Seneca has been an extremely active participant in the ongoing efforts to refine and improve California’s Wraparound model and services for vulnerable children, youth, and their families. To support the model’s evolution, Seneca leaders (including agency administrators in Sonoma County) have provided ongoing and frequent consultation to statewide and regional entities, such as the California Wraparound Advisory Committee, the Northern California and Central California Hub groups, and the Wraparound Institute (now named “Partnerships for Well-being”).

As one of the leading Wraparound providers in California, Seneca has provided Wraparound for a diverse population of more than 3,700 children, youth, and their families, including SB 163 and Adoption Assistance Program (AAP) Wraparound for the following counties since 2006 (in alphabetical order):

- **Contra Costa County**, serving 177 youth and families since 2008
- **Marin County**, serving 375 youth and families since 2008
- **Orange County**, serving 463 youth and families since 2009
- **San Francisco County**, serving 1,444 youth and families since 2006
- **Santa Clara County**, serving 511 youth and families since 2011
- **Solano County**, serving 134 youth and families since 2011
- **Sonoma County**, serving 611 youth and families since 2010

In partnership with Sonoma County FYCS, Seneca created its own four-day Wraparound training curriculum and supervision model, which was approved by CDSS in 2010 and now

serves as the basis for all the agency's Wraparound services. The Seneca Wraparound curriculum has been used to train not only all Seneca staff, but more than 400 staff employed by eight other organizations that provide Wraparound in 12 California counties. Three Seneca Wraparound managers in Sonoma County are certified trainers of the Wraparound curriculum.

In addition to providing Wraparound, Seneca partners with public agencies and local community-based organizations to implement the following programs/services for children, youth, and families in Sonoma County:

- **Lifelong Connections** Family Finding and Engagement Program for approximately 30 youth each year referred by Sonoma County FYCS and Juvenile Probation;
- **Intensive Case Management (ICM)**, which provides youth stepping down from Probation Camp with family-focused supports across five life domains;
- **Keeping Kids in School (KKIS)** Project, a county-wide approach to reducing truancy and chronic absenteeism, as well as improving student outcomes;
- **Sonoma School Based Partnership (SSBP)**, a school district-funded program that provides time-limited, educationally related mental health services for students and their families, driven by the Individualized Education Program (IEP) for each student;
- **Aggression Replacement Training (ART)** for youth referred by Juvenile Probation;
- **Parent Case Management** for families referred by Juvenile Probation; and
- **Resource Family Approval (RFA) Assessment** of families referred by FYCS.

## 2. Introduction and Understanding of the Need for Services

Youth and families referred for Wraparound typically face a range of complex challenges and needs. The common thread among Wraparound-referred families is that those needs are increasing the risk of out-of-home placement or placement disruption for the young person, including risk of intensive or restrictive placements such as psychiatric hospitals, residential treatment, emergency shelter care, or incarceration. To support step-down to family care or prevent step-up to restrictive placements, youth and families need intensive, individualized, culturally relevant, trauma-informed, and attachment-oriented interventions to stabilize the family system and address the young person's needs. Seneca's Wraparound program for Sonoma County incorporates all of these features and their supporting values, as well as all the required services described in the Request for Proposals (see the Program Services and Strategies section below for more detail). This includes Seneca's implementation of the current three-tiered Wraparound system of care, consisting of Tier 1 Wraparound, Tier 2 Wraparound Plus, and Expedited Wraparound, which was developed in partnership with FYCS, Behavioral Health, and Juvenile Probation during the 2017-18 fiscal year.

Seneca Wraparound program for Sonoma County residents has been specifically designed and structured to support the County's attainment of its stated goals:

**Seneca Wraparound prevents removal from home and maintains placement stability in a family setting** by providing families with collaborative safety planning and 24/7 in-person crisis support. Wraparound staff help caregivers to acquire the knowledge, skills, and community resources needed to maintain safety and stability at home. Emergency Support (flex)

funds are often critical to achieving this goal by helping families to meet their concrete needs. During the 2017-18 fiscal year, 84% of youth resided at home during their time in Wraparound.

**Seneca Wraparound generates positive outcomes for youth well-being and social connections** by providing each young person and their family with (1) trauma-informed, culturally-responsive treatment services, (2) case management and behavioral support to involve them in pro-social activities and build positive relationships with peers and adults, and (3) FFE to expand their safety network, build a robust Child and Family Team (CFT), and support them to achieve relational, physical, and legal permanency.

**Seneca Wraparound increases resilience of the family unit** by: (1) empowering them through the family-driven Wraparound planning process; (2) expanding their network of support through FFE, case management, and building of the CFT; (3) increasing the knowledge and skills of family members through psychoeducation, coaching, and mentoring; and (4) providing them with therapy and other behavioral health interventions guided by the Seneca Clinical Assessment developed in collaboration with youth, caregivers, and their CFT.

**Seneca Wraparound ensures the safe and effective transition of youth from Short-Term Residential Treatment Programs (STRTPs) to family homes** by engaging in close and purposeful collaboration with STRTPs, Foster Family Agencies, and community-based providers. Currently, over one-third of Seneca's Wraparound clients in Sonoma County are youth who are being supported to step down from residential treatment to a family home. During the 2017-18 fiscal year, 87% of step-down youth were living in a family home at discharge. Seneca is currently engaged in extensive planning with local and regional STRTPs to increase the proportion of step-down youth referred for Wraparound.

**Seneca Wraparound moves each family towards permanency** by utilizing of FFE, CFTs, and other permanency best practices that improve the relational, physical, and legal permanency outcomes for all Wraparound clients. If awarded a new contract, Seneca plans to add a new Permanency Specialist to further strengthen its capacity to support client permanency.

### 3. Program Services and Strategies

#### Wraparound Philosophy and Approach

Informed by over 33 years of experience serving youth with the highest needs, Seneca has developed a Wraparound model that closely adheres to the fundamental principles and standards described in California Department of Social Services (CDSS) All County Information Notice # 1-52-15. These updated Wraparound standards were developed by the California Wraparound Advisory Committee, with participation by Seneca leaders. Seneca Wraparound is specifically designed to be trauma-informed, community-based, and family-driven, while empowering families to achieve their goals through a strength-based, individualized, culturally-responsive, and outcome-driven planning process. The Seneca Wraparound model is informed and driven by the 10 Wraparound principles:

- **Family Voice and Choice:** Family perspectives, which are solicited and prioritized during all four phases of the Wraparound process, drive all assessment and service planning activities. The Wraparound Action Plan, which summarizes how the Child and Family Team (CFT) will accomplish its goals, is constantly updated to reflect the family's values, preferences, hopes, and strengths.
- **Team-Based Decision making:** Seneca Wraparound staff help build a CFT of individuals identified and agreed upon by each enrolled youth and family who will

support them through informal and/or formal relationships. Team members gather together at CFT Meetings (CFTMs) to share information and coordinate strategies designed to achieve positive outcomes for the youth and family.

- **Natural Supports:** Seneca staff actively seek out and encourage the full participation of CFT members drawn from family members' networks of interpersonal and community relationships. To facilitate expansion of an enduring network of natural supports for the youth, Seneca staff utilize the FFE model developed by NIPFC founders Kevin Campbell and Bob Friend. FFE techniques enable Wraparound staff to identify and engage natural and informal supports that strengthen each youth's prospects for relational, physical, and legal permanency.
- **Collaboration:** Seneca facilitates a collaborative Wraparound process where CFT members, both formal (e.g. social worker, professional service provider) and informal (e.g. kin, neighbor, teacher, coach) share responsibility for developing, implementing, monitoring, and evaluating the Wraparound Action Plan.
- **Community-Based Service Delivery:** Seneca staff implement service strategies that take place in the most inclusive, responsive, and accessible settings possible. Seneca prides itself on being available to youth and families when and where they need services. Seneca staff work flexible hours, including evenings and weekends, and travel to locations that accommodate each family's preferences and schedule.
- **Culturally Respectful and Relevant:** Seneca believes that an effective Wraparound process must be built upon the values, preferences, beliefs, and experiences of youth and their families. Seneca staff strive to understand each youth and family's unique cultural identities and preferences to connect them to culturally-responsive resources.
- **Individualized Services:** The CFT implements a customized set of strategies, supports, and services to achieve the family- and team-defined goals. If additional services are required, Seneca staff will link youth to a local partner organization.
- **Strengths-based Support:** The Seneca Wraparound process and action plan identify, build upon, and enhance the capabilities, knowledge, skills, and assets of the family, their community, and other team members. Seneca staff always seek to inspire hope for change among the CFT members by using strengths-based language to reframe challenges, while leveraging the team's existing resources to meet needs.
- **Persistence:** Wraparound embodies Seneca's commitment to do whatever it takes to help youth and families achieve their vision of success. As challenges to the achievement of action plan steps arise, Seneca staff elicit CFT feedback to implement creative strategies for overcoming barriers and managing client challenges. The Wraparound process continues until the CFT reaches agreement that formal services are no longer required, goals have been met, and the youth and family continue to make progress toward achieving their goals and manifesting their vision.
- **Focus on Outcomes:** The Seneca Clinical Assessment and Wraparound Action Plan allow for close monitoring of client progress. They offer observable and measurable indicators of success that drive belief in the CFT and Wraparound process.

In addition to these 10 principles, Seneca Wraparound incorporates the philosophy and treatment model of *Unconditional Care*®. As a core value, Unconditional Care represents

Seneca's commitment to do whatever it takes to support youth and families. As a treatment model, Unconditional Care is designed to assess and address client needs in three critical ways: relational, based on Attachment Theory; behavioral, based on Learning Theory; and ecological, based on Systems Theory. In alignment with trauma-informed practice, Unconditional Care provides a framework for understanding how the complex needs of youth and families stem from their experiences. This drives Seneca's belief that youth referred for Wraparound should not be rejected or ejected from services due to the behaviors that brought them into treatment, but that services should respond to each young person's needs as they change over time. In 2014, the Center for the Study of Social Policy honored Seneca's Unconditional Care treatment model as one of fifteen national initiatives that reinforce protective and promotive factors for children, youth, and families who are involved with the child welfare and juvenile justice systems.

Seneca has cultivated special expertise in meeting the needs of youth and families referred for AAP Wraparound. Its adoption and permanency services are guided by the *Seven Core Issues* framework, which was developed by former Seneca staff. This framework asserts that each of the seven issues—rejection, grief, guilt, shame, identity, intimacy, mastery and control, and loss—has implications for all members of the adoption triad (the child, adoptive family, and birth family). The interaction of these issues is at the heart of challenges for adoptive families, so attention to them is key to the success of AAP Wraparound. For Seneca staff, the Seven Core Issues provide a tool for assessment and intervention throughout the arc of services.

## **Wraparound Strategies and Interventions**

Seneca Wraparound is a team-based and highly-collaborative program model that implements intensive, highly-individualized interventions to improve youth stability and wellbeing, while maintaining them safely in their homes and communities. As specified below in bold italics, Seneca Wraparound incorporates the Key Components of Successful Services. Seneca Wraparound is implemented by: (1) a Facilitator who leads the team and coordinates all services, linkages, and CFT facilitation; (2) a Support Counselor who engages the youth in prosocial activities and provides behavioral intervention when necessary; (3) a Family Partner who provides emotional support, resource knowledge, and coaching for caregivers; and (4) a Therapist who provides trauma-informed individual and family therapy. The 31 Seneca Wraparound staff in Sonoma County are highly-trained and, together, offer over 260 years of experience, which ensures they *have the training and experience to work closely with families*. Seneca Wraparound includes four phases, *Engagement, Planning, Implementation, and Transition*, which help to guide the services that each youth and family receives:

### **Engagement**

- **Assessment and Stabilization:** Client intake occurs within three business days of referral and includes an initial risk assessment, creation of a safety plan, and linkage to resources to address the youth and family's most urgent needs. Family needs are identified through Seneca's collaborative assessment, which includes the Child and Adolescent Needs and Strengths (CANS), the Pediatric Symptoms Checklist, and a physical health screening. Assessment is ongoing, which enables staff and the CFT to *regularly assess family needs and provide more or less services as needed*.

### **Planning**

- **Service Planning:** Information gathered during assessment is used by Wraparound staff and the CFT to create a Wraparound Action Plan (WAP) that guides ongoing service

delivery. The planning process is driven by the family's voice and preferences to ensure that *services for families are responsive and individually family-centered*.

### **Implementation**

- **Case management and Facilitation:** Wraparound implementation is driven by frequent CFT meetings that include the youth, family, Seneca team, natural supports, and other professionals involved in the family's life. During each CFT meeting, the strengths of the youth, family, and community are highlighted and enhanced to address the young person's needs and make steady progress toward achieving the family's self-identified goals. The provision of highly-responsive and effective case management (coordination of services and thoughtful linkage to community resources to meet client needs) is supported by the CFT to ensure that all *communication and services are strength-based*.
- **Behavioral Health Services:** Seneca utilizes Medi-Cal funding to provide mental health services that enhance the impact of Wraparound. Key mental health services include:
  - **Therapy:** Individual and family therapy, provided by program Therapists or clinicians in the community, increases client resiliency by enhancing their strengths and protective factors while reducing their risk factors. Therapy available to Wraparound clients includes evidence-based practices such as Motivational Interviewing, Trauma-Focused Cognitive Behavioral Therapy, and Functional Family Therapy (to be provided by Petaluma People Services).
  - **Psychiatric Services:** Seneca Wraparound subcontracts with Dr. Susie Shin-Calandrella, MD, a licensed child and adolescent psychiatrist, to provide thorough evaluation and ongoing medication management services for Wraparound clients, so that *support for youth on psychotropic medication is provided consistently* throughout the Wraparound process.
  - **Behavioral and Relational Intervention:** Youth and caregivers receive behavioral support, psychoeducation, anger management training, situational coaching, and relational interventions in their homes and communities, which ensures that *Wraparound offers in-home training on behavioral modification, managing aggression, relationship building, and navigating different social and community situations*.
  - **Substance Use Treatment:** If youth and/or caregivers struggle with substance abuse issues, Wraparound staff and CFT members will link them to treatment services and resources in their local community.
- **Crisis Intervention and Stabilization:** To ensure that Wraparound clients can access services when they are most in need, crisis support and intervention is always readily available. All Wraparound staff are available from 7am to 9pm on weekdays, with Support Counselors available on weekends as well. Crisis response is available 24/7 by phone and in person, with one responder and one administrator on call at all times.
- **Family Services:** Supportive services for families include:
  - Family mentoring provided by Family Partners.
  - Parent and youth education provided by Family Partners and Support Counselors.
  - FFE services provided by Facilitators and the program's Permanency Specialist.

- Linkage to community resources provided by Facilitators, Support Counselors, Family Partners, and CFT members.
- Elimination of barriers to service access, provided by Facilitators, Family Partners, Support Counselors, and CFT members. For example, if a family needs childcare, transportation, or respite to successfully access services, the team will partner with the family to problem-solve and create sustainable solutions.

### **Transition**

- **Transition Support Services:** Transition from Wraparound is not only about ending services, but about establishing ongoing stability in the family's life. Once a youth is consistently meeting their goals and has expanded their network of support, formal Wraparound support will be tapered to promote youth and family self-sufficiency. Staff will decrease the frequency of sessions and prepare the family for graduation with a post-transition crisis management plan in place to enable the family to access the resources they need to maintain long-term stability and safety. Through this process, Seneca staff and CFT members *implement effective plans to transition families from Wraparound*.

To maximize client access to services, Seneca Wraparound staff work flexible hours and provide services for youth and families in their homes and communities throughout Sonoma County. From the Seneca offices in Santa Rosa (101 Wikiup Drive) and Petaluma (365 Kuck Lane), as well as from other agency offices in surrounding counties, Seneca staff will drive up to 90 miles to serve youth and families when and where they most need help and support.

As the sole provider of Wraparound for Sonoma County since 2010, Seneca has the staffing and program systems and policies in place to provide Tier 1 Wraparound, Tier 2 Wraparound Plus, and Expedited Wraparound for all youth and families referred by the County. Wraparound service delivery is supported by the agency's administrative departments (SIAP, NIPFC, DESI, and QA) described above, as well as its Accounting Department, which works closely with the Program Director to ensure that the full scope of required services are provided within budget and at a reasonable cost. As a result, Seneca's Wraparound program has generated over \$4.8 million in reinvestment funds during fiscal years 2011-12 through 2017-18.

### **4. Partnerships and Collaborations**

Seneca is fully committed to supporting the County to achieve its goal of increasing the number and proportion of "step-down" youth enrolled in Wraparound. To successfully step down youth from STRTPs, Seneca Wraparound staff will engage residential staff in a highly-collaborative process of information sharing and care coordination to support a seamless transition to family care. Toward this end, Seneca is developing new memoranda of understanding (MOUs) with STRTPs to ensure closer collaboration, including providing reimbursement for time that residential program staff spend to support the smooth transition of youth from group care for family care. Please see the draft MOUs with Greenacres, TLC, and St. Vincent's (Catholic Charities CYO) in the Miscellaneous Attachments. MOUs with Victor and other STRTPs will be developed once a new Wraparound contract is awarded by the County. For STRTPs with Wraparound experience, Seneca plans to explore the benefit of subcontracting with them to provide Wraparound services for their clients who are moving to family care, pending County approval. In the attached draft MOU with Alternative Family Services (AFS), Seneca is proposing to subcontract with AFS to provide up to six slots of core Wraparound services for youth placed in its Intensive Services Foster Care (ISFC) or approved resource family homes.

Seneca's current partnership with Valley of the Moon (VOM) Children's Home reflects its dedication to working closely with the County to improve outcomes for children and youth in crisis. Seneca staff are already co-located with County staff at VOM, and they share documentation, such as Functional Behavioral Assessments, to support the provision of highly-integrated care for VOM clients as they transition home or into another family-based setting. The partnership with VOM provides a model for Seneca's future relationships with STRTPs.

The Seneca Wraparound program for Sonoma County maintains a database of local service providers as resources for enrolled youth and families. The draft MOUs in the Miscellaneous Attachments provide documentation of Seneca's intent to establish formal relationships with many of these community-based providers, so that Child and Family Teams and Wraparound staff can quickly link youth and families to services or resources as soon as client needs are identified. Seneca will seek County approval of these proposed MOUs as part of the negotiations for a new Wraparound contract.

Since 2010, Seneca has partnered with Sonoma County BHD to provide the comprehensive and flexible array of Medi-Cal mental health services that Wraparound clients need to achieve safety, stability and wellbeing. This partnership has grown even closer since Seneca began implementing Expedited Wraparound for children who are placed in or at risk of placement in VOM. As a reflection of its strong relationship with BHD, Seneca leaders recently participated in the Behavior Health Contractors Convening, and Lauren Crutsinger, Seneca's Executive Director of Marin, Solano and Sonoma Programs, has applied for membership on the Sonoma County Mental Health Services Act (MHSA) Advisory Board.

## 5. Family and Youth Engagement

Given that strong engagement with Wraparound clients is one of the best predictors of positive outcomes, Seneca staff always assume that it is their responsibility to develop and maintain a relationship with a youth and family that is based upon trust, responsiveness, and rapport, from their first contact to discharge from Wraparound. Staff approach the family with curiosity about their family and cultural values, strengths, and points of pride, which are viewed as resources to be leveraged. Staff explore the family's past service experiences to determine what the family expects from their providers. Most importantly, staff seek to understand the family's hopes and how they would define success by the end of Wraparound.

To prepare the family for what they can expect from Wraparound, the Facilitator and Support Counselor take great care in describing the intended outcomes and activities, including FFE (to expand the informal support network of the youth and family) and completion of a clinical assessment. Staff explain their roles and the need for regular, face-to-face contact with the family. The family is made aware of specialized Wraparound staff who are available as additional resources to the family: (1) a Family Partner, with lived experience as the parent of a system-involved child, who can offer coaching, support, and resource knowledge to family members; (2) a Permanency Specialist, a specially-trained staff member who can assist the family in identifying and connecting with natural supports; and (3) a Therapist who can provide individual and family therapy if the youth and family are not already working with a clinician in the community. Finally, a subcontracted child and adolescent psychiatrist will be available to provide evaluation and medication management services for Wraparound-enrolled youth.

From their first contact with the youth and family, Wraparound staff will emphasize the central importance of the Child and Family Team (CFT), which is composed of formal supports (e.g. social worker, therapist, teacher) and informal supports (e.g. relatives, friends, neighbors)

whom family members will help select from their networks of interpersonal and community relationships. In addition to their decision-making roles in Wraparound planning, CFT team members will assist the youth and family to expand their networks of support. During the course of the Wraparound process, a primary goal of Seneca staff will be to substantially increase the number and proportion of informal supports in the youth and family's CFT.

Within the first 14 days of enrollment, the Facilitator and Support Counselor will partner with the family to complete a safety plan that defines youth and caregiver triggers, risk behaviors, and escalation curve. This plan concretely outlines the steps to be taken by each family member to ameliorate the immediate risk if a crisis does arise. To further enhance the safety and stability of the youth in the family home, the family are informed of Seneca's 24/7 crisis support line. Any time of day or night, the youth and family can immediately reach an on-call Seneca staff person for phone support and in-person crisis assistance.

For a summary of Seneca Wraparound's family-driven assessment and service planning process, please see the Program Services and Strategies section above. Wraparound services always include mentoring, coaching, and behavioral support for youth and their caregivers, provided by the Facilitator, Family Partner, and Support Counselor. The effectiveness of the Wraparound Action Plan for each youth and family is continually evaluated by the Facilitator in collaboration with the CFT, and services are adjusted to respond to changing family needs. For an overview of the transition planning process for each youth and family, please see the description of this process in the Program Services and Strategies section above.

## 6. Cultural Responsiveness

Wraparound-enrolled families often have adverse and/or stigmatizing histories with formal systems and providers that have left them feeling unsure of the benefit of partnering with mental health or child welfare professionals. Seneca Wraparound is designed to disconfirm those valid concerns by inspiring the family's belief in the Wraparound process and always supporting the family's voice, preferences, and cultural values as the central driver of services.

Seneca is deeply committed to providing culturally reflective, responsive, and respectful services that attend to the intersectional factors (e.g. race/ethnicity, socioeconomic status, primary language, religion, geographic location, sexual orientation, gender expression/identity, family configuration, education, etc.) that together comprise a robust and nuanced cultural identity. This commitment is demonstrated by Seneca's creation in 2014 of a Diversity, Equity, and Inclusion (DEI) Department to (1) refine policies and procedures relating to culturally competent service provision and (2) more effectively recruit, retain, train, and support a diverse staff and program leadership that are reflective of the youth and families we serve.

Seneca strives to ensure that all Sonoma County Wraparound staff have the training, support, and skills to: (1) maintain awareness and sensitivity to the legacies of societal racism, oppression, and discrimination; (2) lead with curiosity and maintain a balanced perspective when there are cultural differences between them and their clients; (3) exhibit person-centered empathy and revere clients for their strength and resilience; (4) encourage cultural kinship or mutuality, which enables clients and families with different backgrounds to connect with them based on shared experiences; and (5) maintain a position of cultural openness and humility that recognizes that clients are the true experts regarding their own story. These practices provide the foundation for Seneca's *Unconditional Care* treatment model and are essential to the agency's commitment to build strong and nurturing relationships with children, their families, and communities.

Throughout the Wraparound process, Seneca staff work to elicit the family's unique values, cultural preferences, and hopes for the future, affirm these factors as sources of strength, and tailor their support to help achieve the family's vision for success. When meeting a family at their home, for example, Seneca Wraparound staff always lead with respectful curiosity and avoid assumptions of the client or family's preferences. Before entering the home, staff ask questions such as: "Would you like us to take our shoes off before we come inside? How should we address other people in your home?" After every visit to the home, Seneca Wraparound staff talk with the caregiver(s) without the client present to elicit feedback, provide coaching, and strategize solutions to address barriers to engagement, if necessary.

Given the importance of providing services in the languages most comfortable for families, Seneca employs and pays a salary differential to retain bilingual Wraparound staff. The Wraparound program currently employs 11 staff (one-third of total program staff) who deliver services in both English and Spanish. When services are required in a language not spoken by program staff, Seneca leverages other Bay Area staff to fill this need or uses interpretive services by The Language People, Inc. To respond to the language and literacy needs of clients, program documentation and clinical tools are always offered in the preferred languages of the community, read aloud, and/or presented in recorded or pictorial format.

## 7. Geographic Service Area

Wraparound staff operate out of the Seneca offices in Santa Rosa (101 Wikiup Drive) and Petaluma (365 Kuck Lane), which are located within or near the most populous areas of Sonoma County. Because Wraparound staff can travel up to 90 miles from these offices, they are able to serve youth and families throughout the county as well as beyond its boundaries.

## 8. Program Budget/Cost Reasonableness

As the current provider of Wraparound in Sonoma County, Seneca's proposed Wraparound budget is informed by the agency's experience and demonstrated success implementing Wraparound services that are effective, efficient, and fiscally responsible. Seneca proposes to serve up to 60 youth at any given time with Tier 1 Wraparound, Tier 2 Wraparound Plus, and Expedited Wraparound services. Of this total, up to six slots will be subcontracted to Alternative Family Services (AFS) to provide Tier 1 and Tier 2 Wraparound for youth placed in its ISFC and resource family homes. As described above in the Partnerships and Collaborations section, Seneca has re-engaged multiple community-based partners (including STRTPs, Foster Family Agencies, and other core service partners) to build a seamless system of care for children and youth who are living in or transitioning back to family-based care.

Seneca's budget represents the necessary personnel and operating costs to provide high-quality and cost-effective Wraparound for enrolled youth and families. Seneca will leverage its existing contract with BHD to provide Medi-Cal reimbursable mental health services for Wraparound-enrolled youth and families; therefore, the program budget allocates associated mental health costs to Seneca's contract with BHD. In addition to ensuring costs are allocated to its FYCS and BHD contracts based on type of expense, Seneca strives to ensure a proportionate share of cost between those two contracts. This fiscal model ensures that Wraparound is provided at the intensity and frequency necessary to produce positive outcomes, while maximizing reinvestment funds returned to FYCS.

Program staffing includes a mix of program administrative, direct care, and program support personnel (with the following FTEs reflecting time allocated to the contract with FYCS).

**Program administrative** positions include: Regional Executive Director (0.25 FTE); Program Director (0.90 FTE); Assistant Director (1.0 FTE); and Clinical Director (0.05 FTE).

Administrators provide programmatic and fiscal oversight to ensure that Wraparound services support the County in achieving its stated goals for the program. They provide cost-effective supervision for all direct service and program support staff while overseeing robust collaboration with County and community-based agency partners. **Direct care** staff include: Clinical Supervisors (0.50 FTE); Team Supervisors (2.70 FTE); Facilitators (5.0 FTE); Support Counselors (3.0 FTE); Family Partners (2.0 FTE); a Permanency Specialist (1.0 FTE); Therapists (0.50 FTE), and a Nurse (0.05 FTE). Direct services staff FTEs are determined by caseload sizes that reflect best practice in Wraparound. Subcontracted direct services include a Child and Adolescent Psychiatrist (0.38 FTE), as well as an AFS Facilitator (1.0 FTE) and Support Counselor (1.0 FTE) to serve up to six youth at any given time. **Program support** staff include: Program Assistant (1.0 FTE); and Senior Administrative Assistant (.25 FTE). Together, they provide administrative support for direct care staff and program leaders.

Operational costs are based on actual cost data from Seneca's current Wraparound program, which serves up to 60 youth at a time. Program operational costs are allocated to FYCS using multiple methods of calculation (see budget form), with the goal of maintaining a proportionate share of cost between Seneca's contracts with FYCS and BHD.

## 9. Agency Management

Seneca has developed a well-integrated fiscal management process for its programs, beginning with the creation of budget projections and implementation of operational cost controls. Each Program Director holds accountability for meeting budget expectations, and the agency's Accounting Department is responsible for ensuring accurate invoicing, coding of payroll and payables, monitoring cost activity, and reporting information to Directors on a timely basis. Seneca's Chief Operating Officer (COO) meets with each Program Director on a quarterly basis to review budget performance, analyze program fiscal position, and adjust as needed. All Program Directors gather monthly with the COO and Seneca's Chief Executive Officer (CEO) to review fiscal and program status and discuss areas of concern.

In the fourth quarter of each fiscal year, Program Directors meet individually with the COO to project revenue and define line item expense details, most importantly payroll, using zero-based budgeting. Once a budget is compiled, it is presented and approved by the Board of Directors. Each program's budget becomes the working document from which program performance is evaluated. The Program Director shares monthly reports, including monthly and year-to-date summaries and trend reports from the general ledger, with their Program Supervisors. This system allows Supervisors to see how revenue, payroll, and operations have performed each month, and to project targets for the remainder of the year.

Seneca will leverage Medi-Cal to provide mental health services for Wraparound-enrolled youth. Seneca's proposed Wraparound budget assumes \$1,450,000 in Medi-Cal funding through its existing contract with Sonoma County BHD. By integrating funding from both FYCS and BHD, Seneca projects the generation of over \$180,000 in reinvestment savings each year.

Seneca Wraparound programs are highly agile in developing contracts with local community-based organizations (CBOs) to provide individualized services for Wraparound-enrolled youth and families. The Wraparound Program Director and/or regional Executive Director meet with prospective CBO partners to negotiate the specific services to be purchased and the structure or nature of the contractual relationship. A Seneca contract analyst assists in

drafting the MOU (including necessary fiscal documents) between Seneca and the partnering CBO, after which the leadership from each agency signs the MOU.

## 10. Staffing

Psychiatric services for Wraparound-enrolled youth will be provided by Susie Shin-Calandrella, MD, a child and adolescent psychiatrist who also works part-time for Sonoma County Behavioral Health. Dr. Shin has extensive experience providing psychiatric services for Wraparound clients, including the provision of continuous psychiatric support and medication management for youth transitioning from an STRTP or emergency shelter to family care.

As the sole Wraparound provider for Sonoma County residents since 2010, Seneca already has in place most of the staff who will implement the proposed contract starting July 1, 2019 (please see attached resumes and job descriptions). Beyond the current 31 Wraparound staff, Seneca is proposing to add another master's level therapist, another Family Partner, and a new Permanency Specialist. To select and hire new staff members, Seneca's Human Resources Department will conduct a competitive screening and interview process that includes resume review, in-person interviews, screening of references, background/security checks, LiveScan fingerprinting, health screens, licensing verifications, and driving record notifications. Following is a summary of the qualifications and responsibilities of each Wraparound direct care position:

- Master's level, licensed or license-eligible **Facilitator** who provides intensive case management for enrolled youth and their families, including linkages to community resources, service coordination, and CFT meeting facilitation;
- Bachelor's level **Support Counselor** who provides and facilitates in-home behavioral management, guides and coaches youth to participate in prosocial activities, and enhances youth capacity to help drive the Wraparound process;
- **Family Partner** with lived experience as a caregiver of a system-involved youth who provides caregivers with emotional support, resource knowledge, psychoeducation, and in-home coaching;
- Master's level, licensed or license-eligible **Therapist** who draws upon their intensive training in evidence-based practices and the Unconditional Care treatment model to provide trauma-informed and culturally-responsive individual and family therapy for enrolled youth and their families;
- Master's or bachelor's level **Permanency Specialist** who provides intensive FFE for youth and families, in collaboration with other Wraparound staff.

All Seneca Wraparound staff complete the agency's 80-hour New Employee Orientation and CDSS-approved Wraparound training curriculum. Facilitators and Therapists complete clinical training that includes (1) the Seneca collaborative assessment process, (2) CANS administration and interpretation, and (3) trauma-informed, culturally responsive service/treatment planning for youth and families with intensive and complex service needs.

## 11. Fiscal and Management Plan

Seneca has over 33 years of fiscal solvency as a service provider since its inception in 1985. Executive oversight of the agency's Accounting Department is provided by Chief

Financial Officer (CFO) Janet Briggs, CPA, who has over 16 years of experience supervising the agency's accounting services. The Accounting Department is responsible for all accounting functions, invoicing, and financial reporting. The Department uses Sage 100 to process all accounting transactions, with each program maintained as a separate cost center in the general ledger. Monthly reports include the agency balance sheet, agency income statement, and the income statement for each program that includes actual to date and projected numbers through year end. Seneca has always been issued an unqualified auditor's report. The agency's last audit for the 2017-18 fiscal year was completed on December 15, 2018 (see attached audit report).

The Seneca fiscal contact for Sonoma County Human Services is Janet Briggs. Checks are signed by Janet Briggs, CFO, Sabrina Seiden, Accounting Director, Jamie Tang, Controller, Jenny Huynh, Accounting Manager, with Ken Berrick, Chief Executive Officer, Katherine West, Chief Operations Officer, and Lori Slominski, Human Resource Director, and several other administrative staff also available as signers. Bank reconciliation is provided by Jenny Huynh, Accounting Manager. Financial reports are created by Sabrina Seiden, Accounting Director. Payroll tax reporting is provided by Michelle Le, Director of Payroll Services. Accounting records are posted by Jamie Tang, Controller.

Accounting handles payroll and accounts payable (AP) to ensure cost containment and accurate reporting. Electronic timesheets, completed by staff through Kronos, are approved by their supervisors before transmission to Payroll staff. Upon final review, payroll is processed and downloaded into Sage 100 for posting to the general ledger and direct deposit of staff pay. Payroll journals are reconciled for accuracy, and adjustments are posted in the general ledger. Reimbursements of staff expenses are approved by program supervisors or directors before being processed by AP staff and entered into Sage 100. Accounting managers provide a final review before checks are signed or direct deposits are made to staff bank accounts. Invoices, such as for facility expenses or technical support, undergo the same process. Following approval by the appropriate Program Director, invoices are posted into Sage 100, and payments are processed. Seneca Wraparound programs have shared operating costs that must be allocated among two or more funding sources. Each month, these costs are allocated using one of two methods: (1) each funding source is charged an equal amount of the expense; or (2) shared expenses are allocated in reasonable proportion to the benefit provided or another equitable relationship. Shared costs and allocation methods are reviewed periodically to ensure their accuracy.

Seneca's indirect costs are budgeted at 14% of each program's direct costs. Indirect costs include those for executive leadership, accounting, human resources, information technology, centralized quality assurance, research and evaluation, and facility services. The administrative costs are collected monthly and charged to each program, according to the ratio of the program's direct costs to the total of direct program costs across the agency.

Seneca currently returns to the County all Wraparound program reserves each quarter, with the exception of \$75,000 that Seneca maintains as Emergency Support funding for program clients. Each quarter Seneca provides the County with a financial report, after which the County sends Seneca an invoice that requests payment of funds above \$75,000.

## **12. Performance, Data Collection and Quality Assurance**

The 16 strategies/activities and associated outputs in the attached Logic Model provide a detailed overview of the Wraparound services implemented by Seneca and how those services are designed to attain the goals of the County for children, youth, and families referred for Tier 1 Wrap, Tier 2 Wrap Plus, and Expedited Wraparound. Key strategies for Seneca's Wraparound

program include: (1) safety planning and 24/7 crisis response to prevent disruption of family care placements; (2) utilization of Child and Family Teams (CFTs) to expand the network of supports and community resources for enrolled youth and families; (3) close collaboration with family members, County agency staff, other service providers (including STRTPs and residential treatment programs), and schools to ensure client placement in the least restrictive environments possible; (4) training, supervision, and evaluation of Wraparound program staff to support the provision of culturally-responsive and trauma-informed services; (5) utilization of Family Partners to support caregivers to achieve the identified goals for their children and family; (6) provision of individual therapy, family therapy, and psychiatric services whenever clinically indicated to improve client wellbeing and ensure their safety and stability in family care; and (7) implementation of Family Finding and Engagement strategies and techniques to enable enrolled youth to achieve relational, physical, and legal permanency.

The attached Evaluation Matrix summarizes how Seneca will evaluate its achievement of the following outcomes: (1) treatment will be family-focused and driven by youth and family voice; (2) services will meet Wraparound model and best practice standards; (3) services will expand the networks of support for each youth and family; (4) Wraparound staff and CFTs will work closely with community-based organizations to fulfill the Wrap Action Plan for each youth and family; (5) services will maintain client placement in family care and prevent placement in congregate care; and (6) services will support client completion of treatment goals, including reducing the number of CANS actionable items. The Program Director, Clinical Director, Wraparound Supervisors, Quality Assurance (QA) staff, and Data, Evaluation, and Strategic Initiatives (DESI) staff will utilize Power BI dashboards to monitor progress toward achieving these outcomes and collaborate with the County to make whatever changes may be necessary to improve program services. As needed, modifications to the attached QA Plan will be made to support any program changes, while ensuring the provision of high-fidelity Wraparound.

Seneca will use the self-administered Wraparound Fidelity Index, Short Form (WFI-EZ) to measure compliance with California Wraparound Standards and the 10 Principles of Wraparound. Respondents (caregivers, youth, Facilitators, and CFT members) will answer questions in three categories: Experiences in Wraparound (25 items); Satisfaction (4 items); and Outcomes (9 items). Results of the WFI-EZ will be included in the quarterly and annual program reports to Sonoma County FYCS and other Wraparound partners.

Wraparound Supervisors and Clinical Supervisors will use the Motivational Interviewing Treatment Integrity (MITI) instrument to improve the clinical skill of their supervisees in applying Motivational Interviewing (MI) techniques to their work with youth and families. Clinical Supervisors certified in Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) will provide training and consultation for program Therapists in the use of TF-CBT with clients.

The Program Director, supported by QA, DESI, and Wraparound program staff, will collect and analyze the data required to complete and submit both quarterly and annual evaluation reports to FYCS, BHD, Juvenile Probation, and other Wraparound partners.

### **13. Plan for joint proposals or subcontracting**

Seneca is proposing to subcontract with Alternative Family Services to provide core Wraparound services for up to six youth at a time who reside in their ISFC and resource family homes. These six slots will be part of the 60 Wraparound slots requested. Seneca will continue to pay customary fees for ancillary services provided by a wide variety of community-based organizations for enrolled youth and families, per their Wrap Action Plans.



**ATTACHMENT E:**  
**WRAPAROUND PROPOSAL BUDGET**

**Seneca Family of Agencies  
Sonoma County - Wraparound Program Budget  
FY 2019-2020**

REVENUE		Avg Enrolled	Avg. Monthly Rate		HSD- FYCS		BHD		TOTAL
Social Services (Wrap Rate)		20.00	2,600		624,000				624,000
Social Services (Wrap Plus Rate)		28.00	4,500		1,512,000				1,512,000
Social Services (E-Wrap)		12.00	4,500		648,000				648,000
EPSDT							2,023,439		2,023,439
<b>TOTAL REVENUE</b>		<b>60.00</b>			<b>\$2,784,000</b>		<b>\$2,023,439</b>		<b>\$4,807,439</b>
EXPENSES			Annual Salary	FTE		FTE		FTE	
<b>Payroll</b>									
Regional Executive Director			150,000	0.25	37,500		-	0.25	37,500
Program Director			95,000	0.45	42,750	0.45	42,750	0.90	85,500
Assistant Director			90,300	0.50	45,150	0.50	45,150	1.00	90,300
Clinical Director			115,000		-	0.15	17,250	1.00	17,250
Clinical Supervisor			85,000		-	0.60	51,000	0.60	51,000
Clinical Supervisor			85,000		-	1.00	85,000	1.00	85,000
Nurse			104,000		-	0.15	15,600	0.15	15,600
Wraparound Team Supervisor- Licensed			80,000	0.35	28,000	0.35	28,000	0.70	56,000
Wraparound Team Supervisors			75,000	0.50	37,500	0.50	37,500	1.00	75,000
Wraparound Team Supervisors- Bilingual			82,500	0.50	41,250	0.50	41,250	1.00	82,500
Facilitator			60,000	2.50	150,000	2.50	150,000	5.00	300,000
Facilitator- Bilingual			66,000	2.00	132,000	2.00	132,000	4.00	264,000
Support Counselors			54,080	2.00	108,160	2.00	108,160	4.00	216,320
Support Counselors- Bilingual			59,488	1.00	59,488	2.00	118,976	3.00	178,464
Family Partner			63,340	2.00	126,680		-	2.00	126,680
Permanency Specialist			56,160	1.00	56,160		-	1.00	56,160
Therapist			60,000		-	2.50	150,000	2.50	150,000
Therapist- Bilingual			66,000		-	1.50	99,000	1.50	99,000
Senior Administrative Assistant			52,000	0.25	13,000		-	0.25	13,000
Program Assistant			47,840	1.00	47,840		-	1.00	47,840
Health Information Specialist			47,840		-	1.00	47,840	1.00	47,840
Director of Training			100,000	0.03	3,000		-	0.03	3,000
Maintenance /Transportation					32,000		-	-	32,000
On-Call Stipend					63,875		-	-	63,875
<b>Total</b>				14.33	<b>\$1,024,353</b>	17.70	<b>\$1,169,476</b>	32.03	<b>\$2,193,829</b>
	Benefits @	26.00%			266,332		304,064		570,396
<b>Total Payroll</b>					<b>\$1,290,685</b>		<b>\$1,473,540</b>		<b>\$2,764,225</b>

**Seneca Family of Agencies  
Sonoma County - Wraparound Program Budget  
FY 2019-2020**

<b>Operations</b>				
<b>Contract Services</b>				
Social Advocates for Youth		5,000		5,000
Alternative Family Services		230,040		230,040
STRTP Collaboration		60,000		60,000
Other Partners		10,000		10,000
Psychiatric Services- Dr. Susie Shin (\$195/hr.)		-	156,000	156,000
Contracted Services ( Ergonomic assessments, language services)		30,000		30,000
MSW Intern		5,000		5,000
<b>Total Contract Services</b>		<b>340,040</b>	<b>156,000</b>	<b>496,040</b>
<b>Program Support</b>				
Office Supplies		12,000		12,000
Telephone		12,897	15,930	28,827
Conference & Training		7,165	8,850	16,015
Subscriptions, Dues, Memberships		1,320		1,320
Mileage Reimbursement		28,350	29,700	58,050
Staff Recruitment		8,515	1,094	9,609
Government Fees		3,000		3,000
<b>Total Program Support</b>		<b>\$73,247</b>	<b>\$55,574</b>	<b>\$128,821</b>
<b>Occupancy</b>				
Facility Expense (Interest + Depreciation)		16,812	16,812	33,624
Utilities		6,000	6,000	12,000
Building Maintenance & Supplies		24,000	24,000	48,000
Expendable Equipment		8,598	10,620	19,218
Equipment Lease		600		600
Equipment Repair and Maintenance		3,600		3,600
Equipment Depreciation		3,600		3,600
			-	-
<b>Total Occupancy</b>		<b>\$63,210</b>	<b>\$57,432</b>	<b>\$120,642</b>
<b>Vehicle</b>				
Operating		4,800		4,800
Depreciation		11,556		11,556
<b>Total Vehicle</b>		<b>\$16,356</b>	<b>\$0</b>	<b>\$16,356</b>
<b>Basic Care</b>				
Treatment Supplies		-	32,400	32,400
Flex Funds		54,000		54,000
<b>Total Basic Care</b>		<b>\$54,000</b>	<b>\$32,400</b>	<b>\$86,400</b>
<b>Total Operations</b>		<b>\$546,853</b>	<b>\$301,406</b>	<b>\$848,259</b>
<b>Total Direct Expenses</b>		<b>\$1,837,538</b>	<b>\$1,774,946</b>	<b>\$3,612,484</b>
Allocable Expense	14.0%	209,650	248,492	458,142
<b>TOTAL EXPENSES</b>		<b>\$2,047,187</b>	<b>\$2,023,438</b>	<b>\$4,070,626</b>
<b>County Reinvestment</b>		<b>\$736,813</b>	<b>\$0</b>	<b>\$736,813</b>

## Funding for Seneca Family Agencies

**Name of organization requesting funding:**

Seneca Family Agencies

**Analysis:**

Seneca Family Agencies provides Wraparound Youth Services for Sonoma County, through contracts with both the Department of Health Services and the Human Services Department. Seneca wishes to expand behavioral health-related services and is requesting \$573,439 of additional ongoing funding that would increase their contract to \$2,023,439 per year.

The services provided by Seneca is a focus of the redesign efforts being undertaken by the Department of Health Services and the Human Services Department to improve youth services and monitoring. The Department of Health Services is in the middle of a competitive procurement process for Youth and Family Services. It is through this process for which funding for services will be determined.

The Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.



## SONOMA COUNTY RECOMMENDED BUDGET

Hearings Begin on June 11, 2019

**DUE BY 4/15/2019**

PLEASE SEND TO [CAO-BUDGET@SONOMA-COUNTY.ORG](mailto:CAO-BUDGET@SONOMA-COUNTY.ORG)

### **Name of organization requesting the funding**

United Way of the Wine Country

### **Legal structure of requesting organization**

501(c)(3)

## **DESCRIPTION OF FUNDING REQUESTED**

Include as much information as possible, attach additional sheets if necessary

### **What will the funds be used for?**

The funds will be used for 2-1-1 Sonoma business development - grant writing, marketing and outreach, etc.

### **What is the amount of the funding request?**

\$125,000

### **Is the requested funding one-time or on-going?**

One time funding

### **How will this funding support the County's mandated or discretionary services?**

2-1-1 Sonoma is a resource and referral line provides access to community, health, social, and disaster services. 2-1-1 is able to connect Sonoma County residents with information and referrals to a vast array of County resources and programs, including Cal Fresh eligibility determination and application assistance. 2-1-1 will also be active in the event of a disaster by working closely with with OES to provide callers with official incident specific information to remove the burden of non-emergency calls to 9-1-1.

### **Which County Department provides these programs, and have you contacted them regarding this request?**

Human Services

Yes, we have contacted them regarding this request.

### **Why is funding from the County needed?**

This funding is needed to provide one time business development for the transition and re-imagination of 2-1-1 Sonoma. It would also provide us with the ability to leverage private funds for this program.

**Is matching funding available? Provide details.**

We will leverage this \$125,000 to secure \$160,000 in private funding through foundations such as Kaiser Permanente as well as funding from our United Way fundraising campaign

**Whom should the county contact for additional information?**

**Contact Name:**

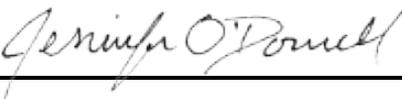
Nicollette Weinzveg, Health Program Officer and Jennifer O'Donnell, Executive Vice Priesident

**Contact Information (please include phone and email):**

Nicollette: nicollette.weinzveg@unitedwaywinecountry.org / 707-528-4485 ext. 141

Jennifer: jennifer.odonnell@unitedwaywinecountry.org / 707-528-4485 ext. 110

  
Requester Signature



\_\_\_\_\_  
Date Received by Clerk of the Board



**United Way of the Wine Country**

## **2-1-1 Sonoma County Year 1 Proposal**

April 15, 2019

### **Background**

The mission of United Way of the Wine Country is to improve lives by mobilizing the caring power of our community through leadership, community engagement and effective investment. United Way envisions an educated community where all people live healthy, productive lives and can contribute to the well-being of our communities.

Beginning in 1982, the Volunteer Center of Sonoma County (VCSC), United Way of the Wine Country (UWWC), and County of Sonoma Human Services Department (HSD) partnered in the establishment of a county-wide information and referral call center. In February 2009, the national 2-1-1 branding and services model was locally adapted with VCSC managing the service.

2-1-1 Sonoma County performs a valuable and needed service, connecting Sonoma County residents to non-emergency health and human services resources. 2-1-1 Sonoma County is a free telephone information and referral service for those in need. The service is staffed by multilingual specialists, 24 hours a day, seven days a week.

Following the October 2017 wildfires there is a newly articulated and shared community need for a reimagined and reinvented regional 2-1-1 that can provide current services and coordinated and consolidated disaster response communication in collaboration with public safety and other public partners.

### **Project Description: 2-1-1 Sonoma County Year 1**

The transfer of 2-1-1 Sonoma County management from the VCSC to UWWC allows each organization to strategically focus on their core services and expand the value each organization contributes to the community. UWWC will begin managing 2-1-1 Sonoma County effective July 1, 2019 and when Sonoma County residents dial 2-1-1 Sonoma County, a team of multilingual specialists based in Ventura, California, will answer incoming phone calls -- 24 hours a day, seven days a week. Since 2005, Interface, the Ventura call center provider, has been handling 2-1-1 calls for Ventura and 18 other counties in California. Interface's expertise and technology will bring Sonoma County callers two-way texting capabilities and an immediate capacity to scale up call center resources in the event of an emergency—all at a lower cost-per-call than the current service due to their size, digital capacity and singular focus.

After the July 1, 2019 transfer, UWWC will:

1. Begin to implement the strategic business plan created by the Glen Price Group and informed by multiple community stakeholders.
2. Develop a robust disaster communication preparedness and response plan and procedures in coordination with the County and other disaster response providers in the region.
3. Begin exploratory planning for one stop Resource Center in coordination with County of Sonoma and ROC Sonoma.
4. Develop and implement marketing and outreach plan to relaunch 2-1-1 Sonoma County.

## 2-1-1: July 1, 2019 to June 30, 2020

## Revenue

Item	Assumptions	Amount
Sonoma County HSD	CalFresh 2-1-1 Contract Secured	\$ 209,808
Sonoma County General Fund	Requested April 15th	\$ 125,000
Kaiser Permanente	Renewal	\$ 50,000
Other funders	(TBD with completion of Strategic Business Plan)	\$ 110,000
Disaster Relief Fund		\$ 250,000
<b>SUB TOTAL</b>		<b>\$ 744,808</b>

## Expenses

Item	Assumptions	Amount
<b>PROGRAM PERSONNEL</b>		
Health Program Officer	.50 FTE Salary and Benefits	\$ 40,905
Community Benefit Coordinator	.50 FTE Salary and Benefits	\$ 27,330
<b>SUBTOTAL PERSONNEL</b>		<b>\$ 68,235</b>
<b>211 BUSINESS MODEL DEVELOPMENT</b>		
Executive Vice President	.25 FTE Salary and Benefits	\$ 22,821
ROC Resource Center Business Model Development	Glen Price Group Contract - ROC Resource Center	\$ 75,000
Fund Development: Grant Writing & Stakeholder Engagement	Contract for Grant Writing; Travel, Meals for San Diego 2-1-1	\$ 65,000
<b>SUBTOTAL: BUSINESS MODEL DEVELOPMENT</b>		<b>\$ 162,821</b>
<b>TRAINING AND PROFESSIONAL DEVELOPMENT</b>		
Travel	Mileage and Airfare	\$ 1,600
Conference Fees	UWW 211 and AIRS	\$ 3,000
Lodging		\$ 1,600
Meals		\$ 800
<b>SUBTOTAL TRAINING AND PROFESSIONAL DEVELOPMENT</b>		<b>\$ 7,000</b>
<b>CALL CENTER AND DATABASE MANAGEMENT</b>		
Call Center, Website, VITA appointments, CalFresh Application Assistance, and Database Management	Interface (Ventura 211) Contract	\$ 292,000
211 CA Membership Fee		10,042
Misc Call Center Fees (telephony, iCarol, Application Assistance Systems)		\$ 2,000
<b>SUBTOTAL TRAINING AND PROFESSIONAL DEVELOPMENT</b>		<b>\$ 304,042</b>
<b>MARKETING AND OUTREACH FOR RELAUNCH</b>		
Bilingual Outreach Consultant		\$ 25,000
Printing		\$ 25,000
Paid media (e.g. radio, FB ads, pint ads)		\$ 85,000
<b>SUBTOTAL MARKETING AND OUTREACH</b>		<b>\$ 135,000</b>
<b>SUB TOTAL</b>		<b>\$ 677,098</b>
<b>INDIRECT COST (10%)</b>		<b>\$ 67,710</b>
<b>TOTAL</b>		<b>\$ 744,808</b>

## Funding for United Way 211

**Name of organization requesting funding:**

United Way of Wine Country 211

**Analysis:**

The United Way of Wine Country (UWWC) is requesting \$125,000 of one-time funding to support grant-writing, marketing, and outreach efforts for the 211 program. The requests indicates that \$110,000 in additional private funding would be leveraged if the request were funded.

UWWC receives \$208,000 in funding from the Human Services Department to administer the 211 program and the County has also committed \$159,000 in funding to help with transitions costs UWWC will incur as a result of the transition of 211 from the Volunteer Center. Other funding sources for the program include \$250,000 from a disaster relief fund, \$50,000 from Kaiser Permanente grant renewal.



# Women's Recovery Services

A Recovery Program for Pregnant and Parenting Women

Hearing Bindget 10-123  
P.O. Box 1356 Santa Rosa, CA 95402  
p: 707.527.0412 f: 707.527.6048  
wrs@womensrecoveryservices.org  
www.womensrecoveryservices.org

4/12/19

To: Board of Supervisors, Sonoma County  
Barbie Robinson, Director, Department of Health Services  
Bill Carter, Director, Behavioral Health Services  
Diane Madrigal, Manager, Substance Use Disorder Division

## 1. What will the funds be used for?

The increased funds will be used to support Sonoma County's only fully licensed perinatal program providing residential care to one of our most vulnerable populations, women and children. Currently, Women's Recovery Services (WRS) is licensed by the State of California to serve 20 women and 12 children at any one time. WRS has provided residential substance abuse care to women with children for nearly 45 years in Sonoma County. The current perinatal funds in our contract allow WRS to only serve 11.5 pregnant or parenting women in treatment at any one time. Our Perinatal contract with the Behavioral Health Substance Abuse Disorders has remained stagnant for decades.

**We are requesting an increase in our perinatal contract to increase our bed capacity by 3.5 so we can serve 15 pregnant or parenting woman at the Women's Recovery Services treatment facility.** With the implementation of Drug MediCal, WRS will be ready to again expand our capacity to serve more women with children. WRS has been Drug MediCal certified with the State of California since 2015.

## 2. What is the amount of the funding request?

We are requesting **3.5 additional perinatal beds at \$96.81 per day for a total of \$125,974.28 increase** over our previous contract for perinatal services in prior years of \$401,000. WRS currently has a three-month waiting list for women who need perinatal services, a barrier that could be reduced with the increased perinatal contract.

The increased contract will continue to provide services to the priority populations identified in the Sonoma County Strategic Plan and admission is prioritized on the following criteria:

- Pregnant, injecting drug users;
- Pregnant substance abusers;
- Injecting drug users;
- All other substance abusing women who have minor children.

## 3. Is the requested funding one-time or on-going?

Ongoing

#### 4. How will this support the County's mandated or discretionary services

Women with drug/alcohol addiction have accompanying dire medical, dental and psychiatric conditions needing immediate attention, including the needs of neglected children. 90% of our admissions are women with children that are homeless or at risk of homelessness. Upon entry into our program, WRS begins decreasing the negative health impacts associated with poverty and addiction. We improve the quality of life for both our vulnerable mother and their children, addressing all their basic needs and the complex nature of their addiction, while living in a safe and supportive gender specific program.

WRS is a dual capable service provider in Sonoma County, removing barriers to service delivery for women who are pregnant, requiring complex needs such as adequate prenatal care, use of medications while pregnant and/or nursing, maternal bonding, and coordinated treatment planning among medical, addiction, and mental health treatment providers.

WRS follows all Perinatal Practice Guidelines, which are outlined in the Substance Abuse Prevention and Treatment Block Grant (SABG) requirements for substance use disorder services for pregnant and parenting women.

WRS is an established program, utilizing evidence-based curriculum and practices, servicing the highest need residents facing homelessness, incarceration and protective services. WRS also utilizes Medication Assisted Treatment services in Sonoma County to address the growing opioid crisis amongst young women who are pregnant or have minor children.

WRS is a 4-month residential program, followed by the opportunity to reside in one of our three transitional homes for up to 2 years. The majority of our mothers do not return to homelessness after completion of our program.

WRS does not just mitigate effects of addiction, but creates long term solutions. The work WRS does empowers families to be economically stable. With the help of a volunteer statistician, we have been tracking outcome data since 2016.

##### WRS Outcomes 1/1/16 to 11/30/18:

- 86 women completed 4 months of treatment
- 71% are drug and alcohol free one year after program entry
- 50% are now employed and 9% are pursuing education
- 91 children were reunified with their mothers saving the state foster system a minimum of \$1,007,916 annually. (Source: [http://m.policy.dcss.lacounty.gov/Src/content/AFDC\\_FC\\_GRI\\_FC\\_Rates.htm#BASICRATESCHDLEB](http://m.policy.dcss.lacounty.gov/Src/content/AFDC_FC_GRI_FC_Rates.htm#BASICRATESCHDLEB))

These outcomes also result in improved parenting skills and parenting support and helps break the cycle of reliance on public benefits.

**5. Which County Department provides these programs, and have you contacted them regarding this request?**

Sonoma County Behavioral Health, Substance Abuse Division; we have contacted Diane Madrigal, AOD Section Manager, Sonoma County Behavioral Health

**6. Is matching funding available?**

While WRS raises approximately 25 % of our budget each year, we have not identified a matching fund specifically for perinatal residential services.

**7. Whom should the County contact for additional information?**

Linda Carlson, Executive Director, Women's Recovery Services

Phone: 707-527-0412

Email: [linda@womensrecoveryervices.org](mailto:linda@womensrecoveryervices.org)

## Funding for Women's Recovery Services

**Name of organization requesting funding:**

Women's Recovery Services

**Analysis:**

Women's Recovery Services (WRS) provides residential substance abuse care to women with children and is seeking to increase their perinatal program by 3.5 beds that serve pregnant or parenting women. WRS is requesting \$125,974 in ongoing funding, which would be an increase to their current contract of \$401,000

The Department of Health Services does not recommend an increase to this contract. The Department is not expanding Substance Abuse Delivery services given the overall funding constraints the Department is experiencing and is prioritizing mental health-related services at this time.

Furthermore, the Board-adopted Contracting Principles for Safety Net Services Programs were established to improve coordination, equity, and transparency for safety net services provider funding. These contracting principals allow a funding request process that follows statutorily defined procurement policies that ensure fair, transparent, competitive contract awards, as well as technical and regulatory requirements that accompany funding. Contract awards outside of standard processes may inhibit a Department/Agency's ability to deliver on their strategic plans for achieving the Board's policy priorities, and encourage bid protests.

FY 2019-20  
Board Budget Requests

Requestor	Organization	FY 2019-20 RESTORATION/ADD-BACK	Description of Change	One Time/Ongoing	Net Cost	Notes
Gorin	Legal Aid	Human Services	Funding to assist on Fire Recovery projects	One-time	\$ 80,000	
Gorin	Springs MAC, other public events	County Administrator	Translation services	One-time	\$ 30,000	
Gorin	Bennett Ridge, Glen Ellen, Kenwood, Rincon Valley, Hidden Hills	Transportation and Public Works	Funding to repair roads damaged in District 1 during the October 2017 wildfires	One-time	\$ 10,000,000	
Rabbit	Sonoma County Secure Family Fund		These funds will be used to support the Sonoma Secure Families Collaborative a partnership of Catholic Charities, VIDAS Legal services, USF Immigration Law Clinic, and Sonoma County Legal Aid to provide immigration removal defense and related legal services, along with social service support throughout Sonoma County.	One-time	\$ 200,000	
Zane	Creative Sonoma	Economic Development Board	Support funding for the arts community and administer grant program.	One-time	\$ 300,000	
Zane	N/A	Permit Sonoma	Identify funding for SR Avenue/SE Santa Rosa area land use planning work. (South East Area Plan idea).	One-time	Unknown	
Zane	N/A	County Administrator, Auditor-Controller, Treasurer-Tax Collector, Department of Health Services	If there is excess property tax growth for FY 19-20, dedicate a portion (% or \$) to behavioral health on an on-going basis. Prioritize Mobile Support Team.	Ongoing	Unknown	
Gore	Sonoma County Tourism Bureau	Economic Development Board	Marketing services provided by Sonoma County Tourism	One-time	\$ 398,491	
Hopkins/Gore	N/A	Renewal Enterprise District/Permit Sonoma/other	Funding to review CTS regulatory permitting and mitigation effort from Fed, State, Regional, and Local Governemnts to better achieve conservation goals while streamlining permitting.	One-time	\$ 300,000	
Hopkins	N/A	Permit Sonoma	Funding for General Plan Update	One-time	\$ 1,400,000	
Hopkins	N/A	Permit Sonoma	Lower RR Area Specific Plan Phase 1	One-time	\$ 300,000	Estimated \$450,000 additional for later phases
Hopkins	N/A	Transportation and Public Works	Flood and Fire-damaged road repair	One-time	Unknown	
Hopkins	N/A	Regional Parks	Sport Fishing dock repair/replacement	One-time	\$ 450,000	
Hopkins	N/A	General Services	Funding to switch to SCP Evergreen energy	Ongoing	\$ 132,000	
Hopkins/Essick	Downtown Guerneville Security	Sheriff's Office	Funding for security patrols in downtown Guerneville	Ongoing	\$ 300,000	

FY 2019-20  
Board Budget Requests

Requestor	Organization	FY 2019-20 RESTORATION/ADD-BACK	Description of Change	One Time/Ongoing	Net Cost	Notes
CBO	Legal Aid	Community Development Commission	Funding to continue HOME tenant-housing homelessness prevention program.	One-time	\$ 80,000	CDC disallowed the application from the HomeSonoma Program, and funded \$80k less than ask in Fair Housing. Unclear how much was requested/received in that process.
CBO	Monte Rio Community Alliance and Monte Rio Rec. and Parks District	General Services/Transportation and Public Works	Funding to install an EV Charging Station at the Monte Rio Community Center	One-time	\$ 25,000	
CBO	Monte Rio Community Alliance	Transportation and Public Works	Repairing section of River Blvd and address drainage issues on Middle Terrace.	One-time	\$ 500,000	
CBO	United Way of Wine Country	Human Services	Additional funding for 211 transition.	One-time	\$ 125,000	
CBO	Legal Aid	Adult and Aging	Funds to ensure continuation of Elder Outreach Program.	One-time	\$ 35,000	Last year received \$100K; has identified \$65K to offset costs this year
CBO	Seneca Family of Agencies	Health Services/Human Services	Wraparound services for children and families	Ongoing	\$ 573,439	Increasing Behavioral Health existing funding from \$1.45 million/Received additional \$2.784 million from HSD
CBO	Women's Recovery Services	Health Services	Additional funding to increase beds offered	Ongoing	\$ 125,974	On top of \$401,000 received in prior years
CBO	Community Support Network	Health Services	Increase support for Brown Street and Hope House needed due to increased costs related to Minimum Wage and other mandates	Ongoing	\$ 27,686	
CBO	Council on Aging	Human Services	30,000 home delivered meals to isolated frail homebound seniors in Sonoma County.	Ongoing	\$ 250,000	

<b>Board total</b>	<b>\$ 13,890,491</b>
1 x	\$ 13,458,491
Ongoing	\$ 432,000
<b>CBO Total</b>	<b>\$ 1,742,099</b>
1 x	\$ 765,000
Ongoing	\$ 977,099
<b>Grand Total</b>	<b>\$ 15,632,590</b>

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## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	X
Zane	X
Gore	X
Hopkins	X

Inquiry Number: 01

Department: Transportation and Public Works

Date: 4/9/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Would like to see a vision and plan for maintenance efforts for each District How do we approach the Fire and Flood damaged roads? Pothole program?*

**Response:**

*Staff will enter response here, additional pages will be attached as needed.*

Thank you for this inquiry and your interest in our maintenance efforts.

A. Below is a general overview of the structure of our maintenance division. Additionally, we have provided a general work description for the coming year.

1. Maintenance Road Yards – Sonoma County’s transportation system is maintained from four full-time road yards strategically located to balance workloads and efficiency in responding to service requests and emergencies; the four full-time yards are located in Cotati, Guerneville, Healdsburg and Sonoma. Two yards are operated seasonal to enhance emergency responses during winter time and inclement weather, one in Forestville and another one in Annapolis. The Annapolis Road Yard generally opens in November and closes sometime in April or May. The Forestville yard may be used year round for staging materials and is critical for operation during flood events. A map of the six Road Yards is included.

Typical road maintenance activities during the year:

March/April – Pavement surface (pothole, cracks, etc.) repairs Countywide, vegetation management for sight distance and road clearance.

May/June – grind & pave Hot Mix Asphalt (HMA) repairs, grader patch HMA repairs

July/August – Asphalt patch work, 2 weeks in each yard

September – road side ditch maintenance

October through February – all activities as weather allows, AC repair, ditching, mowing

2. Culvert Crew – Performs variety of drainage work including cleaning, inspecting and maintaining culverts throughout entire County

Typical culvert maintenance activities during the year:

May through September – repair and replacement of larger-scale, environmentally permitted culverts, these projects range from one to three weeks in duration, we have 9 projects planned for this summer in Districts 1,2,4 and 5  
 October through April – clean, inspect, maintain and plan culvert repair, and erosion control installations as needed.

3. Bridge Crew – Performs various maintenance activities on 328 bridges located throughout the County, viaducts, guardrail, curb, gutter and sidewalk, and bridge seasonal crossings. TPW currently installs and removes seasonal bridge crossings over the Russian River at the following locations: Asti, Korbel, and Vacation Beach in Districts 4 and 5.

Typical schedule of focused bridge work:

May/June – install seasonal crossings - The Asti seasonal crossing installation is changing this year due to a change in the Russian River at this location.

October/November – remove seasonal crossings.

July through September – bridge and viaduct repairs, this year’s viaduct repair is on Neeley Road in District 5, locations vary every year.

December through April– various activities including guardrail maintenance, curb and gutter, sidewalk, and bridge maintenance.

4. Sign Crew – Activities include maintenance and repair of all County traffic signs, pavement striping and markings, responding to variety of signing and striping service requests.

Typical schedule of focused signing, striping, and markings work:

May through October – striping and markings, 4 weeks in each road yard

November through April – variety of activities listed above

#### B. Fire and Flood Damaged Roads

Roads within the 2019 Flood areas have been addressed in two ways. First, TPW has performed emergency roadway openings where possible, by clearing debris from landslides. This work has been completed where possible. Second, roads with minor damage are currently being repaired. Roads with significant damage from slip outs require permanent repair that needs geotechnical and engineering design. These permanent repair projects are included in a List of Projects submitted to both CalOES and FEMA for reimbursement. These projects will be repaired over a longer period of time, in the next 3-5 years. In all cases, the Department follows FEMA and CalOES procedures to address roadway repairs. The projects are in Districts 1,2,4 and 5.

Roads within the 2017 Fire areas are similarly addressed in two ways. Initially after the fires, TPW performed emergency roadway opening activities. This work was completed in late 2017. Secondly, roads damaged by the Private Property Debris Removal (PPDR) program were included in a list submitted to CalOES and FEMA. Unfortunately, at this time, this damage has not been deemed reimbursable by the agencies.

Damaged roads from trenching by utilities and the rebuild effort within urban subdivisions are included in a new proposed one-time program named ‘OnePave’ that will be brought to the Board in August. The program will propose to collect in-lieu fees for paving trench repairs from the various

utility agencies. These fees, together with County funding from the Pavement Preservation Program, will be used to pave these roads once, at the completion of the utility work. This program applies to District 4. Other districts roadways did not meet the criteria of fire damage with multiple underground utilities.

Repair of the damaged roads can be considered for inclusion in future Pavement Preservation Programs.

C. Pothole repairs continues to be a priority for the department. The department, in conjunction with County Counsel and Risk Management, is actively reviewing procedures for pothole repairs and are currently in the process of preparing a pothole Procedures and Priority Plan.

The department welcomes pothole repair requests through 'So Co Report It', TPW's website and phone application for use by the public and district offices to request road repairs. Additionally, the department uses software called Lucity to track and respond to service requests for pothole repairs. Requests for maintenance activities are sent to the Foreman of each Road Yard to triage and address. The reporting of service requests and progress is documented for each road yard and this does not directly match up with Supervisorial Districts.

The department is currently working with the CAO to identify process improvements.

D. Currently the Roads fund has \$19.7M before anticipated expenditures, revenues, and operating transfers, with an anticipated ending balance of \$1.6M (uncommitted at this time and pending approval of projects to be used as match) this fiscal year. General Fund contributions for PPP and maintenance are encumbered until project expenditures occur. Any funds committed by the Board (GF) or by county ordinance (such as the Aggregate Resource Management [ARM] fee) are preserved in subsidiary accounts within the Road Fund. While overall fund balance may appear to be high, funds may be restricted by Gas Tax, Tribal, and RMRA (SB1) limitations, and/or otherwise committed to projects.

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	
Zane	
Gore	
Hopkins	

Inquiry Number: 02

Department: Transportation and Public Works

Date: 04/09/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***How do we approach repairing fire and flood damaged roads with a one-touch approach?***Response:***Staff will enter response here, additional pages will be attached as needed.*

Roads within the 2019 Flood areas have been addressed in two ways. First, TPW has performed emergency roadway openings where possible, by clearing debris from landslides. This work has been completed where possible. Second, roads with minor damage are currently being repaired. Roads with significant damage from slip outs require permanent repair that needs geotechnical and engineering design. These permanent repair projects are included in a List of Projects submitted to both CalOES and FEMA for reimbursement. These projects will be repaired over a longer period of time, in the next 3-5 years. In all cases, the Department follows FEMA and CalOES procedures to address roadway repairs. The projects are in Districts 1, 2, 4 and 5.

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Damaged roads from trenching by utilities and the rebuild effort within urban subdivisions are included in a new proposed one-time program named 'OnePave' that will be brought to the Board in August. The program will propose to collect in-lieu fees for paving trench repairs from the various utility agencies. These fees, together with County funding from the Pavement Preservation Program, will be used to pave these roads once, at the completion of the utility work. This program applies to District 4. Other districts roadways did not meet the criteria of fire damage with multiple underground utilities.

Repair of the damaged roads can be considered for inclusion in future Pavement Preservation Programs.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	X
Hopkins	

Inquiry Number: 3

Department: Agriculture/Weights &amp; Measures

Date: 04/09/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Please unpack the details of the Maintenance of Effort – how much is at risk? What \$ count toward the MOE, how are we allocated?*

**Response:**

The Maintenance of Effort (MOE) was put into place to ensure counties adhere to a share of cost in support of regulatory work done by licensed agricultural staff within the County. Agricultural programs are defined by the California Department of Food and Agriculture (CDFA) and authorized by the Food and Agricultural Code (FAC). Local ordinances such as Vineyard and Orchard Site Development Ordinance (VESCO) or Cannabis are not included in agricultural code programs. In short, the MOE is based on the average of the preceding five-years of net spending in qualified agricultural programs.

Unclaimed Gas Tax (UGT) disbursement is based on a pool of funds that changes from year to year. It is also based on the percentage of net agricultural code program expenditures in comparison to what other counties spend toward their MOE for the same period.

**Unclaimed Gas Tax**

UGT is a revenue source that is funded by excise taxes collected on motor vehicle fuels and deposited in the Motor Vehicle Fuel Account (MVFA) in the Transportation Tax Fund. Section 8352.5 of the Revenue and Taxation Code requires fuel taxes attributable to gas used for off-highway purposes (i.e., tractors working in fields) be transferred from the MVFA to CDFA. The Food and Agricultural Code (FAC) Section 224 identifies how the MVFA funds are to be disbursed.

**Maintenance of Effort**

FAC Section 224.5(g) mandates a MOE to ensure Counties' continued share of cost for regulatory activities authorized by the FAC and performed by Agricultural Commissioner staff. Failure to meet MOE could result in the funds allocated under FAC Section 224.5(g) being withheld.

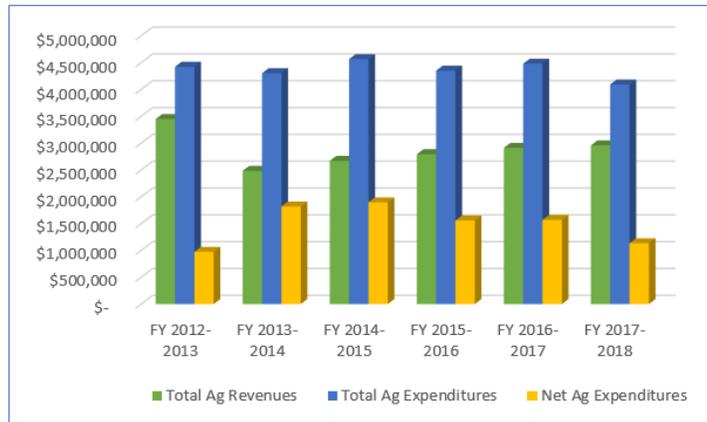
In order to be eligible for the transfer (of funds) specified in subdivision (g) of Section 224, counties must meet all of the following criteria, as determined by the Secretary of Food and Agriculture:

- 1) Currently employ or contract with a licensed agricultural commissioner.
- 2) Submit annual agricultural expenditure reports (Annual Financial Statement) to CDFA in a timely manner.
- 3) Maintain county general fund support for agricultural commissioner services at least equal to the average amount expended for the five preceding fiscal years.

As part of the Annual Financial Statement, historical information is provided that includes the net county expenditure, total agricultural expenditures, and total agricultural revenues for each fiscal years for a 15-year period. Agricultural expenditures are defined as expenditures on CDFA approved programs. Only the preceding five years count toward the MOE.

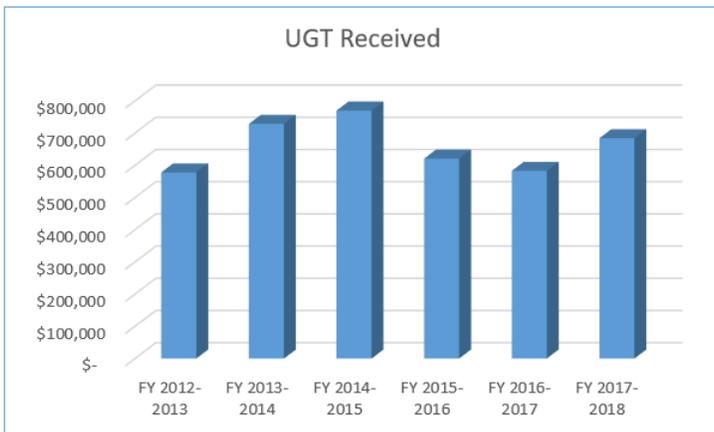
The average net agricultural expenditure for the past six years is \$1.5 million.

Fiscal Year	General Fund Contribution	Net Ag Expenditures
FY 2012-2013	\$ 1,293,127	\$ 972,823
FY 2013-2014	\$ 1,457,363	\$ 1,818,869
FY 2014-2015	\$ 1,435,408	\$ 1,895,727
FY 2015-2016	\$ 1,867,723	\$ 1,557,802
FY 2016-2017	\$ 2,113,287	\$ 1,568,892
<b>FY 2017-2018</b>	<b>\$ 2,174,882</b>	<b>\$ 1,134,750</b>



**How Much is at Risk?**

UGT that is disbursed based on the MOE averages between \$0.37 – \$0.48 cents on the dollar. The amount varies because the disbursement calculation is based on the percentage of agricultural spending by each county in comparison with what other counties spend and the excise taxes collected in the previous year. The disbursement received in April 2019 was \$0.48 cents on the dollar or \$684,000. Had the department met the MOE for the same period, the UGT disbursement would have been \$890,000.



The average amount received for the past six years is \$661,000.

Fiscal Year	UGT Rec'd
FY 2012-2013	\$ 577,922
FY 2013-2014	\$ 728,855
FY 2014-2015	\$ 769,947
FY 2015-2016	\$ 620,870
FY 2016-2017	\$ 582,985
<b>FY 2017-2018</b>	<b>\$ 684,276</b>

**Timing**

The timing of when it is known whether the department met the MOE and when the UGT revenue is received makes it difficult to adjust budgeted expenditures within the same fiscal year. Below is a chronological summary of this year’s timing related to UGT.

07/01/17 – 06/30/18	Base fiscal year for UGT funds received in April 2019.
10/31/2018	AWM submits Annual Financial Statement to CDFA for FY 2017-18. At this time, it has been determined whether the MOE was met based on net County spending in agricultural programs.
04/15/2019	UGT disbursement received.

### **FY 2019-20**

AWM needs more staff resources to assign work in UGT eligible programs in order to meet MOE while meeting other existing contractual obligations, most of which pay 125% of cost. A program change request in the amount of \$184,899 for the allocation of an additional Agricultural Biologist for work exclusively in UGT eligible programs has been submitted. The salary and benefit cost for that position, along with related costs, would contribute toward MOE.

#### Estimated MOE Requirement for FY 2018-19 and Anticipated Shortfall

It is important to note that the MOE five-year average for FY 2018-19 will be increasing because the low year from FY 2012-13 will be dropping off (see attached *Analysis of County General Fund Maintenance of Effort*). The five-year MOE average for FY 2018-19 will be \$1,595,212, an increase of \$32,389 over the prior fiscal year. The FY 2017-18 failed to meet the MOE by \$428,073. Adding the increase in the MOE level and an additional \$80,000 in revenue for agricultural programs due to increased gas tax revenue brings the projected shortfall for FY 2018-19 to \$540,462. While we anticipate that we will not meet MOE for FY 2018-19, we can't determine what the actual amount below average will be until August 2019, after close of the fiscal year. We saw an unanticipated reduction in our Cost Plan beginning in FY 2017-18 of approximately \$298,000. This was due to County Counsel costs not being allocated to our department. We expect this error to begin to correct in FY 2019-20. However, due to creating a separate budget unit for our Land Stewardship Division in FY 2018-19, the Cost Plan will not necessarily return to what it was previous to FY 2017-18. As a result, this is a variable that is somewhat unpredictable at this time. CDFA has been alerted that we do not expect to meet the MOE level in FY 2018-19, but are seeking to address the issue in the FY 2019-20 budget.

#### Estimated FY 2019-20 Shortfall and Proposed Solutions

Based on the estimated eligible spending above, the MOE for FY 2019-20 is expected to decline to approximately \$1.44 million. This would require an increase in eligible spending of \$388,000 to meet the target. A portion of that will be met by the changes to the Cost Plan allocation issue referenced above, which should increase eligible expenditures by an estimated \$174,543. This leaves a shortfall of approximately \$213,457.

The Department has requested an Agricultural Biologist position strictly for meeting MOE, which would increase MOE eligible spending by \$184,899. The Agricultural Commissioner is confident that the addition of the Agricultural Biologist position will show CDFA that we are making progress in meeting MOE, even if the full gap is not covered in FY 2019-20. Since the CDFA is aware of the Cost Plan issue, we believe they will be satisfied with forward progress on agricultural spending until the Cost Plan issue is settled.

For purposes of meeting MOE, it is crucial to avoid extreme swings in General Fund support because MOE is always based on the average of the prior five years agricultural code programs spending. We have been in discussions with the County Administrator's Office on the feasibility of reserve fund options.

**Attachments:**     Annual Financial Statement FY 2017/2018 with definitions  
                          Analysis of County General Fund Maintenance of Effort

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number:   04  

Dept: Health/Human/Homeless Functional

Date: 04/09/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***Create a chart showing how much GF comparable counties put into Health and Human.***Response:**

This chart represents the General Fund portion of the listed County budgets for Fiscal Year 2018-2019. The "General Fund" column represents the amount of general fund specifically contributed to Health and Human Service Departments per Supervisor Zane's request. The General Fund reported for Health Services is the baseline General Fund contribution and does not include any Behavioral Health restoration funding provided during the FY 2018-19 Budget Hearings. This information was compiled by Tina Rivera, Finance Director for the Human Services Department from County budget documents posted online.

Benchmark Counties listed at the top of the chart include comparable counties by population size, suburban vs. urban environments, and location.

Additional Counties of interest listed at the bottom of the chart.

County	County General Fund Budget	Department Structure	Total Budget	General Fund Contribution	Percentage of General Fund	FTEs	POPULATION
<b>*Benchmark Counties</b>							
Sonoma	310,171,536	Health Services	253,582,705	8,983,669	3%	543.38	503,332
		Human Services	343,037,856	26,556,958	8%	882	
**Stanislaus Special Rev. & Ent. Funds used to fund Health/Human Service Programs	GF: 356,600,000 SR: 802,900,000 EF: 84,000,000	Health Services	211,715,525		0%	958	555,624
		Human Services	414,500,000		0%	1165	
Monterey	677,100,000	Health Services	616,174,428	24,265,241	3.58%	2281	446,873
		Human Services	266,289,436	11,435,274	1.7%	875	
Placer Combined Agency	524,797,937	Health & Human Services	221,232,794.00	30,518,696	6%	791	389,532
San Luis Obispo	522,988,377	Health Services	114,673,773	27,327,414	5.2%	530	280,101
		Human Services	123,457,871	11,777,475	2.3%	522	
San Joaquin	898,196,701	Health Services	745,700,000	20,000,000	2.2%	3082	758,744
		Human Services	404,700,000	22,700,000	2.5%	1376.5	
Solano Combined Agency	268,900,000	Health & Human Services	322,293,275	28,772,300	11%	1295.25	439,793
Marin Combined Agency	341,013,030	Health & Human Services	318,487,707	52,612,280	15%	703.62	263,886
Santa Cruz	545,312,721	Health Services	175,013,263	9,946,049	2%	618.2	276,864
		Human Services	155,586,135	17,147,163	3%	536.5	
Santa Barbara combined functional budget	259,320,700	Health & Human Services	401,485,000	23,939,700	9%	1733.76	453,457
Tulare Combined Agency	790,039,705	Health & Human Services	465,261,601	16,658,464	2.11%	2069.5	475,834
<p><b>**Comments:</b> Stanislaus County funds its Health and Human Service Departments with Special Revenue and Enterprise Funds. This funding strategy allows the County to allocate available General Funds on other County priorities such as Public Safety. This funding strategy also allows the County to appropriately fund its Health and Social Service Programs creating future sustainability as well as opportunities for growth and program expansion. Budgets within the Special revenue funds are supported by \$754.8M in department revenue, the use of \$30.4M in fund balance, and a \$17.7M General Fund contribution. The Enterprise Funds include Landfill fees, Inmate Commissary Fees, Public Works Transit Fees, and HSA Clinic &amp; Ancillary Services</p>							
<b>Additional Counties of Interest</b>							
Mendocino Combined Agency	188,399,421	Health & Human Services	133,972,183	8,251,459	4%	631.8	88,018
San Diego Combined Agency	4,699,500,000	Health & Human Services	2,104,934,555	111,756,835	2%	6405.5	3,337,685
Napa Combined Agency	209,408,674	Health & Human Services	120,860,117	14,528,763	6.9%	480.85	140,973
Contra Costa Combined Agency	1,693,941,066	Health Services	447,330,828	49,974,064	3.0%	3811	1,147,439
		Human Services	650,328,092	26,910,000	1.6%	1972	
Alameda	723,100,000	Health Services	866,615,274	143,013,437	20%	1589.63	1,660,202
		Human Services	860,152,498	81,674,194	11%	2588.15	
San Mateo	1,960,936,877	Health Services	882,744,234	153,326,848	8%	2089.2	884,363
		Human Services	272,483,961	50,074,725	3%	841.5	
San Francisco	5,511,633,982	Health Services	1,631,116,236	508,151,080	9%	6866.17	864,816
		Human Services	1,080,717,189	738,781,992	13%	2487.92	
Santa Clara	1,227,057,596	Health Services	3,074,588,262	227,399,686	19%	7939.7	1,937,570
		Human Services	990,191,041	138,296,075	11%	3104	

**\*Benchmark Counties**

- those closest to Sonoma County in population; with a population of more than 250,000 but less than 750,000
- all include both suburban and rural environments & same urban growth
- none contain a city with more than 300,000 in population
- six are coastal or Bay Area Counties

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 05

Department: Health and Human Function

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***What are reserves for the Safety net departments?***Response:**

The following is a list of the Safety Net Departments fund balances. Fund balances represent the net cash after all revenues have been collected and all expenses have been paid. Reserves isolate the portion of fund balance that is available for appropriation to the next budget cycle. Reserves reported by the Safety Net Departments is "\$0.00" as the reserves of fund balance are either resources currently earmarked or there exists restrictions on spending these reserves.

DEPARTMENT ACRONYM	DEPARTMENT	FUND BALANCE	RESERVE AVAILABLE	COMMENTS
HSD	Human Services Department	\$19,560,071	\$0	\$8.6M of the \$19.5M is fully restricted to programs, trusts, and Capital Expenditures projects; \$3M is already earmarked for DHS Bail-Out. Remaining \$7.9M balance is restricted to 1991 Realignment guidelines.
DHS	Department of Health Services	\$37,206,989	\$0	\$30M already earmarked; \$7.5M in 1991 Realignment.
DCSS	Department of Child Support Services	\$23,764	\$0	All restricted to programs.
CDC	Community Development Commission	\$93,784,340	\$0	\$71.1M in Loans Receivable, \$9.2M in Real Estate assets, and \$13.5M restricted to program and/or awarded.
PROBATION	Probation Department	\$23,885,614	\$0	\$22M used-restricted by funding source; \$1.4M earmarked for Equipment Replacement Reserve.
SHERIFF	Sheriff's Department	\$10,766,273	\$0	All restricted to programs & trusts.
DA	District Attorney	\$6,050,829	\$0	All restricted to programs.
PD	Public Defender	\$34,405	\$0	All restricted to programs.
COUNTY COUNSEL	County Counsel	0	\$0	No separate fund accounts.
ISD	Information Systems Department	\$6,715,549	\$0	All restricted to Capital Expenditures.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 06

Department: Health and Human Function

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*What are the efficiencies of a combined agency? Need to explore this, could we reduce overhead on delivery of services. Please identify all comparable counties that have health and human services combined ("superagencies").*

**Response:**

Providing expected efficiencies of a combined agency would entail a detailed and thorough analysis. Such an analysis would require additional time and resources in order to properly capture any potential benefits of merging these departments. For the purposes of providing some summary insight, please see the highlights below.

Comparable Counties (by population) that have Health & Human Services Combined (Superagencies):

- Placer County
- Marin County
- Tulare County
- Solano County
- San Diego (larger county)
- Contra Costa (larger county)
- Sacramento (larger county)

Possible efficiencies of a Combined Agency:

- Sharing of specialized personnel
- Possible cost savings
- Streamlined services
- Integrated & shared overhead services
- Increased service delivery
- "One-stop shopping" for community residents
- Elimination of duplicated services
- Shared expenses
- Purchasing pools

Possible Challenges of a Combined Agency:

- Difficult transition due to structure
- May mean forfeiting federal funds (integrity of department structure must be maintained to ensure funding compliance)
- Potential impacts on staff morale due to layoffs and other consequences
- Larger agency may not reflect community interests
- Logistical challenges (space requirements)
- Rise in cost as service areas broaden geographically
- Imbalances within divisions due to leadership
- Too many layers creating ineffective communication
- Additional bureaucracy – typically an agency Director is added as oversight to Health & Human Service Directors



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 07

Department: Department of Health Services

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

## Request/Question:

*Folks should look for HEAP funding for Board and Care.*

## Response:

The State of California vested each county's *Continuum of Care* governing body with making local funding decisions for Homeless Emergency Aid Program (HEAP). In Sonoma County, the Home Sonoma County Leadership Council is the governing body. HEAP funds are subject to a procurement process that, at the time that this inquiry was made, was nearly complete. Redirecting these funds to fund a program that did not apply under the established process would violate CDC and County procurement rules.

The FY 2019-2020 Consolidated Homeless Services Funding Notice of Funding Availability (NOFA), which included HEAP funds was issued on January 8, 2018 by CDC as Lead Agency for Home Sonoma County. The Leadership Council finalized recommendations for funding awards on April 17, 2019.

Funding Source	Available Amount	Eligible uses	Authority for Awards
Homeless Emergency Aid Program (HEAP)	\$11,505,737	Wide range of interventions for literally homeless persons – outreach, shelter, rapid re-housing, some homelessness prevention activities, permanent supportive housing, capital development.	Home Sonoma County Leadership Council

On April 30, 2019 your Board authorized the CDC Executive Director to execute contracts with the awarded providers.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	X
Hopkins	

Inquiry Number: 08

Department: Department of Health Services

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Need to get a comprehensive list of priorities/needs on this to get to our state level representatives beyond the CSAC view.*

**Response:**

*Staff will enter response here, additional pages will be attached as needed.*

**The following outlines areas of advocacy that could help support DHS's programs:**

1. Forgiveness of OIG Audit Repayment  
Note: Recent letter to Senator McGuire requesting the Legislature reconsider how to handle the \$180.6 million overpayment identified by the OIG in its August 2018 report. The State can support counties already struggling to address mental health care needs for the Medi-Cal population by absorbing the overpayment liability.
2. Medi-Cal Reimbursement for peer respite service providers  
S15. Certification of Mental Health Peer Providers  
Action: Support legislation that would:
  - Advance peer support programs for mental health treatment services; and
  - Require Peer Providers to annually sign confidentiality statements consistent with the DHCS requirement for Mental Health Professionals (MHPs).
3. Funding for administrative costs for Mental Health Plan (MHP) operations, increase 15% cap on administration.  
S4. Improved Access to Behavioral (Mental) Health Services and Mental Health Parity  
Action: Sponsor or support legislative efforts that would:
  - Increase access to mental health services within Federally Qualified Health Centers (FQHCs) and Rural Health Centers (RHCs) to improve their ability to provide care and be reimbursed for both medical and behavioral (mental) health services to Medi-Cal beneficiaries on the same day, in the same location;
  - Advocate for the integration of behavioral health into the broader health care system and a balance between state expectations and local authority for Medi-Cal Specialty Mental Health Services and the Mental Health Services Act;
  - Advocate for potential recoupment of erroneous mental health billing and transparency at county level;

- Advocate for increased funding for the Crisis Counseling Assistance and Training Program (CCP) to allow the County of Sonoma to provide community-based outreach and crisis counseling services to survivors of the Sonoma County Complex Wildfires post disaster;
  - Increase availability of inpatient psychiatric beds; and
  - Provide for a Medi-Cal benefit for dementia.
4. Stop IHSS redirect  
S20. In-Home Supportive Services (IHSS)  
Action: Continue to monitor legislative efforts that provide sustaining wages to IHSS workers while limiting the County's obligation to increase local funding
5. Funding for new capital projects for BH that includes funding for the operating costs associated with these new projects.  
S14. Inpatient Psychiatric Services  
Action: Support efforts/legislation that would:
- Provide adequate funding for capital costs associated with the building and modernization of psychiatric inpatient facilities; and
  - Support plan amendment to allow for reimbursement in IMDs.
6. CSU increase the reimbursement for longer stays at minimum 72 hour hold (5150 hold)  
S13. CSU flexibility and increased access to Psychiatric Hospital Beds  
Action: Support legislation that would expand the number of hours of crisis stabilization services that are reimbursable from 20 hours to 72 hours.  
Action: Support efforts/legislation that would:
- Provide adequate funding for capital costs associated with the building and modernization of psychiatric inpatient facilities; and
  - Support plan amendment to allow for reimbursement in IMDs.
7. Administrative funding to implement Drug Medi-Cal Organized Delivery System (DMC-ODS)  
S16. Prevent and Reduce Prescription Drug Abuse and Misuse  
Action: Support legislation that would:
- Require pharmacists to counsel patients on the proper storage and disposal of opioids and better enable health providers to prescribe abuse-deterrent formulation (ADF) opioids;
  - Allow pharmacies to accept unused and expired prescription medications and make drug companies responsible for the cost of disposing unused portions of their products;
  - Strengthen funding, access and use of the CURES database;
  - Promote links between the CURES, State (CDPH/DHCS) mortality data, and EHR systems; and
  - Support statewide expansion of safe medication disposal programs.
- S8. Distribution of Alcohol and Other Drug (AOD) Treatment State Discretionary Funding  
Action: Support legislation that provides a base level (minimum \$1.00 per capita) of state discretionary funding to all counties for local alcohol and other drug treatment programs to be used for various eligible populations as determined by each county.
8. Additional funding to support emergency preparedness capabilities  
S1. Emergency and Disaster Preparedness, Response, and Recovery  
Action: Sponsor or support legislation that would:
- Advocate for additional funding for emergency operations planning, exercises to validate the planning process, trainings, and equipment;
  - Advocate for the prioritization of disaster prevention and response projects such as forest management, secondary points of access and disaster monitoring systems;

- Seek funding for emergency planning specifically addressing the safety of seniors, children, non-English speakers, and individuals with access and functional needs;
- Advocate for the allocation of available funds toward local recovery and resiliency efforts;
- Increase access to funding for local jurisdictions for disaster-related damages and assistance; and
- Advocate for regulatory changes to encourage full recovery.

9. Additional funding for disease control

S12. Communicable Disease Control

Action: Support legislative and regulatory efforts to:

- Address public health laboratory workforce shortages including the availability of training programs; and
- Support funding for disease response, control, and research including laboratory identification, vector control, and treatment/management of infected individuals that does not come at the expense of other public health programs.
- Increase child and adult immunization rates and improve tracking of immunization rates;
- Improve insurance coverage of treatment for communicable diseases;
- Amend California law so that certain samples must be sent to the local public health laboratory regardless of whether a laboratory had to perform a culture;

10. Improved oversight of the MHP from DHCS

S15. Certification of Mental Health Peer Providers

Action: Support legislation that would:

- Advance peer support programs for mental health treatment services; and
- Require Peer Providers to annually sign confidentiality statements consistent with the DHCS requirement for Mental Health Professionals (MHPs).

11. Funding to address individuals with cognitive impairments such as dementia and traumatic brain injury. The State does not have a Medi-Cal benefit for services for this population and they are falling through the cracks.

G8. Service Delivery System and Funding for Individuals with Cognitive Disorders

Action: Support legislation or budget language that identifies new resources to fund services, including long-term care services for individuals with cognitive disorders.

12. Funding for data integration projects that support whole person care coordination.

S16. Prevent and Reduce Prescription Drug Abuse and Misuse

- Strengthen funding, access and use of the CURES database;
- Promote links between the CURES, State (CDPH/DHCS) mortality data, and EHR systems; and
- Support statewide expansion of safe medication disposal programs.

13. Funding to support home visiting programs for seniors.

F7. Evidence-based Home Visiting (Note: specific to Maternal, Infant, and Early Childhood. Will need to amend to expand to seniors)

Action: Support legislation which seeks to develop the means to leverage public and private dollars to substantially expand evidence-based home visiting programs across the State.

S22. Aging Services Long Term Care

Action: Support legislative and budgetary efforts to reduce fragmentation within the long term care delivery system and adequately fund a system of care for seniors in California.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number: 09

Department: Department of Health Services

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***Wants to know more about R&R funding, where that is going.***Response:**

Please see the FY 2019-2020 Budget: Reinvestment and Revitalization Funds budget hearing memo, Tab 7 for details.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 10

Department: Admin &amp; Fiscal

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*What is the optimal level of staffing between centralized services and departments? Wants to search out what the best level is, and how do internal service rates affect the choices made?*

**Response:**

The County Administrator's Office has submitted a Program Change Request for internal services review to evaluate potential efficiencies of centralized vs. decentralized services (e.g., payroll, HR, information systems). The Program Change Request also includes funding for a study that would look at the potential efficiencies of a superagency combining Health and Human Services, and whether CDC homeless services should be included under the superagency, the Health department or continue to be under a separate agency. Please refer to Tab 9 of the Budget Hearing Binder for additional information.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	X
Hopkins	

Inquiry Number:   11  

Department: ACTTC

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Last year we shifted audit functions to Disaster Recovery. Now look to be shifting back. Wants more information on what moved, and what is coming back.*

**Response:**

In FY2018-19, the Auditor-Controller-Treasurer-Treasurer-Tax Collector (ACTTC) shifted 4 FTEs, or approximately 65% of Internal Audit productive hours, to the Disaster Finance Team. Internal Audit placed risk-based auditing on hold due to this resource shift. Prior to the 2017 Sonoma Complex Fires, the FY2018-19 Internal Audit plan included risk-based audits of the County-wide budget process and the ACTTC General Accounting Division, as well as follow-up audits of the Refuse Franchise Fee, Credit Card Compliance, and Payroll.

In FY2019-20, the ACTTC will continue to support the County-wide Disaster Finance function with approximately 0.5 FTE, which will give Internal Audit capacity to again focus on risk-based auditing.

The FY2019-20 Internal Audit recommended budget effectively includes a reduction of 2 accountant-auditor positions in the form of salary savings for a position in long-term leave status and a realignment of up to 1 FTE within the ACTTC office to continue to meet mandated responsibilities. As a result, we anticipate Internal Audit will only complete one major risk-based audit in FY2019-20, which will be an audit of ACTTC General Accounting Division, as well as follow-up risk-based audits of the Refuse Franchise Fee, Credit Card Compliance, and Payroll. The ACTTC is also in the process of implementing a Fraud, Waste and Abuse Hotline program, in collaboration with several other stakeholder departments, which will be administered by Internal Audit.

Prior to 2017, the risk-based audit plan included two major audits per year. Major risk-based audits that will continue to be postponed to future years include the County-wide budget process, procurement, and human resources and benefits. Postponing these audits increases the County's exposure to fraud, errors, and inefficiencies in these very high-risk areas.

In addition to risk-based audits, the Internal Audit division completes several mandated, program, and financial audits each year.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	
Zane	
Gore	
Hopkins	

Inquiry Number:   12  

Department: ACTTC

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***Where are we in the property tax collection?/Assessment?***Response:**

It's our understanding this inquiry is related to FY2019-20 property tax revenue projections and fire-impacted parcels.

General Fund property tax revenues are budgeted to increase 4% in FY2019-20 over budgeted FY2018-19 amounts. The secured tax roll for FY2019-20 will include properties that were destroyed in the 2017 wildfires that were completed by the January 1, 2019 lien date adjusted to include CPI for missing years (approximately 85 properties). Value on new construction that was partial completed as of the lien date will also be included. Example, if a building is 50% completed as of January 1, 2019, the Assessor will restore 50% of the Base Year Value of structure previously removed from the secured roll in 2017-18.

Additionally, the Assessor will process supplemental assessments for completed construction to capture the portion of tax years for which completed construction was not included on the secured tax roll. Supplemental assessments may take up to 2 years to complete and the ACTTC will issue supplemental tax bills upon completion of the assessment process.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	
Hopkins	X

Inquiry Number: 13

Department: ACTTC

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

## Request/Question:

*TOT collection numbers? What is the impact of the scrape?*

## Response:

**Transient Occupancy Tax (TOT) Collection Numbers**

The TOT budget for FY 18-19 is \$20,025,470. Staff estimates actual TOT collections will be \$22,060,000, which is 10.2% over budget. The recommended TOT budget for FY 19-20 is \$22,294,074, which is 11.3% higher than the FY 18-19 recommended budget. This includes \$5,573,518 of funding directed to the General Fund, \$11,147,037 to the Community Investment Fund, and \$5,573,518 of Measure L funding. All ongoing revenue is currently programmed in the FY 2019-20 Recommended budget, based on prior Board direction.

**TOT Scrape Impact**

The County of Sonoma has a contract with a vendor (Harmari) to assist with short-term rental compliance including TOT collections. The "TOT data scrape" or "scrape" refers to Harmari's process of searching online short-term rental platforms to identify eligible stays in unincorporated Sonoma County for which the operator has not remitted or has under-remitted TOT.

In order to comply with the terms of the Airbnb Voluntary Collection Agreement (VCA) the ACTTC has completed filtering the scrape data to remove any operators currently listed with Airbnb and/or already registered with our office as an active TOT operator. Based on that process, there are 46 potential scofflaw operators that are not registered with estimated unpaid TOT of \$64,000 in the last year. Additionally, there are approximately 150 operator associated with existing TOT certificates with estimated unpaid TOT of \$40,000 in the last year.

ACTTC staff is in the process of contacting these operators to bring them into compliance, and determine their actual TOT liability and re-payment terms as appropriate.

Please note that the above amounts are conservative due to the vendor's method for identifying taxable short-term rental activity and quantifying unpaid TOT. ACTTC staff will actively pursue TOT collections from identified operators and continue to work with the vendor to improve the scrape process and data received.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number:   14  

Department: Human Resources

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Do we need to increase our recruitment staff based on the high cost of living, etc? Maybe a small increase could help us recruit and retain employees better; encouraged CAO to return with information on what the need is.*

**Response:**

The HR department needs more resources for its Recruitment and Classification Unit to: 1) improve recruitment timelines and, 2) conduct more effective recruitment strategies to reach the passive job seeker. The County's ability to recruit candidates from out of the area, particularly specialized professions and general management has proven to be more difficult post-fire and with the cost of living trend. Financial resources to implement a recruitment branding campaign and have effective ongoing marketing efforts will greatly improve the visibility of the County as an employer of choice. Additional staffing will also improve the HR Department's recruitment timeline so departments can fill positions faster, thereby mitigating workload shifts to employees when position vacancies exist. Employee retention improves when workloads are consistent and reasonable.

The challenges:

Recruitment Timelines. On average, it takes 45 days from receiving requisition to referral of candidates to departments; equally, it takes departments approximately 50 days to complete the selection and have an employee start employment. An additional HR Analyst position could help reduce this timeline, on average.

The trend of positions in the Recruitment and Classification Unit has decreased while the trend in workload has grown substantially, specifically the recruitment and classification workload. Refer to charts on Exhibits A-D. There is also an ongoing body of work that exists and is difficult to quantify (eg. position change requests, staffing reductions and lay off administration, county/labor issues related to employment, classification, and Civil Service Rules). In order to keep up with the ongoing, increased trend in demand for services, the department will explore options for additional resources, and will work with the County Administrator's Office to bring a request to the Board if merited. Maintaining an acceptable service level for this Unit supports the success of all County departments and contributes to improved labor relations, County productivity and effectiveness, and employee retention.

Possible source of revenue to support increase staffing:

- Recover costs for HR services provided to Sonoma Water (Agency). While the County Cost Plan includes and allocates HR Services provided to the Agency within the plan, there is no mechanism to actually recover these costs. This creates an unfair burden to the General Fund in that approximately \$219,000 annually is not recovered from the Agency for HR services. Recovery of these costs could provide sufficient funding for 1.0 FTE Human Resources Analyst (\$190,000) and at least .5 FTE Senior Office Assistant (\$100,000). The recommendation is to coordinate an appropriate cost recovery process with the Agency, ACTTC and County Counsel to include these costs as part of an interagency service agreement for HR to receive the appropriate funds from the Agency.

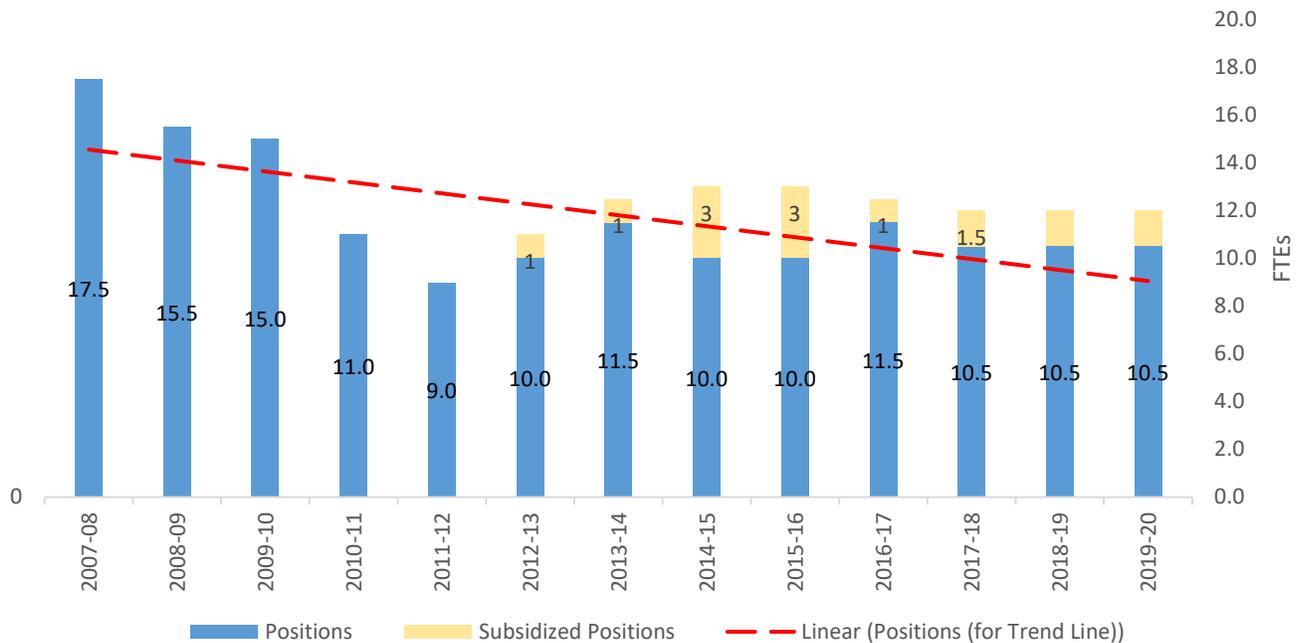
Human Resources requests support to seek revenue from Sonoma Water for FY 19/20 in the amount of approximately \$219,000 and an additional \$70,000 in general fund to hire 1.0 HR Analyst and add back 1.0 Senior Office Assistant.

Recruitment Marketing. The Human Resources Department does not have any funds for strategic and proactive County-wide recruitment strategies. Currently, Human Resources only places advertising specific to actual job openings with the advertising plan (specific funds) approved by and funded by the hiring department. The Department does not have any budgeted resources to pursue modern and strategic recruitment branding to promote the County as an employer of choice.

Human Resources believes that one-time funds in the amount of \$75,000 could substantially improve the ability to market and recruit job candidates.

### Exhibit A

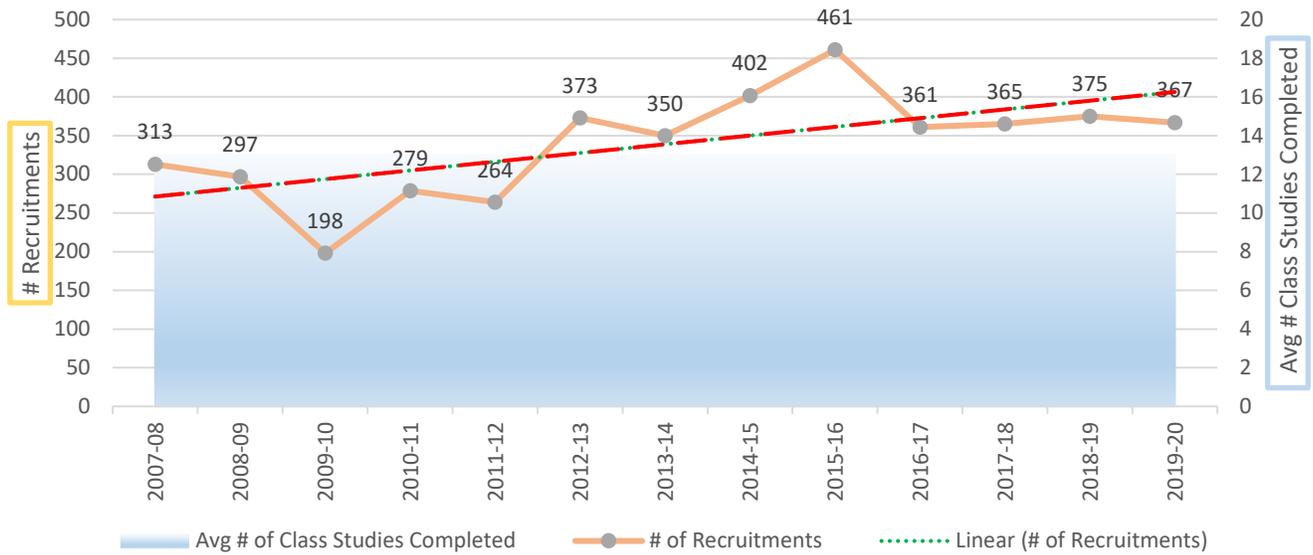
## Recruitment/Classification Unit Position\* History



\*Note regarding position allocations: The Recruitment and Classification Unit has subsidized positions (yellow) in which the cost of the position is reimbursed. Currently, Human Services pays for 1.0 and Department of Health Services pays for .5 FTE HR Analysts. These allocations are evaluated and at risk each budget cycle as these departments review their budgets. (Sonoma Water reduced their 1.0 FTE in FY 16/17.) This structure also creates management challenges in flexibly assigning work given these positions must be dedicated to the departments that are subsidizing them.

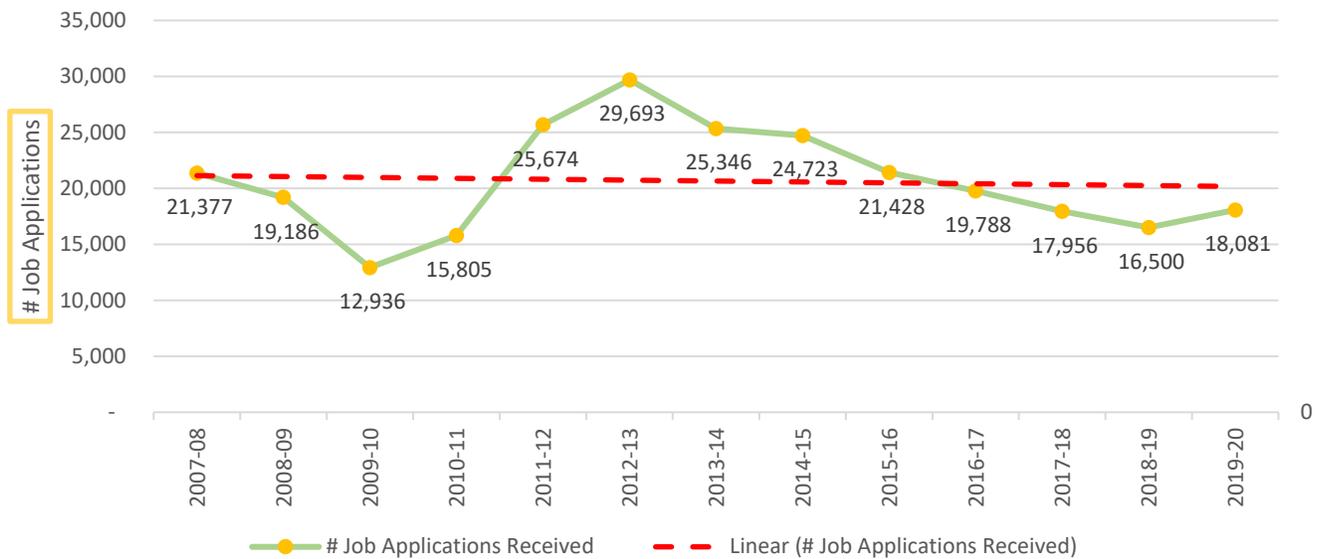
**Exhibit B**

**Recruitment/Classification Unit  
Workload History - Recruitments  
and Class Studies**



**Exhibit C**

**Recruitment/Classification Unit  
Workload History - Job  
Applications**





## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number:   15  

**Department: Human Resources**  
**Date: 04/10/2019**  
**Page(s) of Budget Book/PowerPoint:**

<b>Request/Question:</b>
<i>If the Board allocated additional funding to the recruitment and retention division of Human Resources, how would the funds be utilized?</i>

<b>Response:</b>
See Response to Inquiry #14.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number: 16

Department: General Services – Veterans Facilities

Date: 05/15/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Wants to see utilization of various halls. Could we shift to 3-4 really good rather than many low quality?*

**Response:****Utilization Data**

The County owns seven Veterans Buildings. The facilities are used by Veteran Service Organizations for business meetings, memorials, and patriotic events. The facilities are also used for community events, private parties, and serve various functions in the event of a disaster. Utilization data for FY 16-17, FY 17-18, and FY 18-19 through 3/31/19 is provided below.

- General Services performs routine maintenance services at six of the seven buildings. The Sebastopol Veterans Memorial Building is maintained by the Center for the Arts under a Use Agreement.
- The General Services department supports event management services at four of the Veterans Memorial Buildings: Petaluma, Guerneville, Cotati and Sonoma. The Sonoma County Fairgrounds manages events at the Santa Rosa Veterans Memorial Building.
- The tables below illustrate use data, total revenues, operating and capital expenditures by building for the past three years (FY 18-19 through 3/31/19).

**FY 18-19 (thru March 31, 2019)**

Building/Location	Vet Events (no fee)	Paid Events	Total Revenue	Total Operating and Capital Expenditures	Net Gain/(Loss)
Petaluma	199	67	\$79,421	\$357,575	(\$342,149)
Guerneville	58	18	\$37,346	\$240,655	(\$203,309)
Cotati	20	31	\$21,135	\$47,088	(\$25,953)
Sonoma	103	70	\$48,918	\$644,302	(\$595,384)

Santa Rosa*	363	497	\$0	\$385,433	(\$385,433)
Cloverdale*	NA	NA	\$2,675	\$316,816	(\$314,141)
Sebastopol*	NA	NA	\$10,603	\$0	\$10,603

\* Third party provider manages the day-to-day events and operations of the facilities.

#### FY 17-18

Building/Location	Vet Events (no fee)	Paid Events	Total Revenue	Total Operating and Capital Expenditures	Net Gain/(Loss)
Petaluma	138	73	\$150,951**	\$357,573	(\$206,622)
Guerneville	42	18	\$37,181	\$215,071	(\$177,890)
Cotati	16	32	\$38,445**	\$84,328	(\$45,883)
Sonoma	115	75	\$121,717	\$321,246	(\$199,529)
Santa Rosa*	431	542	\$54,529**	\$2,082,241***	(\$2,027,712)
Cloverdale*	NA	NA	\$0	\$153,042	(\$153,042)
Sebastopol*	NA	NA	\$11,185	\$4,035	\$7,150

\*Third party provider manages the day-to-day events and operations of the facilities.

\*\*Revenues reflect \$72,033 to help offset increased costs from assuming management of facilities as follows: Petaluma \$13,378, Cotati \$4,126 and Santa Rosa \$54,529.

\*\*\*Santa Rosa capital expenditure includes new roof, seismic upgrade, and ADA compliance.

#### FY 16-17

Petaluma*	63	21	\$43,769	\$179,683	(\$135,914)
Guerneville	25	18	\$42,591	\$197,764	(\$155,173)
Cotati*	6	11	\$11,559	\$37,563	(\$26,004)

Sonoma	70	66	\$92,461	\$332,347	(\$239,886)
Santa Rosa*	201	288	\$1,599	\$355,058	(\$353,459)
Cloverdale**	NA	NA	\$2,571	\$239,976	(\$237,405)
Sebastopol**	NA	NA	\$10,372	395,046	(\$384,674)

\*General Services resumed management of Petaluma, Cotati and Santa Rosa from the third party provider, UCCR, effective 1/16/17; and contracted with the Fairgrounds to manage the Santa Rosa Veterans Building.

\*\*Third party provider manages the day-to-day events and operations of the facilities.

### **Building Considerations**

- **Logistical/Administrative considerations** – It is legally and administratively possible to close Veterans Buildings should the Board direct staff to do so.
  - Closing under-utilized buildings, such as Cotati, would offer the opportunity to surplus the property and consolidate staff resources into fewer locations. If the Board direction were to sell a particular property, staff anticipate it would take approximately nine months.
  - Staff do not recommend closing buildings without an immediate plan for further disposition based upon the County's experience with vandalism at vacant buildings and given the cost of mothballing and securing the property.
  - It is likely that any plan to close specific buildings would be met with considerable opposition from Veterans service organizations. Therefore, clear public direction must come directly from the Board before any such work should be undertaken.
- **Legal considerations** – per County Counsel, the law allows for closure if certain conditions are met.
  - Any particular closure would require case-by-case analysis and legal concerns could accompany certain closure scenarios.
  - Should your Board want further legal opinion in this regard, County Counsel should be given further direction to provide an updated written opinion.

### **For More Information:**

<https://sonomacounty.ca.gov/General-Services/Administration/Veterans-Memorial-Buildings/>



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	
Hopkins	X

Inquiry Number: 17

Department: General Services

Date: 05/\_\_/2019

Page(s) of Budget Book/PowerPoint:

## Request/Question:

*Worried about use of Amazon Prime - what about local vendors, packaging, etc.?*

## Response:

- **Amazon Business Account vs. Amazon Prime individual accounts**
  - A unified All-County Amazon Business account replaces the existing widespread use of individual Amazon Prime memberships (173 separate private accounts using Cal-Cards) for purchases.
  - Amazon Business account provides a legal, compliant alternative option, but it is not promoted over existing local vendors or agreed suppliers.
  - An Amazon Business account provides the County with business-only pricing, quantity discounts, and deep analytics into our buying behavior and future needs. Amazon Business prices are on average 8-12% cheaper than on individual accounts. Therefore the County could have saved approximately \$20,000 on the \$202,000 spent on Amazon purchases last year.
  - When the Sonoma Complex fires hit, Amazon Prime was the only vendor with the scale, infrastructure, and supply chain to deliver crucial supplies such as N95 masks in quantities needed, within two days.
- **Impact on local vendors/Sonoma community**
  - The County currently has a “local business preference” that is used in the formal solicitation process.
  - Amazon.com relies on local sellers to enhance their total offerings.
    - There are currently 1,055 Sonoma County sellers offering goods and services on the platform.
    - For Business Prime users (\$3,500 annual membership), guided buying can restrict unauthorized categories, directing purchasers to proper alternate vendor, and choose specific categories such as local vendors, environmentally

certified, women/minority-owned, etc., allowing for added control to County purchasing decisions.

- **Additional packaging/environmental waste**

- By having one unified Amazon Business account, multiple purchases from different (physically nearby) departments are more likely to be grouped, thereby generating less packaging than many individual orders.
- Packaging: There is no evidence that Amazon Business deliveries generate more relative waste than Staples or any other approved Sonoma County supplier.
- Amazon's Packaging Statement: "Over the past 10 years, our sustainable packaging initiatives have eliminated more than 244,000 tons of packaging materials, avoiding 500 million shipping boxes. Our programs have reduced packaging waste by 16%, avoiding 305 million shipping boxes in 2017 alone."
- The County's Green Purchasing Policy, which includes environmental considerations along with other factors such as price, performance, etc., is in line with Amazon's stated commitment to energy efficiency, green buildings, renewable energy and worker well-being.

**Examples:**

Amazon Business search for "office chair" - notice can be a warning or a prohibition.

**Company restricted**  
This item may not comply with the purchasing standards for your organization.  
*Office furniture should ONLY be purchased from Office Furniture World: <https://officefurnitureworld.com/>*

**Smugdesk Ergonomic Office Chair (Black) - 2579**  
by Smugdesk  
★★★★☆ 865 customer reviews  
Price: \$84.99 & FREE Shipping. Delivery by May 15.  
Coupon  Save an extra \$3.00 when you buy 2 or more.  
✓prime | Try Fast, Free Shipping -  
**In Stock.**  
Get it Wed, May 15 - Fri, May 17 if you order within 2 hours.  
Get it Mon, May 13 if you order within 3 hours.  
Business Seller - Sold by Reidsville  
Color: Black  
Assembly options: Expert assembly of  
 Without expert assembly  Expert assembly +\$60.00  
See more

• **ERGONOMIC LUMBAR CHAIR** With lumbar support pillow and Reinforced framework mesh backrest.  
• **BREATHABLE MESH CHAIR** The padding is made of high-density foam and abrasion. The soft texture of the mesh backrest keeps you cool during your busy working days.  
• **PADDED HEADREST CHAIR** This chair has a padded headrest for extra support during your busy working days.  
• **ADJUSTABLE SWIVEL CHAIR** Our

Amazon Business preferences set to "Sonoma County sellers" only.

The screenshot displays an Amazon Business product page for an iPhone 6S case. At the top left, a green box with a checkmark and the text "Company preferred" is circled in red. Below this, a notification states: "Your organization has identified this item as preferred and wants you to choose it over similar products. This is one of our preferred sellers." The product image shows a blue iPhone 6S with a black and blue hybrid case. To the right, the product title is "iPhone 6S Case, iPhone 6 Case by Cable and Case - [Heavy Du Hybrid Hard/Soft Impact Protective Cover [with Kickstand] S". The price is listed as \$15.97 with free shipping. A "Business Seller" popup is also circled in red, showing the seller's name "Cable and Case", location "Santa Rosa, CA", and a 98% positive rating. The popup includes links for "Add supplier" and "Manage suppliers".

## Amazon Business bakes in the right policies/preferences, and offers extensive reporting data.



### Members

Invite others to join the business account and organize them into groups with common settings

People

Invitations

Groups



### Buying policies

Set up approval flows, policies to guide employee buying, and supplier pricing sheets

Guided Buying

Related offer reports

Debarment policies

Approvals

Negotiated pricing



### Certifications

Apply professional credentials that allow you to buy specialty items or order without sales tax

Tax exemption

Add licenses



### System integrations

Connect Amazon Business with other purchasing, tracking, and financial programs you use

Configure purchasing system

Transaction data

Single Sign-On (SSO)

### For More information:

Amazon Business Guided Buying feature: <https://www.amazon.com/guidedbuying>

Amazon's commitment to sustainability question bank: <https://www.amazon.com/qb>

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 18

Department: General Services

Date: 05/15/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Provide information on deferred maintenance vs. new construction. Provide information on the advantages or disadvantages of investing in demolition of certain buildings at the Chanate campus.*

**Response:****Deferred Maintenance vs. New Construction**

On May 8, 2018 staff provided your Board a detailed report (see attached) comparing the cost of addressing the existing County Center campus deferred maintenance versus the cost of a new building. Following the comprehensive, industry-standard Facilities Condition Assessment performed by VFA Associates in 2014, staff have found:

- The County has not adequately funded maintenance since 2007; the County Government Center's deferred maintenance backlog has increased to \$258 million.
- One maintenance catch-up scenario (of several) indicated that an annual investment of \$25.3 million per year for twenty years would be necessary.
- Additional maintenance funding needed to stave off shortened service life-cycles of recent renovations.
- Does not address safety, security, code deficiencies, or lack of space.
- Replacement (like-for-like) cost alone = \$636 million, or \$1,351/sq. ft.
- Extensive investigation leads staff to recommend new construction as the most effective, strategic, long-term solution.
  - o New code-compliant buildings with 50-year lifespan will save energy, use space wisely, have improved security, and can meet/anticipate modern workplace needs.
  - o Consolidating County administrative functions would make approx. 29 valuable acres available for mixed use office, retail, and housing development.

In 2017, Kitchell estimated cost for a 500,000 square foot single building concept at \$349.9 million; they estimated cost for multi-building concept phased over time at \$375.5 million.

**Summary of Solutions:**

	<b>STATUS QUO</b>	<b>CATCH-UP ON DEFERRED MAINTENANCE</b>	<b>NEW CONSTRUCTION</b>	<b>LEASE EXISTING BULIDINGS</b>
<b>PROS</b>	<ul style="list-style-type: none"> <li>• Maintains current funding levels</li> </ul>	<ul style="list-style-type: none"> <li>• Addresses deferred maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Completely new, code-compliant, buildings with a 50 year life span</li> <li>• Enhanced public convenience with one-door service model</li> <li>• Streamlined operations of administrative services</li> <li>• Energy conservation</li> <li>• Improved security</li> <li>• Efficient workspace standards</li> <li>• Use lands to generate revenue and property tax</li> </ul>	<ul style="list-style-type: none"> <li>• Move in directly into existing buildings</li> <li>• Saves on move costs</li> </ul>
<b>CONS</b>	<ul style="list-style-type: none"> <li>• Does not address deferred maintenance, code deficiencies, safety, security or lack of space</li> <li>• Prone to systems failure which impacts service delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Does not address safety, security, code deficiencies or lack of space</li> </ul>	<ul style="list-style-type: none"> <li>• Exceeds current funding level</li> <li>• Exceeds current funding levels</li> </ul>	<ul style="list-style-type: none"> <li>• No large Class “A” Office space is available in the County</li> </ul>
<b>DESIGN CONSTRAINTS AND OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• Constrained by existing footprint and one story construction</li> <li>• Inefficient land use</li> <li>• Currently 318,272 square feet of existing administration buildings: need is 500,000 square feet</li> </ul>	<ul style="list-style-type: none"> <li>• Constrained by existing footprint and one story construction</li> <li>• Inefficient land use</li> <li>• Currently 318,272 square feet of existing administration buildings: need is 500,000 square feet</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity for more efficient land use</li> <li>• Opportunity for housing and commercial development</li> <li>• Opportunity for more efficient service delivery</li> <li>• 500,000 square feet of new office space</li> </ul>	<ul style="list-style-type: none"> <li>• Need to work within existing supply</li> </ul>

**For More Information:**

Please refer to the May 8, 2018 staff report, “Report of Solutions for Addressing the Growing County Government Center Administrative Building Maintenance Costs.”

**Pros/Cons of Chanate Demolition**

As the Board directed, the County is in the process of selling the property as surplus. At this point, any consideration of selective demolition is premature.

Prior studies conducted in 2014 estimated cost to demolish only the former hospital building at \$6 million. Cost escalation and increased hazardous materials exposure risks have increased that estimate to over \$12 million.

In general, any condition that increases costs or risks will lower the market value of the property. Current zoning, deteriorated condition of some buildings, and unknown fault lines contribute to low market value.

Staff recommend continuing through the initial phase of the surplus process, and then re-evaluating whether to proceed into the next phase with private sale. Depending upon market conditions there may be interested private buyers who would offer a fair price as-is. Alternatively, it may become evident that actions should be taken to reduce the perceived costs and risks associated with zoning, building condition and seismic fault lines.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: \_\_19\_\_

Department: Information Systems Department

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***Interested in sinking funds on devices, how do we repay?***Response:**

Information Systems Department (ISD) manages two types of sinking funds, typically referred to as Accumulated Capital Outlay Funds (ACOs) in the County's financial structure.

**Infrastructure Replacement –**

The first type of ACO funds support the future replacement of Information Systems managed infrastructure. We administer the Information Technology Infrastructure ACO fund, Communications Infrastructure ACO fund, and Records/Mail Infrastructure ACO fund. The first two funds listed are rate supported, with yearly contributions calculated using the acquisition value and useful life of managed assets and collected through rates charged for services. Information Technology Infrastructure contributions are included in the per PC cost allocation to clients and Communications System Infrastructure contributions are included in the communications rates. The Records/Mail ACO is solely funded through Board budget action as ISD has no rates for these services that can collect for asset replacement.

$$\text{Asset Acquisition Value} / \text{Useful life (years)} = \text{Yearly Contribution for Replacement}$$

**Device Modernization Program –**

The second type of ACO funds administered by ISD are for the use of our internal and external clients. Client owned technology, such as desktops, laptops, client-owned servers, and printers represent a large investment. The County has recognized that timely replacement not only supports productivity but also prevents outdated, manufacturer unsupported hardware, firmware, and software from introducing vulnerabilities into the County's network. To assist clients in smoothing their replacement costs, ISD allows clients to voluntarily participate in our Device Modernization Program to contribute toward future replacement of their equipment. ISD provides the replacement tracking, accounting, budgeting, and reporting related to these replacements. ISD works with clients early in each fiscal year to determine technology needs, make recommendations, place orders, and schedule imaging and installation.

In this case, the acquisition value is added to projected software and labor costs to provide a full replacement cost. The full replacement cost and useful life are used to calculate yearly contributions for future replacement.

$$\text{Acquisition Cost} + \text{Software Cost} + \text{Labor} = \text{Replacement Cost}$$

$$\text{Replacement Cost} / \text{Useful life (years)} = \text{Yearly Contribution for Replacement}$$



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	
Zane	
Gore	
Hopkins	

Inquiry Number:   20  

Department: Information Systems Department

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

## Request/Question:

*What are we pursuing HMGP for and how do we safeguard our data/systems?*

## Response:

We have completed a subapplication for a Data Center Generator (DR-4344 Project #0509), this generator will mitigate risks associated with a prolonged loss of power, ensuring that critical functions and essential services, including critical emergency response and public safety systems are available. Estimated costs is \$622,180 (Federal Share \$466,635 & County Share \$155,545).

- **Status:** This subapplication has been approved by California Department of Emergency Services (CALOES), Federal Emergency Management Agency (FEMA) review pending.

We have submitted Notice of Intent (NOI) for critical facilities (e.g. County of Sonoma Data Center) for power and Internet redundancy and wireless/cellular communications hardening. The following NOI's have been submitted under DR-4407:

- **Critical Facility Power Retrofit:** Increase resiliency and mitigate risks associated with loss of power including 911, computer-aided dispatch, communications and the operation of the data center. Estimated cost is \$100,000 (Federal Share \$75,000 & County Share \$25,000)
- **Hardening of Wireless Communication Infrastructure:** Installation of wireless communication amplifiers and repeaters on the County Campus to mitigate wireless communication impactions due to loss of carriers and to ensure communication needs are met for Federal/State/Local agencies during an emergency. Estimated cost is \$300,000 (Federal Share \$225,000 & County Share \$75,000)
- **Critical Facility Redundant Internet Feed:** Provide redundant internet connectivity that increases resiliency and mitigates risks including public safety and emergency response functions in the event of primary internet service failure to the data center. Estimated cost is \$100,000 (Federal Share \$75,000 & County Share \$25,000)
- **Critical Facility Redundant Power Feed:** The data center is a designated critical facility and is recommended to have a redundant power source. The objective is to install a power feed from a separate power grid to mitigate potential loss of power from primary power source. Estimated cost is \$300,000 (Federal Share \$225,000 & County Share \$75,000)

We have implemented several approaches to safeguard our data/systems:

- Entered into a Memorandum of Understanding (MOU) with County of Alameda for data center space, installed equipment which protects data and system backup's offsite, and implemented daily replication.
- Establishing connections to cloud providers and implemented daily replication of critical datasets.
- Accelerated purchases for server hardware and software at Alameda to enable shorter recovery times for enterprise and departmental systems.
- Continued to virtualize servers to facilitate recovery at an alternate site or cloud provider.

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
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Zane	X
Gore	
Hopkins	

Inquiry Number:   21  

Department: Public Defender

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Board needs a good overview of the costs/workload of conservatorships and public guardian programs.*

**Response:**

*Staff will enter response here, additional pages will be attached as needed.*

**Overview:**

The Law Office of the Public Defender handles three types of Conservatorships. The three types are LPS (Under the Lanterman, Petris, Short Act), Probate, and Limited Conservatorships. By statute, the court must appoint counsel in all LPS and Limited Conservatorship matters and in all Probate Conservatorships wherein special powers are being requested, i.e. dementia medication and/or locked perimeter facility.

LPS conservatorships are based upon mental illness wherein the conservatee is gravely disabled due to a diagnosed mental health illness. Probate Conservatorships are based on a TBI (Traumatic Brain Injury) or Alzheimer Dementia. Limited Conservatorships are those where the client has a developmental disability that makes him/her gravely disabled. Many, if not most, parents in Sonoma County with a developmentally disabled child, such as those with a qualified autism spectrum disorder or Down's syndrome, will need a Limited Conservatorship when that child approaches the age of 18. This is the only practical vehicle to continue to make medical, financial, social and other legal decisions on behalf of the proposed Limited Conservatee.

All conservatorships are based on the definition of grave disability where it is determined that the client cannot provide for the basics of life such as food, clothing, shelter and medical needs, without the intervention of a conservatorship. Most of the Limited Conservatorship clients are represented by and/or obtaining services from Regional Centers, i.e. Northbay Regional Center. Our clients at the Sonoma Developmental Center are on Limited Conservatorships. The remaining Limited Conservatees are in the community at Board and Care facilities, private placement, locked facilities or with their families.

LPS and Limited Conservatees are often placed in facilities outside of Sonoma County. Several Conservatees are placed as far as Riverside and Compton. This makes it necessary for the Deputy Public Defender (DPD) to travel to facilities all over the state. Most travel is to the Modesto/Stockton

area, as most of the larger locked facilities are located in that jurisdiction. The court has ordered the DPD to travel to these facilities to interview clients in person, even when telephone contact is available. In LPS Conservatorship cases, the client is entitled to a jury trial each year when a new Petition is filed. Limited and Probate Conservatee's are entitled to a jury trial when there is an objection to the Petition. Limited and Probate Conservatees are also entitled to a jury trial to terminate an existing conservatorship if they are no longer gravely disabled.

In all three types of conservatorship, the Law Office of the Public Defender advocates for the least restrictive placements. Many LPS and Probate Conservatees are placed in locked perimeter facilities throughout California. Others are in Board and Care facilities or private placements. Currently we have approximately 190 LPS clients most of whom are up for renewal and the filing of new petitions on an annual basis.

Probate and Limited Conservatees are life appointments to the Public Defender's Office and no new petition is filed or required annually. However, these can be akin to family law cases in that significant litigation can occur years or decades after the initial appointment of the case. For example, a divorced mom and dad co-conservators might disagree about where the Conservatee is placed. This can result in the consultation with and appointment of experts, civil discovery proceedings such as depositions, motions to compel and for sanctions, etc., all resulting in significant time spent by the DPD in working a given case and researching applicable law.

The number of Probate Conservatorship clients vary at any given time. There are currently 1092 active Probate and Limited Conservatees. Most Probate clients have private conservators who are family members or private fiduciaries, with very few represented by the County Guardian. It is believed that the County Conservator/Guardian has approximately 50 Probate clients, whom they represent as fiduciaries. Most Probate clients are elderly and have a shortened life span and often do not survive beyond 10 years of the Conservatorship. The County Guardian/Conservator does not represent Limited Conservatees as fiduciaries.

On each Probate appointment, a full investigation and report by the Public Defender must be conducted. This includes reviewing multiple documents, doctor capacity declarations, as well as interviewing neighbors, care providers, family members, social workers, etc. A written report is then prepared for the court as a response and recommendation to the Petition for Probate Conservatorship of both the estate and the person.

Initial annual accountings are conducted by the Conservator (through their attorney) as to assets and liabilities, change of placements, sale of assets, or other issues involving the person and the estate of the Conservatee. These are required to be reviewed by the Public Defender as to each Conservatee on a bi-annual basis, thereafter.

There are two attorneys from the Public Defender's Office assigned to handle conservatorship cases. One is a DPDIV and the other is the Department Head. The assigned DPDIV has many other assignments and duties, and of course, the Department Head has significant duties, as well. The workload for conservatorship cases is difficult to decipher, but can be as little as 40 total hours per week and as much as 60 total hours per week, depending on the complexity of the appointment, type of conservatorship and the need for protracted litigation.

The Department Head and DPD are in contact with clients, private fiduciaries, care providers, medical professionals, the County Conservator/Guardian, and/or other family members daily and/or weekly at a minimum. If not in trial, the Probate Calendar is one day per week. The LPS/Limited Conservatorship calendar is also one day per week, if not in trial. The costs to the county for conservatorship representation is in time and work conducted by the Law Office of the Public Defender. By statute, every person that handles a conservatorship matter must engage in a minimum of three hours per year of continuing legal education specific to conservatorship cases. Proof must be lodged with the court annually.

If the Law Office of The Public Defender could no longer accept appointments on conservatorship cases, private counsel would have to be appointed by the court (in lieu of the Public Defender). It is estimated and believed that more time would be spent handling the cases, investigations would not be as thorough, there would be less expertise and experience, there would be less consistency in representation, there would be more delays in processing the cases, and the cost to the county would be exorbitant. The court awards a minimum of \$275.00 per hour for court appointed counsel (\$385.00 per hour for more experienced attorneys) plus all costs associated with the representation. The County would be responsible for this cost and the service to the clients would not be as expertly handled.

On the other hand, the Law Office of the Public Defender provides these services at a rate that is vastly a better value to the County than the alternative, because the costs are absorbed which essentially is no cost at all. History has also shown this to be the case as was evidenced in the Harvey Rose Report when the county was forced to contract for two attorneys to fill a courtroom left vacant by Public Defender cuts. It was determined at that time that it costs \$212,000 more annually to hire outside counsel than it costs to employ two full time benefitted and salaried DPD's. Furthermore, many experienced private attorneys have turned down court appointment due to the complexity of representation. The Law Office of the Public Defender welcomes any level of complexity or representation.

There is not a dedicated allocated position in the Public Defender Office for a Conservatorship attorney. The office has absorbed the workload that has increased exponentially over the years due to the increase in mental health cases, as well as an aging population. Most Public Defender Offices in the state do not handle conservatorship matters and the County contracts with private entities at a much greater cost. Public Defenders specialize in criminal law. Representing persons in Conservatorship matters requires special legal knowledge in civil litigation, family law, financial/accounting law, probate/wills/trusts, and other areas of law which requires specialization.

If the Law Office of the Public Defender has any reduction in its current budget, unfortunately this is the first level of representation where the office would declare unavailability. There is little doubt that the cost to the County for private attorney appointment or contract would well exceed any cuts the Public Defender faces. The office prides itself on the excellent representation of this vulnerable group of clients. The Presiding Judge of the Courts has agreed and that he would gladly confirm that the attorneys in the Law Office of the Public Defender are far superior, high performing and quality based in representing this vulnerable group, more than any other private attorney could be.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	
Hopkins	x

Inquiry Number:   22  

Department: District Attorney

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***Wants more detail on position reductions and what this specifically would mean for wait times, etc.***Response:**

Position reductions will include attorneys, investigators, advocates and support staff. The office has already been reorganized due to the expected loss of funding that was used for extra help staff. As a result, specialty units have been disbanded. This means that the narcotics cases are no longer handled by lawyers who work directly with detectives and confidential informants so that large scale dealers can be brought to justice. Additionally, the gang unit was disbanded so that the other attorney assignments could be filled. We will no longer have prosecutors working specifically on gang prosecution, but rather these cases will be handled by our felony prosecution team. As the staff continues to be downsized, we will evaluate which cases we will no longer be able to prosecute due to shortages. Additionally, the time needed to review cases for filing will be significantly longer, the ability to connect with victims regularly will be hampered, and the disposition of cases will be considerably longer due to staff shortages throughout the office.

As presented to the Board in March, the number of crime reports received is constant. The number of co-defendant cases is up, which adds to the complexity of the task. Additionally, we are handling cases involving defendants who travel here from out of state to commit violent crimes, so must work with other law enforcement agencies. Further, the county is seeking to address the homeless issue in part by using the criminal justice system. There are no resources to process this population effectively, particularly given the increase in the number of mental health cases coming into the system.

The Family Justice Center has been operating without an executive director since February. While thus far able to apply for grants and work with the non-profit board, the center can not continue without an onsite director and supporting staff.

A review of the presentation to the Board in March will remind all of the efforts undertaken to find alternative funding for our mission. At a time when we have finally achieved staffing that enables us to properly serve the public, the proposed cuts will put the community at risk. The equity adjustments will disproportionately impact this office and justice will not be served.

FY 2019-20 Budget Workshop Board Inquiry Form

Inquiry Number: 23 & 24

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Department: District Attorney  
 Date: 04/10/2019  
 Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*List all grants obtained by the District Attorney over the last couple years. Wants to see a list of the grants that have been received, including but not exclusive to family justice center.*

**Sonoma County District Attorney Current FY 18-19 Grants**

	Granting Agency / Program Name	Award	Grant Dates	Mos.	Funded Positions	CBOs	Train. Travel	Op Exp	Audit Costs	FY 2019/20 Status
1	<b>California Victim Compensation Board</b> Compensation Unit	\$343,028	7/1/2018 6/30/2019	12	Victim Claims Supervisor - 3 FTE Victim Claims Specialists 2 FTE Legal Processor - .15 FTE			\$4,070		New Grant Approved
2	Restitution	\$75,586	7/1/2018 6/30/2019	12	Legal Assistant .75 FTE			\$644		New Grant Approved
3	<b>CalOES</b> Victim/Witness Assistance	\$678,873	10/1/2018 9/30/2019	12	Victim Advocates 5 FTE		\$11,297	\$8,458		Application to come
4	Mass Victimization Advocacy	\$100,000	10/1/2018 9/30/2019	12	Senior Victim Advocate .50 FTE					Grant Ends 9/30/19 - New grant uncertain
5	County Victim Services Program	\$382,433	7/1/2016 12/31/2019	42	Grant Coordinator (Administrative Aid) .75 FTE	\$224,375	\$2,000	\$33,435	\$0	Current grant ends 12/31/2019
6	Innovative Response to Marginalized Victims	\$174,392	1/1/2019 12/31/2019	12	Senior Victim Advocate - .5 FTE Victim Services Director .10 FTE	\$76,128	\$2,377	\$12,724	\$0	Current grant ends 12/31/2019
7	Violence Against Women Vertical Prosecution Program	\$202,545	7/1/2018 6/30/2019	12	Prosecutor - .85 FTE					New grant application submitted - decision pending
8	Family Justice Center Program	\$343,294	1/1/2019 12/31/2020	24	Grant Coordinator (Administrative Aid) - .20 FTE Secretary - .15 FTE	\$293,403		\$12,737		Current grant ends 12/31/2020
9	<b>Office of Traffic</b> Vertical DUI Prosecution Program	\$234,032	10/1/2018 9/30/2019	12	Prosecutor - 1.0 FTE					Grant Application submitted - pending decision
10	<b>CA Department of Insurance</b> Workers' Compensation Fraud	\$101,215	7/1/2018 6/30/2019	12	Prosecutor .15 FTE Investigator - .25 FTE				\$8,400	Grant Application submitted - pending decision
11	Auto Insurance Fraud	\$52,292	7/1/2018 6/30/2019	12	Prosecutor, Investigator .20 FTE		\$4,735		\$8,400	Grant application in progress
12	<b>US Department of Justice</b> Edward Byrce Memorial Justice Assistance Grant	\$47,103	7/1/2019 9/1/2019	2	N/A			\$47,103		BOS for approval for 6/4/19
13	Improving Criminal Justice Response Grant Program	\$750,000	9/1/2016 8/30/2019	36	N/A	\$710,000	\$10,000	\$30,000		Grant Application submitted - decision pending
14	Crime Victim Assistance / Polyvictimization	\$666,000	10/1/2016 9/30/2019	36	Grant Coordinator (Administrative Aid) - .80 FTE	\$455,848	\$12,320	\$34,616	\$0	Grant application renewly published - Due In June

**Response:**

The District Attorney's Office currently has 14 grants it manages from 7 federal and state agencies. A summary of each grant is below.

1. The **California Victim Compensation Board (VCB)** contract funds the majority of our Victim Compensation Unit who process claims for the County of Sonoma. Staff have the authority to make eligibility determinations and reimburse victims of crime for their crime-related losses. They conduct all information verification, recommend determination to the state and process all billing once a claim is approved. They reimburse millions of dollars to crime victims each year.
2. The VCB Restitution contract funds one of our two restitution specialists who focus on VCB-related claims ordered and collected from defendants. She works directly with attorneys and the Superior Court to secure new restitution orders and to modify existing restitution orders to VCB. She monitors VCB's computer system by processing victim applications and associating claims related to criminal cases in the County of Sonoma. She is also responsible for communicating with the California Department of Corrections and Rehabilitation and Sonoma County Probation to ensure collection accounts are set up properly for each restitution order and serves as resource for this office and the Sonoma County Adult and Juvenile Probation on all restitution issues, statutes, and case law.
3. The **Victim/Witness Assistance Program** funds the majority of the advocates who provide mandatory and optional services to victims of crime to include resource, referral, crisis counseling, criminal justice information, court accompaniment, preparation of VCB claims, assisting with Victim Impact Statements and restitution paperwork. Our Domestic Violence team attends Domestic Violence Court daily, provides Victim Status Forms to court staff and prepares Criminal Protective Orders. This grant includes funds for training and outreach and also funded the purchase of our comfort dog, Miranda. Funds have included special projects; updating our meeting and kids' room, annual training, obtaining promotional supplies, and the printing of funding Victim Services brochures and our Law Enforcement brochure.
4. The **Mass Victimization Advocacy Program** covers outreach and training such as the recently attended Mass Casualty Summit in San Francisco. We have established Memoranda of Understanding with nine bay area counties and have purchased go-bags for each advocate and Miranda for use during an incident as well as clothing and promotional supplies. The goal is to establish clear protocols and build relationships to respond to an incident either in Sonoma County or a neighboring county efficiently.
5. The **County Victim Services Program** funds the Homeless Outreach Team (HOT). This team provides resources to homeless victims of crime through outreach with the Homeless Outreach Services Team and at specific sites throughout the county including The Living Room, Vet Connect, Homeless Service Center, etc. Additionally, funds are allocated for vouchers which include food, gas, taxi, county and city bus passes, clothing, care kits, short-term motel stay as well as mileage for the team. HOT is part of Coordinated Entry for longer term housing and receives numerous referrals from the advocates and other county and community agencies.
6. The **Innovative Response to Marginalized Victims Program** funds are directed to Foster Youth through collaboration with Social Advocates for Youth (SAY). Our services focus on a caseload

from Family, Youth and Children of dependent minors providing Victim Compensation claims thought the VCB for therapy through coordination with Child Protective Service social workers. SAY focuses all services on foster youth providing direct services through their shelter and therapy program. Teams meet regularly to enhance services to foster youth and conduct training and outreach.

7. The purpose of the **Violence Against Women Vertical Prosecution Program** is to improve conviction rates and minimize victim trauma. Under true vertical prosecution, one attorney and one victim advocate work collaboratively to handle these case from beginning to end. The program funds an experienced vertical prosecutor handling domestic violence, sexual assault and stalking cases. The required match is met through one dedicated bilingual advocate providing services to these victims regardless of charges being filed or not. This unit handles these difficult and often lengthy cases meeting clients at the Family Justice Center Sonoma County (FJCSC) where this team is housed.
8. The **Family Justice Center Program** grant is to improve capabilities for established Family Justice Centers. In response to the recognition that family violence cases require coordinated services, Sonoma established the FJCSC to co-locate community services and law enforcement on a single site to deliver comprehensive services to victims of family violence. FJCSC has become the keystone in this community's response to violent crimes against women and families, becoming the basis for Sonoma's Next Generation Integrated Services Delivery Model. The award provides funds to support several community-based organizations (CBO) who provide staff at the FJCSC location and the development of services to specific remote outlying areas of our county.
9. This program provides funding for a prosecutor to be solely dedicated to the **Vertical Prosecution of Driving Under the Influence** crimes. The vertical prosecution method of handling cases is resource intensive and allows prosecutors to handle each case throughout each step of the criminal process. Being involved in the full continuum of each case improves prosecutorial efforts and outcomes. The attorneys also partner with local law enforcement to provide community education and outreach in an effort to reduce the incidents of driving under the influence. These attorneys attend training each year and help provide training to local law enforcement on the detection and investigation of suspected DUI offenders. They participate in local law enforcement checkpoints and share information with peers and law enforcement personnel throughout the county and across the state allowing them to build their knowledge base and educate other jurisdictions. With specialized prosecutors and better trained law enforcement, offenders are held fully accountable for their conduct.
10. Due to **Workers' Compensation Insurance Fraud**, employers struggle to pay insurance premiums and may see unsustainable increases, and injured workers feel more pressure as the benefits to which they are entitled come under attack. Ultimately, citizens are forced to pay higher prices for goods and services if fraud is not contained. Therefore, the District Attorney's Office and Department of Insurance work together to identify, investigate, and prosecute those who break the law.
11. **Automobile Insurance Fraud** includes staged traffic collisions, which put the public at risk by creating dangerous conditions on the roadways, faulty repairs made by body shops which place unsafe vehicles on the streets, and filing fraudulent claims which ultimately results in higher

premiums for all citizens. In collaboration with the Department of Insurance, we work to identify, investigate, and prosecute those who commit insurance fraud.

12. The Bureau of Justice Assistance **Edward Byrne Memorial Justice Assistance Grant (JAG)** was established in 2005 to provide state and local governments with flexibility to prioritize and place justice funds where they are needed most. Sonoma County rotates this award annually among the 4 justice agencies (Sheriff, Probation, District Attorney and Public Defender) and has received this grant for 13 years. Allocations are determined based on state population, crime data, and violent crime data from FBI Uniform Crime Reports. The DA office is requesting BOS approval on 6/4/19 for the current grant funding of \$47,103. If approved, will fund the much needed redesign/remodel of the District Attorney front reception to improve safety, security and ergonomics.
13. The **Improving Criminal Justice Responses** award is to strengthen existing victim services provided at the FJCS and to expand outreach and capacity. All funding is directed toward the community based organizations, travel/training and operating expenses. Through this program integrated services for the growing number of victims of family and community violence are provided. Services are enhanced to reach the underserved individuals with limited or no English language proficiency and victims of sexual assault to overcome the barriers to providing services. Two CBO-contracted bilingual Navigators direct and support the increasing victim population. Key nonprofit, nongovernmental victim service organizations involved in the development and direct implementation of this project include: Catholic Charities of the Diocese of Santa Rosa, Council on Aging, Legal Aid of Sonoma County, Verity, and YWCA of Sonoma County.
14. The **Polyvictimization Grant** is a demonstration initiative involving six Family Justice Centers across the nation. This initiative has sought to identify clientele at our center that have experienced polyvictimization, and discover traditional and alternative healing methods to interrupt the cycle of victimization. Polyvictimization is defined as having experienced multiple types of victimization in multiple settings at the hands of multiple perpetrators. Between the six sites and our national technical assistance provider, Alliance for Hope, we have developed and implemented an assessment tool that measures polyvictimization and provides data for us at the local level. As a result of the funding, we have brought on additional services at the FJCS where we have found 91% of our clients experienced polyvictimization.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	
Gore	
Hopkins	X

Inquiry Number:   25  

Department: Sheriff's Office

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*The Sheriff's Office explained that all contracts for police services to other jurisdictions are full cost recovery with the exception of a 5% discount on administrative overhead. Please include the amount of subsidy being provided to each jurisdiction and the timing for the next cycle of negotiations so that the Board can decide whether to eliminate or revise the subsidy.*

**Response:**

*For FY 19-20, the value of the 5% administrative overhead discount is \$77,791 for the Town of Windsor and \$48,073 for the City of Sonoma, for a total of \$125,864.*

*On May 21, 2019, the Board will be asked to approve amendments to extend the terms of the current Agreements with both Sonoma and Windsor for one additional year through June 30, 2020. The amendments preserve all terms and conditions of the existing Agreement including the 5% discount. The Sheriff's Office negotiated with both jurisdictions to extend the existing Agreements with the same terms for one year in order to provide both the County and the Town and City the time to evaluate the benefits and costs associated with entering into long term agreements for the provision of law enforcement services. The one year extensions will allow the Town and City the time necessary to develop a solicitation process, the Board to provide policy direction, the Sheriff's Office to prepare a proposal, and for negotiations to take place. If new long term agreements for either, or both, jurisdictions are pursued, the Board should expect to see these in the spring of 2020 for a July 1, 2020 implementation.*

*Given the nature of the services provided and the significant financial and human investment involved, it is necessary to provide at six months advance notice if either the County or the contracting jurisdictions want to terminate our law enforcement services relationship. In anticipation of processes which will be taking place in the upcoming fiscal year and to be prepared to enter into future contract negotiations with Sonoma County cities, the Sheriff will be seeking Board of Supervisors policy direction on applying a five percent (5%) reduction to the indirect cost applied to future long term law enforcement service contracts at the May 21<sup>st</sup> Board meeting.*

*Law enforcement service contracts benefit the community by providing consistent, coordinated, and seamless law enforcement services across the unincorporated and incorporated areas of the County.*

***Additional Background Information***

*The 5% indirect cost reduction was originally approved by the Board of Supervisors on June 27<sup>th</sup> 1995. The discount was first applied to the Town of Windsor as an amendment to the original Agreement and was affirmed each year by the Board until 2008 when a new 10 year agreement was brought to the Board. This new 10-year Agreement was approved by the Board on May 6, 2008, included the %5 adjustment and delegated authority to the Sheriff and did not require the annual service plan and budget to come before the Board each year.*

*For the City of Sonoma, the 5% indirect cost reduction was approved by the Board of Supervisors on April 20, 2004 as part of the original 5 year Law Enforcement Services Agreement. It was also included in the subsequent 10 year Agreement which the Board approved on June 23, 2009.*

**CAO Note:** As part of FY 2019-20 budget hearings, the Board will be asked to approve a new financial policy that requires all shared service contracts with other political jurisdictions include full cost recovery for any portion of services provided by the County. This full cost recovery policy would include recovery of full future retirement costs of County employees who act as employees for the other jurisdiction, unless otherwise directed by the Board of Supervisors. Any contract being brought to the Board that does not achieve full cost recovery should be accompanied by specific information regarding the level of subsidy being provided and a justification. This new policy would apply to any new law enforcement support contracts executed with cities starting in FY 2020-21, but would not apply to the one-year agreement extensions with Windsor and Sonoma for FY 2019-20 that are being presented to the Board for approval on 06/04/2019.

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number:   26  

Department: Sheriff's Office

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:***How are you doing on lateral recruitments for deputies?***Response:**

*The Sheriff's Office has had one continuous lateral recruitment for the deputy sheriff job class this fiscal year. From this recruitment we have hired 9 lateral deputy sheriff II's thus far. For FY 18-19 we have hired a total 18 deputy sheriffs including the 9 lateral candidates. During this same time period we have had 23 sworn separations.*

**Additional Information**

*Our intensive hiring efforts include:*

- Running continuous recruitments for our hardest to fill positions including deputy sheriff, correctional deputy, and dispatchers.*
- Increasing the number of background investigators by adding extra help staff and re-assigning operational staff to the Personnel Unit on an on-loan basis.*
- Completed a comprehensive recruitment branding effort "Make the Right Call" and launched a new recruitment website.*
- Increased outreach and advertising, particularly to underrepresented groups.*

*To-date in this current fiscal year we have hired a total of 59 new full-time employees.*



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number:   27  

Department: Sheriff's Office

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*What does it cost the Sheriff to have 60 hours per month per correctional officer of mandatory overtime in the jail?*

**Response:**

*Based on the FY 19-20 salary and benefits, mandatory overtime of 60 hours a month per available correctional deputy will cost approximately \$580,000 per month, or nearly \$7 million annually.*

*In order to truly bring mandatory overtime down for the long term, the Sheriff's Office needs to be allocated funding to restore the correctional deputy relief positions eliminated in the FY 09-10 budget as a result of reductions and add additional staffing to bring the Sheriff's Office staff to inmate ratio in line with other like counties. To accomplish this, an over-hiring strategy will need to be developed to prevent positions from being vacant for extended periods and to work towards overall increases in correctional deputy staffing. The over-hiring strategy will also allow the Sheriff to recruit and train new correctional deputies before positions become vacant.*

*The correctional deputy job class is an entry-level position, which generates significant turnover. Over the past three fiscal years, turnover has averaged 9.4% or approximately 19 positions per year. Due to the recruitment challenges and on-the-job training required for new correctional deputies, it can take over six to nine months to hire and fully train a correctional deputy. It is estimated that over hiring will cost approximately \$15,000 per month, per position.*

*Relief positions cover vacant shifts created by sick leave, injuries, vacation, comp time, other leaves, and vacant allocations. Based solely on the three-year history of sick and injured correctional deputies, the Sheriff estimates 15 relief positions (estimated annual cost of \$2,741,940) would be needed to begin reducing mandatory overtime requirements for correctional deputies. This number will need to be re-evaluated and refined once existing vacant allocations are filled and once the number of staff needed for the new Behavioral Health Housing Unit is determined. The Sheriff's Office will be working on a comprehensive correctional deputy staffing analysis in FY 19-20 to determine the true need.*



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	
Zane	X
Gore	
Hopkins	

Inquiry Number: 28

Department: Probation Department

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Can the Probation department clarify the impact to public safety of reducing the number of adult probation officers? What is "moderate" risk and does the population that would be impacted include felons?*

**Response:**

In order to meet General Fund budget targets, the Probation Department is eliminating 3.0 FTE filled Probation Officer II/III positions in the Adult Services Division. These positions are the Department's top priority for restoration on the Add-Back list submitted to the County Administrators Office (**PRC ID # 27011000-PC01**).

Increases in caseload size would significantly diminish the time officers have to spend on each case. Very limited face-to-face contacts would occur with these offenders. Instead of specialized supervision (typically with caseload ratios of 1:5) these offenders would be placed on general supervision caseloads of between 150 and 200 individuals per probation officer. Probation officers would be forced to monitor these individuals through telephonic or mailed in monthly reports. Officers' ability to respond to victim, community and offender needs in a timely manner would be limited. Public safety would be compromised by this action.

Moderate risk describes Probation's risk-based level of supervision provided to those on probation, mandatory supervision and Post Release Community Supervision status. This population is at a moderate risk to reoffend while on a grant of probation supervision. Moderate risk means about 25% of them are expected to commit a new felony while on supervision, unless supervision and interventions are provided to assist offenders in staying out of trouble. The majority of our overall supervision population are convicted of a felony offense, few have misdemeanor convictions only.

Adult Probation Officers assigned to the Court/Investigations unit would have increased workloads. The officers assigned to the five felony sentencing courtrooms would no longer be available to attend court sessions, as they would be needed to produce reports. The officer assigned to the Early Case Resolution Courtroom (ECR) would no longer be able to attend court as they would be needed to produce reports. Delays in providing reports to the Court would cause defendants to remain in custody (jail) for longer periods of time pending sentencing.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	
Zane	
Gore	
Hopkins	

Inquiry Number:   29  

Department: Clerk Recorder Assessor

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*What if we didn't defend appeals? Can we get more data on assessment appeals? Amounts, how much time we spend on it, etc.;*

**Response:**

The following data (see attached page 2) was taken from all outstanding appeals as of 4/01/2019.

This might be an example of losses for a point in time. The filings have not been heavy for the last several years, as the Assessor and the Clerk of the Assessment Appeals Board (COB) have been proactively working these items throughout the year to eliminate backlogs. If time and resources were severely affected in this area and particularly in the Assessor's Office since they spend most of the time on appeals stipulations and hearing preparation, then losses on the appeals applications would certainly take place in future fiscal years. If the number of appeals submitted to the COB increase significantly due to a downturn in the real estate market, then losses in value could be higher than the example attached, which would take value off the taxable roll values and eventually out of the county General Fund. During the heights of the economic recession, many filing years were above 2,000 applications per year, including 2009, which had in excess of 3,500 applications in a single year.

This example of two years' worth of appeals for 2016 and 2017 represents a potential loss to the tax rolls of \$2.2 Billion in assessed value. These years had a total filing of 1,053 appeals for those two years combined. In contrast, during heavier appeal application filings, 2011 and 2012 filings amounted to a much higher number at 3,969, which is almost four times what is given in the example. So, losses to the tax roll could amount to approximately \$8 Billion if appeals were not defended.

Estimated resource time that is spent on appeals are broken down by classification and percentage of time for an average year:

Clerks (5): 2%  
 Appraiser Aides (5): 25%  
 Appraisers (18): 15%  
 Auditor-Appraisers (6): 15%  
 Supervisors (7): 15%  
 Managers (3): 8%  
 Value Entry Specialists (3): 6%

Cost of Resources: \$908,205

Impacts resulting from reductions in the Assessor's Office 2019-20 recommended budget and included on the Department's Addback list include:

- The Chief of Assessment Standards manages the mass appraisal process and data uploads for decline in value properties, ensures accurate and complete work is produced, as well as manages the Board of Equalization survey. If this position is cut that work would fall to the Chief Appraiser and other management and supervisory staff who would be required to take time from the defense of appeals in order to manage the increased workload.
- The three time limited Appraisers are focusing on appraisals related to fire rebuilding. If these positions are cut, permanent Appraisers would have to reduce time spent on researching and defending appeals to take up the increased workload related to the rebuilding.
- Three time limited support staff, consisting of an Assessment Process Specialist and two Appraiser Aides, are intended to support the Appraisers, and focus on the work related to fire rebuilding. Eliminating funding for these positions would also require permanent staff to reduce work for appeals to deal with the increased workload related to the fire rebuilding effort.
- Additionally, if the Clerk-Recorder-Assessor Specialist II who provides customer service and answers the phone is deleted, it would require the other Clerk-Recorder-Assessor Specialist IIs and support staff to spend time providing customer service work instead of supporting the appeals process and workload.



04-02-19 Appeal  
Potential Loss Report

## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	X
Rabbitt	
Zane	
Gore	
Hopkins	

Inquiry Number:   30  

Department: Department of Emergency Management

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Could we delay any hires in order to have Emergency Management be part of any cuts? What would they be and what would impacts be of this for preparedness?*

**Response:**

*Staff will enter response here, additional pages will be attached as needed.*

In order to achieve a savings of 5% of General Fund Revenue supporting the department (\$122,914) for the FY19/20 budget, the Department can delay hiring for three positions:

- 1) Emergency Alert & Warning Coordinator (\$12,911/month) 3 months = \$38,733  
Impacts: delay assessment/implementation of new A&W technologies (incl. sirens, new SoCoAlert system).
- 2) Assistant Emergency Services Coordinator (\$12,911/month) 3 months = \$38,733  
Impacts: delay revision of the County's Emergency Operations plan, delay some community evacuation planning, Director remains on Staff Duty Officer rotation through fire season.
- 3) Public Information Specialist (14,701/month) 3 months = \$44,103  
Impacts: some delay in rolling out Community Engagement program - especially via social media. PIO not effectively available for fire season response.

The department is not planning to implement the delay and is actively recruiting for one recently vacated position. The current recruitment could be used to fill the new position vacancies immediately following the budget hearings.



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 31Department: **CAO/O&B**Date: **04/10/2019**

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

*Which departments are planning to undertake some form of community survey during FY 19-20? For those departments that are planning to conduct survey, what is the purpose of the survey and can we consolidate multiple surveys into one countywide survey in order to save time, money and inconvenience for the public?*

**Response:**

The Community and Government Affairs Management team surveyed Public Information Officers in departments to assess plans for community surveys in FY 2019-20. The table below indicates the intended surveys by department.

DEPARTMENT	PURPOSE OF SURVEY	ESTIMATED DATE
General Services	Seeking public sentiment comment about county government center, delivery locations, systems, etc.	Nov-19
Transportation and Public Works	Public Opinion Research; Customer Satisfaction; NPS.	TBD
County Administrator	CAO will engage polling consultant for Fire Services ballot measure.	TBD
County Administrator	Annual or biannual community satisfaction survey to determined residents perception of government services.	
County Administrator	CGAM is planning to discuss with consultant the possibility of a Community Engagement Survey.	TBD
Department of Emergency Management	May want to engage residents in a community preparedness survey.	TBD
Independent Office of Law Enforcement Review and Outreach	May want to engage residents in a community perception survey.	TBD
Department of Health Services	DHS does not anticipate conducting any surveys. Although they are planning to engage a consultant to gather public input about a possible ballot measure.	TBD



## FY 2019-20 Budget Workshop Board Inquiry Form

Board Member	
Gorin	
Rabbitt	X
Zane	
Gore	
Hopkins	

Inquiry Number: 32

Department: CAO/O&amp;B

Date: 04/10/2019

Page(s) of Budget Book/PowerPoint:

**Request/Question:**

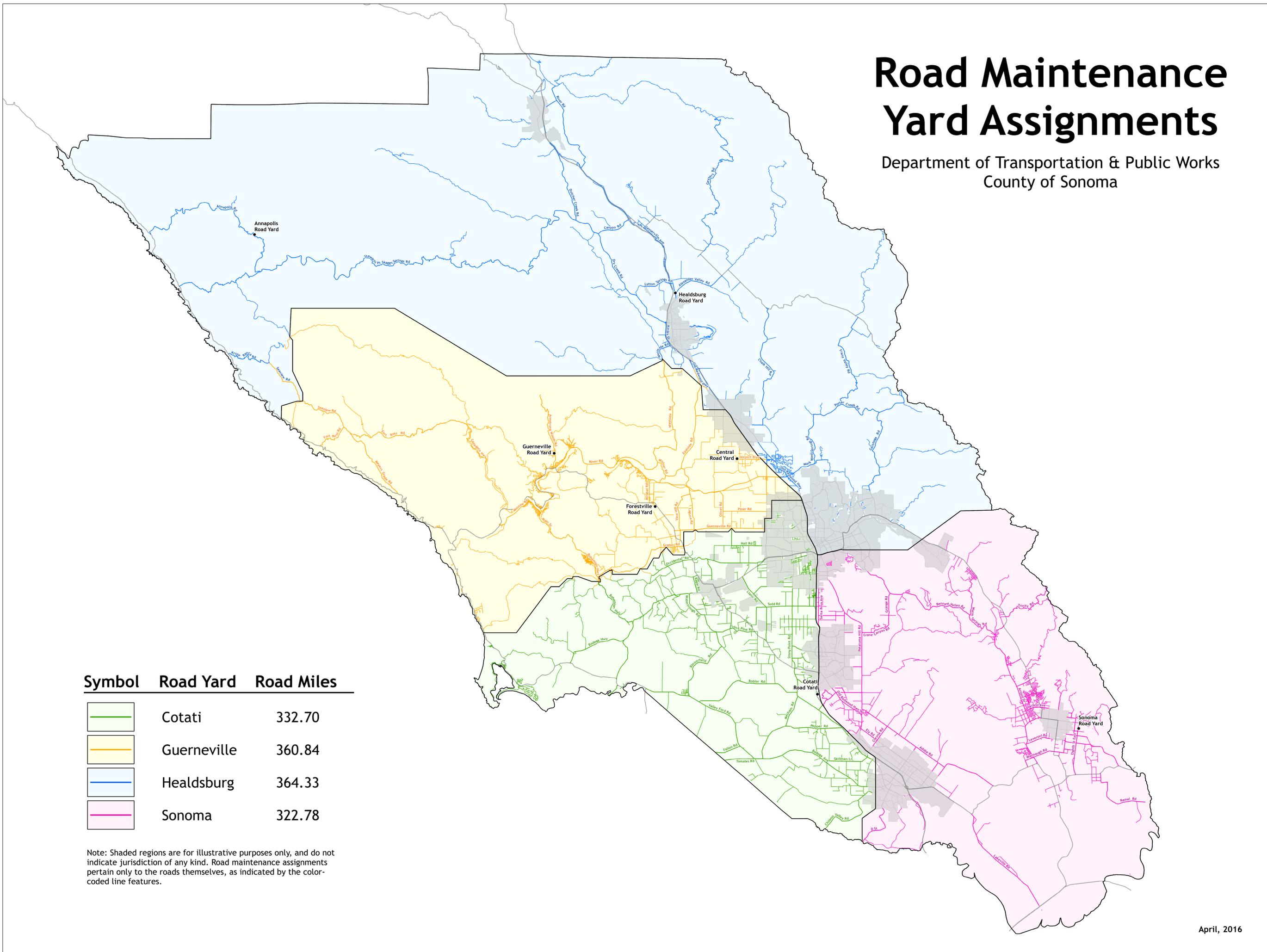
*Please identify all capital replacement funds that are held within department budgets. For each fund, identify the purpose and the current fund balance. Please identify all reserves that are held in departmental budgets. For all reserves, identify the purpose, and the current fund balance.*

**Response:**

Please refer to Tab 5 of the Budget Hearing Binder, Fund Balance Directory for FY 2019-20. The General Fund Replacement funds total \$18.3 million in FY 2019-20 to pay for equipment and facilities.

# Road Maintenance Yard Assignments

Department of Transportation & Public Works  
County of Sonoma



COUNTY OF SONOMA  
 OFFICE OF THE COUNTY ADMINISTRATOR  
 575 ADMINISTRATION DRIVE ROOM 104  
 SANTI ROS, CALIFORNIA 95403-2888  
 TELEPHONE (707) 535-2431  
 FAX (707) 535-3778



SHERYL BRATTON  
 COUNTY ADMINISTRATOR  
 CHRISTINA RIVERA  
 ASSISTANT COUNTY ADMINISTRATOR  
 NIKI BERROCAL  
 DEPUTY COUNTY ADMINISTRATOR  
 MICHAEL GOSSMAN  
 DEPUTY COUNTY ADMINISTRATOR

Date: June 11, 2019  
 To: Members of the Board of Supervisors  
 From: Sheryl Bratton, County Administrator  
 Re: Recovery and Resiliency Fiscal Update

The County has experienced three federally declared disasters in the last two years. The response and recovery costs have put a strain on County revenues and staff resources. While these events are federally declared, costs are borne by the County until the Federal Emergency Management Agency (FEMA) claim documents are verified and approved releasing reimbursements to the County for those costs. Claims are not fully reimbursed until the projects close, which can take several years. After claims close, the Office of Inspector General will conduct their audit within three years of close out and may result in reimbursement amounts that are then clawed back from the County. Those three federally declared disasters include the January and February 2017 Floods, the October 2017 Wildfires, and the February 2019 Floods.

**Disaster Impacts**

***January and February 2017 Floods***

The 2017 flood events have no expedited funding requested. Debris removal has only been obligated for the first 30 days. Once debris costs are certified the County will submit for a large project close-out. Many large projects were only obligated for the initial geotechnical and/or design work. Additional obligations will be added once a repair method is determined. Work on these projects have been significantly impacted by geotechnical and design review, and environmental reviews. There have been significant delays due to the 2017 Sonoma Complex Fires and now the 2019 Storms and Flooding events.

***October 2017 Wildfires***

The County of Sonoma has submitted a claim to the Federal Emergency Management Agency (FEMA) totaling \$36 million; however, reimbursement depends upon the claim elements accepted by FEMA as well as the addition of costs that are still occurring in categories outside of the initial emergency response. Reimbursements from FEMA traditionally have a long life cycle. These

reimbursements are not included in the forecast or the recommended budget and any funds received, would be directed to the source that paid for the disaster related costs and fulfill any audit reserve requirements in the financial policies.<sup>1</sup> The General Fund Reserve has an assignment of \$3.9 million for the FEMA Audit Reserve to mitigate any negative finding(s) from the anticipated future Office of Inspector General (OIG) audit(s) of the County's FEMA claim. Reimbursements received in FY 2019-20 related to the General Fund will be recommended to backfill General Fund Reserves.

Currently, staff have begun the close-out process for law enforcement reimbursement (\$3.5M expected Q1). Staff have also nearly completed the reconciliation of all mutual aid assistance (3 out of 115 agencies remain). Time Extension letters have been filed for all projects requesting additional time (mainly TPW projects), and debris/tree removal project still pending approval (work has begun).

Roughly 90 miles of roads burned in areas of Sonoma County. County crews and contractors removed trees along roads that were an imminent threat to road users. The remaining trees were assessed to determine the level of damage they had suffered and the risk they posed to public safety if they were to fall into the public roadway. Trees identified as a risk to public safety were inventoried with GPS coordinates, tagged with a small metal plate, and categorized as presenting an "Extreme," "High," or "Moderate" risk level.

As of this writing, using the Roads division accumulated fund balance, Transportation and Public Works staff has recommended awarding a total of \$5.6 million for contract services that will remove hazardous trees on the County right-of-way damaged as a result of a disaster, and will also serve to implement emergency mitigation measure. The additional time extension to complete the work is intended to end on April 10, 2020. Reimbursement is expected for work performed exclusively on county right of away and completed before April 10, 2020. In sum, the County anticipates carrying 2.5% or about \$140,000 of the total \$5.6 million Hazardous Tree Removal project.

### ***February 2019 Floods***

In February 2019, there were severe storms causing extensive flooding. The County has received State California Disaster Assistance Act (CDAA) assistance. FEMA has approved California Office of Emergency Services' (CalOES) recommendation for a presidential declaration of the Sonoma County 2019 flood event. This federal declaration is only for Public Assistance. The County is now eligible for reimbursement of extraordinary emergency and response costs and damage repairs. Damage assessments have been estimated at over \$150 million in countywide flood damages, including damages to public and private property. There are at least \$20 million in damages to public property including debris removal, emergency protective measures, non-federal road and bridge systems, water control facilities, public buildings, public utilities, and park and recreational facilities. The bulk of the damage estimates – approximately \$18 million – are due to road damages.

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<sup>1</sup> In June 2018, the Board of Supervisors updated the County's financial policies creating a FEMA Audit Reserve equal to 20% of the total claim in the funding source where expenses occurred to mitigate the Office of Inspector General audit, which could result in elements of the claim becoming de-obligated and would go back to the federal government. FEMA claims can extend more than 20 years as evidenced by the 1994 Northridge Earthquake claim closing within the last two years.

The Board appropriated \$2.5 million: \$250,000 from the Reinvestment and Revitalization fund; \$250,000 from the Transportation and Public Works Special Concession fund; \$125,000 from the Board of Supervisors' Contingency fund; and recognized \$1.87 million in revenue from the California Disaster Assistance Act (CDAA). These funding sources will be replenished from the FEMA disaster reimbursements of the 2019 Flood Events.

### **Hazard Mitigation Grant Program**

On October 10, 2017 the Sonoma wildfires fires were declared a Presidential Disaster, and as a result they generated Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funding. The California Office of Emergency Services (CalOES) administers these federal funds to provide for the implementation of hazard mitigation projects. Immediately following the federal disaster declaration, the County Administrator's Office convened a Grant Steering Committee to identify and prioritize County recovery and risk reduction projects that could be eligible for public grant funding, specifically HMGP.

The Grant Steering Committee, led by the Office of Recovery and Resiliency, coordinated the submittal of 25 countywide funding applications, for a combined total project cost of \$44.4 million. Projects proposed reflect County leadership priorities, align with the goals and objectives in the County's Recovery and Resiliency Framework, and were designed to maximize local and state matching funding sources.

Of the 25 applications submitted, 18 have been recommended by CalOES for full FEMA funding, 6 are in various stages of the CalOES review process, and one has been waitlisted. Final decisions for applications in waitlist status are on hold until additional funds become available. The total project cost for the 18 proposals recommended for federal funding is \$32.6 million , with \$24.4 million provided by the grants, and \$8.2 million of required local cost share. Local cost share is a combination of the County's Recovery and Resiliency Set Aside Fund, state grant funding sources, landowner cost share and County departmental specified funds (i.e., Airport Enterprise Funds, Road Repair Funds, etc.). The estimate of General Fund (e.g., Recovery and Resiliency Set Aside) need for all of the 25 submitted applications is \$4.9 million , which includes program administration.

The Recovery and Resiliency Set Aside of \$8.5 million is comprised of the following:

- \$4.9 million local match and program administration costs for HMGP
- \$688,000 (new Learning Management Tool for disaster worker training and consultant support for Community Development Block Grant – Disaster Recovery funding)
- \$1.7 million for Information Systems Department recovery projects
- \$1.2 million available for other recovery and resiliency program change requests for the Board's consideration (See Tab 25 Exhibit A).

The grant proposal budgets were prepared prior to the cost of living adjustment for Sonoma County employees approved by your Board. We are in the early stages of discussions with CalOES to amend the grant budgets and align them with the current County staffing costs. Over the next few

months, FEMA is expected to conclude its review of the County's applications that CalOES has recommended for funding. Award notifications are anticipated no later than October 2019.

A complete list of the County's pending HMGP applications is included as Attachment A. Eight County departments and agencies submitted proposals. Several of the key projects are summarized here.

***Permit Sonoma - Wildfire Adapted Sonoma County: Education and Incentives for a Safe and Resilient Sonoma County***

The goal of this project is to mitigate wildfire risks to homes, lives and property in Sonoma County. Permit Sonoma's Fire Prevention Division will implement a program to assess the 100' of defensible space around the home and provide a recommendation for renovations to the home itself. The first phase of the project is to educate Sonoma County's Wildland Urban Interface Zone residents about the importance of defensible space and the principles of structural hardening through targeted events and outreach. Comprehensive community-wide Defensible Space Inspections and voluntary Wildland Urban Interface Zone structure evaluations will follow outreach. Assessing older homes that could be extremely at-risk due to structural elements that make them vulnerable to wildfire ignition is an essential component of the project. In Sonoma County, there are 27,286 structures in the Wildland Urban Interface Zone.

Fire Inspectors will assess defensible space around homes in the project area and provide site-specific reports to property owners. The County will then provide cost-share incentives to help property owners mitigate items of highest risk based on their inspection reports and funding availability. Defensible space recommendations must be implemented prior to the start of structural hardening renovations. Property owners must provide their 25% cost share for the project up front and agree to maintain the project for its useful life (e.g., 30 years). Program participants will be selected based on readiness to proceed. A technical advisory committee will rank order the projects to meet the number of buildings to be retrofitted within scope and budget. This County proof-of-concept program will provide about \$4.3 million in direct benefit to approximately 500 private property owners through implementation of defensible space and home hardening recommendations. The total cost of this project is \$6.7 million, of which 75% will be funded by the grant. Of the 25% local share required, the estimated General Fund need is \$750,000. Long-term maintenance costs for these retrofit projects will be the responsibility of the private property owner, not the County.

***Department of Emergency Management – Sonoma County Fire Early Detection System and Rapid Warning System (Sirens)***

The purpose of this program is improved early identification of fire ignition and targeted emergency response to assist the County and emergency officials in reducing risk and preventing damage that might otherwise occur. In order to prevent small fires from becoming catastrophic, Sonoma County is implementing a system for rapid detection and notification of impending fire. There are two grants awaiting federal approval for this effort. The total cost of these two projects is \$3.6 million, of which

75% will be funded by the grants. Of the 25% local share required, the estimated General Fund need is \$962,500.

1. Early Detection Fire Camera System. The Early Detection Fire Camera System will provide early detection of fires and precise locations that are immediately confirmed and dispatched to and confirmed within seconds to deploy fire fighters or other resources. Emergency managers will use this data to assess the degree of risk and view real time developments to provide early evacuation warnings to the public. Images from the cameras are posted publicly on the website [www.alertwildfire.org](http://www.alertwildfire.org).
2. Warning System (Sirens). For disaster threats, the more methods of alert and warning we have, the better our chances of alerting the community and allowing them to seek safety. The sirens project bolsters notification capability by providing an audible warning signal in places where other communication means have difficulty reaching even in ideal conditions. While siren use is not an optimal stand-alone system, the use of sirens to augment the telecommunications and media nets has the potential to help save many lives.

### ***Transportation and Public Works– Generators***

The purpose of the County’s hazard mitigation generator projects is to mitigate the effects of loss of function due to power interruption. Of particular importance are critical facilities whose continuous functioning sustains community resilience and readiness in the face of disaster and its negative effects. During the 2017 Sonoma County Tubbs fire, the Charles M. Schulz – Sonoma County Airport and the Santa Rosa Road Maintenance Yard experienced total power loss. The County will implement generator projects to reduce the risk of system failure in power outages at these key sites. The total cost of these two projects is \$730,000, of which 75% will be funded by the grant. There is no anticipated need for General Fund to cover local cost share.

## Sonoma County Hazard Mitigation Grant Program (HMGP) - Pending Applications

Lead Department	Project Title	NOI Submitted	Application Submitted	Project Description	Total Project Cost	Grant Request
<b>Applications Recommended by CalOES on 4/9/2019 for full FEMA funding</b>						
Community Development Commission	Sonoma County Flood Elevation Program	5/1/18	9/4/2018	Fund home elevation and other flood mitigation measures for properties on the National Flood Insurance Program (NFIP) repetitive loss list.	\$ 1,807,043	\$ 1,355,282
Emergency Management	Warning Sirens	5/1/18	9/4/2018	Design and install warning sirens in selected locations; develop operating, testing, and maintenance procedures in partnership with the City of Santa Rosa.	\$ 850,000	\$ 637,500
General Services	County Fire Early Warning Camera System	5/1/18	9/4/2018	Create a fire early detection camera system with fire monitoring cameras at strategic locations throughout the County, with associated microwave/tower systems in partnership with the City of Santa Rosa.	\$ 4,427,170	\$ 3,320,378
Information Systems Department	Data Center Generator	5/1/18	9/4/2018	Update existing Sonoma County Community Wildfire Protection Plan (CWPP) and integrate into the Local Hazard Mitigation Plan (LHMP).	\$ 622,180	\$ 466,635
Permit Sonoma	Sonoma County Operational Area Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) Update	5/1/18	9/4/2018	Update the Sonoma County Local Hazard Mitigation Plan (LHMP), which will become a multi-jurisdictional plan that includes County districts and other jurisdictions that wish to participate.	\$ 333,333	\$ 250,000
Permit Sonoma	Surface fault rupture and seismic induced landslides analysis to Annex into Sonoma County MJHMP	5/1/18	9/4/2018	Increase understanding of Rodgers Creek Fault. Create hazard maps, and conduct site-specific studies of the fault in newly identified areas. To be integrated into the Local Hazard Mitigation Plan (LHMP).	\$ 150,000	\$ 112,500
Permit Sonoma	Community Wildfire Protection Plan Annex into Sonoma County MJHMP	5/1/18	9/4/2018	Harden structures and create defensible space to reduce risk of fire damage in identified vulnerable locations in the Wildland-Urban Interface (WUI) throughout County.	\$ 150,000	\$ 112,500
Permit Sonoma	Wildfire Adapted Sonoma County: Education and Incentives for Safe and Resilient Sonoma County	5/1/18	9/4/2018	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.	\$ 6,677,777	\$ 5,000,000

## Sonoma County Hazard Mitigation Grant Program (HMGP) - Pending Applications

Lead Department	Project Title	NOI Submitted	Application Submitted	Project Description	Total Project Cost	Grant Request
<b>Applications Recommended by CalOES on 4/9/2019 for full FEMA funding</b>						
Regional Parks	Stabilizing and re-vegetation of Hood Mountain	5/1/18	9/4/2018	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.	\$ 310,813	\$ 233,110
Sonoma Water	Improved Flood Early Warning Using Advanced Radar	5/1/18	7/1/2018	Purchase and install X-Band radar to better predict flooding and provide for improved response.	\$ 2,666,700	\$ 2,000,025
Sonoma Water	Ely Booster Station Hazard Mitigation Project	5/1/18	7/1/2018	Retrofit facilities to reduce risk of system failure during an earthquake.	\$ 3,081,193	\$ 2,310,895
Sonoma Water RRCSD	Seismic Rehabilitation and Retrofit of Secondary Clarifiers - RRCSD	5/1/18	7/1/2018	Retrofit facilities to reduce risk of system failure during an earthquake.	\$ 2,400,000	\$ 1,800,000
Sonoma Water SVCSD	Seismic Rehabilitation and Retrofit of Secondary Treatment Clarifiers - SVCSD	5/1/18	7/1/2018	On site generator at the Sonoma County Santa Rosa Road Maintenance Yard to lower risk of service interruption during disaster response.	\$ 2,750,000	\$ 2,062,500
Transportation and Public Works	Airport Generator	5/1/18	7/1/2018	Onsite generator for the Sonoma County airport terminal to allow operations for at least 4 days in the event of power outages.	\$ 480,000	\$ 360,000
Transportation and Public Works	Culvert Improvement	5/1/18	7/1/2018	Upsize 2 culverts in Sonoma County to a higher capacity to reduce flooding, specifically: Drake Rd - Guerneville (5th district) Roberts Rd - near Penngrove (1st district)	\$ 335,000	\$ 251,250
Transportation and Public Works	Santa Rosa Road Maintenance Yard Generator	5/1/18	7/1/2018	Purchase and install onsite generator for the Santa Rosa Road Maintenance Yard	\$ 250,000	\$ 187,500
Transportation and Public Works	Russian River Flood Management & Fisheries Habitat Enhancement Planning.	5/1/18	9/4/2018	Create hydro-dynamic flow model for section of Russian River that is flood-prone and impacts structures from Asti to Alexander Valley bridge	\$ 200,000	\$ 150,000
Transportation and Public Works	Bank Stabilization to Save River Road	5/1/18	9/4/2018	Protect the quickly-eroding bank of the Russian River along River Road using primarily natural materials to protect a vital transportation link.	\$ 5,092,220	\$ 3,819,165
<b>TOTAL HMGP Applications Recommended by CalOES for FEMA FUNDING</b>					<b>\$ 32,583,429</b>	<b>\$ 24,429,239</b>

# Sonoma County Hazard Mitigation Grant Program (HMGP) - Pending Applications

Lead Department	Project Title	NOI Submitted	Application Submitted	Project Description	Total Project Cost	Grant Request
<b>Applications In Review</b>						
Information Systems Department	Critical Facility Redundant Internet Feed	3/15/2019	App Due: 7/5/2019		\$ 100,000	\$ 75,000
Information Systems Department	Critical Facility Power Retrofit (I)	3/15/2019	App Due: 7/5/2019		\$ 100,000	\$ 75,000
Information Systems Department	Critical Facility Power Retrofit (II)	3/15/2019	App Due: 7/5/2019		\$ 100,000	\$ 75,000
Information Systems Department	Critical Facility Redundant Power Feed	3/15/2019	App Due: 7/5/2019		\$ 187,500	\$ 140,625
Information Systems Department	Hardening of Wireless Communications Infrastructure	3/15/2019	App Due: 7/5/2019		\$ 100,000	\$ 75,000
Emergency Management	Radio Disaster Alert Devices for Vulnerable Populations	3/15/2019	App Due: 7/5/2019	Purchase and distribution of two hundred radios with strobe light and bead shaker units for distribution to deaf and hard of hearing members of the public, and the purchase and distribution of four hundred radio compatible radios for use in licensed car facilities for vulnerable populations, schools and day care facilities.	\$ 44,000	\$ 33,000
Permit Sonoma	Sonoma County Hazardous Fuels Treatment Project	3/15/2019	App Due: 7/5/2019	The goal of this project is to protect the lives and property of Sonoma County residents while improving forest health and wildfire resilience in our forested areas.	\$ 4,500,000	\$ 3,375,000
<b>TOTAL HMGP Applications IN REVIEW - Full Applications due 7/5/2019</b>					<b>\$ 5,131,500</b>	<b>\$ 3,848,625</b>
<b>Waitlisted Applications</b>						
Lead Department	Project Title	NOI Submitted	Application Submitted	Project Description	Total Project Cost	Grant Request
Permit Sonoma	Seismic Strengthening and Retrofit of Existing Structures, Sonoma Countywide		9/4/2018		\$ 6,677,777	\$ 5,008,333
<b>TOTAL HMGP Applications on WAITLIST</b>					<b>\$ 6,677,777</b>	<b>\$ 5,008,333</b>



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

575 ADMINISTRATION DRIVE ROOM 104  
SANT ROS, CALIFORNIA 95403-2888  
TELEPHONE (707) 555-2431  
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**SHERYL BRATTON**  
COUNTY ADMINISTRATOR

**CHRISTINA RIVERA**  
ASSISTANT COUNTY ADMINISTRATOR

**NIKI BERROCAL**  
DEPUTY COUNTY ADMINISTRATOR

**MICHAEL GOSSMAN**  
DEPUTY COUNTY ADMINISTRATOR

June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: FY 2019-2020 Budget: Voter Approved Funding Measures

The Board has expressed interest in reviewing the voter approved tax measure expenditure plans in connection with the Recommended Budget. Included herein are copies of the expenditure plans provided to the voters for the following Sonoma County tax measures:

1. Sonoma County Open Space, Clean Water and Farmland Protection Measure F (approved November 2006)
2. Transit Occupancy Tax (TOT) Measure L (approved November 2016)
3. Sonoma County Parks and Conservation Sales Tax Measure M (approved November 2018)

## VOTER'S PAMPHLET

### MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

#### FULL TEXT OF MEASURE F

### THE SONOMA COUNTY OPEN SPACE, CLEAN WATER AND FARMLAND PROTECTION MEASURE

ORDINANCE NO. 5677R OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA  
EXTENDING THE IMPOSITION OF A TRANSACTIONS AND USE TAX TO BE  
ADMINISTERED BY THE STATE BOARD OF EQUALIZATION

Section 1. TITLE. This Ordinance shall be known as the Sonoma County Open Space, Clean Water and Farmland Protection Measure. The County of Sonoma, hereinafter shall be called "County." This Ordinance shall be applicable in the incorporated and unincorporated territory of the County.

Section 2. EFFECTIVE DATE; OPERATIONAL DATES; ADMINISTRATION.

A. This Ordinance shall become effective upon its approval by a two-thirds majority of the electors voting on the measure.

B. This Ordinance shall become operative on April 1, 2011; provided, however, that the Sonoma County Agricultural Preservation & Open Space 2006 Expenditure Plan ("the 2006 Expenditure Plan"), attached hereto as Exhibit "A," shall become operative on the effective date of this Ordinance.

C. The existing contract between the Sonoma County Agricultural Preservation & Open Space District and the Sonoma County Open Space Authority shall remain in effect, subject to amendments, through March 31, 2011.

D. Prior to April 1, 2011, the District and the County shall enter into a contract for the administration of the 2006 Expenditure Plan. That contract shall become operative on the expiration of the current contract between the Authority and the District and shall provide for the administration of the 2006 Expenditure Plan by the District and the funding of the District's annual budgets by the County from funds available in the Open Space Special Tax Account.

Section 3. PURPOSE. This Ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To extend the imposition of a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.5 of Part 1.7 of Division 2 which authorizes the County to adopt this tax Ordinance which shall be operative if 2/3 of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt the extension of a retail transactions and use tax Ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code and to authorize the issuance of limited tax bonds to finance the purchases of open space lands that are consistent with this Ordinance.

C. To adopt the extension of a retail transactions and use tax Ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

D. To adopt the extension of a retail transactions and use tax Ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this Ordinance.

E. To authorize the issuance of bonds and the undertaking of lease-purchase financing obligations to finance the acquisitions specified in Exhibit "A."

Section 4. EXPENDITURE PLAN; LIMITATION OF EXPENDITURES; FISCAL OVERSIGHT. Pursuant to the requirements of Government Code §50075.1, (1)

the 2006 Expenditure Plan constitutes the statement of the specific purposes for which the revenue generated by this Ordinance may be expended, (2) the expenditure of the revenue generated by this Ordinance shall be restricted to the purposes stated in Exhibit "A," (3) the revenue generated by this Ordinance shall be deposited into the "Open Space Special Tax Account," and (4) the County Auditor shall prepare and file with the Board of Supervisors reports meeting the requirements of Government Code §50075.3. The Sonoma County Open Space Authority shall provide specified fiscal oversight as provided in an agreement between the County and the District.

Section 5. CONTRACT WITH STATE. Prior to the Operative Date, the County shall contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax Ordinance; provided, that if the County shall not have contracted with the State Board of Equalization prior to the Operative Date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 6. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of the County at the rate of one quarter of one per cent (0.25%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this Ordinance.

Section 7. PLACE OF SALE. For the purposes of this Ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

Section 8. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the County of tangible personal property purchased from any retailer on and after the operative date of this Ordinance for storage, use or other consumption in said territory at the rate of one quarter of one percent (0.25%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

Section 9. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this Ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this Ordinance as though fully set forth herein.

Section 10. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this County shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this County or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Ordinance.

CONT. NEXT PAGE

## VOTER'S PAMPHLET

### MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

#### FULL TEXT OF MEASURE F, CONT.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "County" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

Section 11. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this Ordinance.

#### Section 12. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the County which is shipped to a point outside the County, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the County shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-County address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-County and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this Ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pur-

suant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this Ordinance, the storage, use or other consumption in this County of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax Ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this Ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this Ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the County shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the County or participates within the County in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the County or through any representative, agent, canvasser, solicitor, subsidiary, or person in the County under the authority of the retailer.

7. "A retailer engaged in business in the County" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the County.

D. Any person subject to use tax under this Ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a County imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

Section 13. AMENDMENTS. All amendments subsequent to the effective date of this Ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this Ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this Ordinance.

CONT. NEXT PAGE

**VOTER'S PAMPHLET**  
**MEASURES, ANALYSES AND ARGUMENTS**

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

**FULL TEXT OF MEASURE F, CONT.**

Section 14. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the County, or against any officer of the State or the County, to prevent or enjoin the collection under this Ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 15. AUTHORIZATION TO ISSUE LIMITED TAX BONDS AND LEASE-PURCHASE FINANCING AUTHORITY. Pursuant to Government Code §§55800 et seq. the County is authorized to issue limited tax bonds payable from the tax imposed by this Ordinance. The County may, from time to time, enter into lease-purchase agreements with the County's Treasurer and the District for the purpose of assisting in the purchase of properties anticipated by Exhibit "A."

Section 16. SEVERABILITY. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the Ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 17. EFFECTIVE DATE. This Ordinance relates to the levying and collecting of a County transactions and use tax and shall take effect immediately upon approval of the electorate.

Section 18. TERMINATION DATE. The authority to levy the tax imposed by this Ordinance shall expire on March 31, 2031.

PASSED AND ADOPTED by the Board of Supervisors of the County of Sonoma, State of California, on July 18, 2006, by the following vote:

**SUPERVISORS:**

Brown: \_\_\_\_\_ Kerns: \_\_\_\_\_ Smith: \_\_\_\_\_ Relly: \_\_\_\_\_ Kelley: \_\_\_\_\_  
 Ayes: 5 Noes: \_\_\_\_\_ Abstain: \_\_\_\_\_ Absent: \_\_\_\_\_

**SO ORDERED.**

By: s/ Paul L. Kelley  
 Chairman, Board of Supervisors  
 County of Sonoma, State of California

**ATTEST:**

By: s/ Eeve T. Lewis  
 County Clerk and Ex-officio Clerk of the  
 Board of Supervisors of said County

**FULL TEXT OF MEASURE F, CONT.**

**EXHIBIT A**

**AGRICULTURAL PRESERVATION  
 AND OPEN SPACE 2006 EXPENDITURE PLAN**

The purpose of this expenditure plan is to implement the Sonoma County General Plan and the general plans of the County's incorporated cities by preserving agricultural land use and open space. This purpose will be accomplished primarily through the purchase of development rights from willing sellers in areas of the County which are designated in the County and cities' General Plan open space elements and may include the purchase of fee interests for outdoor public recreation where the public use would not be inconsistent with the open space designations listed below.

The open space designations eligible for protection under this expenditure plan include community separators, greenbelts, scenic landscape units, scenic corridors, agriculturally productive lands, biotic habitat areas, riparian corridors and other areas of biotic significance, and other open space projects.

1. Community separators and greenbelts are lands that function as open space to separate cities and other communities and protect city and community identity by providing visual relief from continuous urbanization. These lands are frequently subject to development pressures, and therefore, have been identified as priority sites for acquisition to prevent urban sprawl, to retain the rural and open character of the county and to preserve agricultural uses.

2. Scenic landscape units and scenic corridors are areas of high scenic quality including natural landscapes and backdrops that provide visual relief from urban densities and maintain the open nature of the County.

3. Agriculturally productive lands include working farms and ranches and other lands used for the production of food, fiber, and plant materials and the raising and maintaining of livestock and farm animals.

4. Biotic habitat areas, riparian corridors, and other areas of biotic significance include freshwater and tidal marshes, wetlands, special status species locations, woodlands and forests, wildlife habitat corridors and lands along creeks and streams critical to protecting fisheries and water quality. These sensitive natural areas require protection, restoration, and resource-management, and include the Petaluma River, Laguna de Santa Rosa, Russian River, Sonoma Creek and San Pablo Baylands.

5. Other open space projects include, but are not limited to, urban open space and recreation projects within and near incorporated areas and other urbanized areas of Sonoma County. Funds for these projects shall be available to cities, the County and other entities through a matching grant program, with preference given to acquisition and development projects that link communities. Examples of these projects include creek restoration and enhancement, such as along the Petaluma River, Santa Rosa Creek, and Laguna de Santa Rosa, trails, athletic fields, and urban greenspace.

6. Operation and maintenance of land includes limited funding for initial public access, operation and maintenance of recreational lands purchased in accordance with this Plan. No more than 10 percent of total revenues generated over the life of the Measure shall be made available for operation and maintenance purposes.

## VOTER'S PAMPHLET

### MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

#### COUNTY OF SONOMA MEASURE F

**F** Sonoma County Open Space, Clean Water and Farmland Protection Measure. To preserve natural lands from development; protect working farms and ranches; protect drinking water sources; improve water quality in lakes, rivers and streams; create and improve parks and trails; and preserve the coastline and beaches, shall the current quarter-cent sales tax, funding the Sonoma County Agricultural Preservation & Open Space District, be continued for twenty years, and bonds authorized to finance projects, with required independent audits and citizen oversight without increasing taxes?

#### COUNTY COUNSEL'S IMPARTIAL ANALYSIS OF MEASURE F

Currently, the Sonoma County Agricultural Preservation and Open Space Authority imposes a 1/4 cent transactions and use tax on retail sales in the county. The proceeds of this tax, which was first imposed in 1991, have been used to purchase properties such as Taylor Mountain, Montini Ranch, Tolay Regional Park, and Saddle Mountain. In addition, tax revenue has been used to purchase conservation easements over thousands of agricultural and open space acres to preserve open space in community separators and agricultural properties in the community.

The current tax will expire in 2011. The proposed measure would extend the tax an additional 20 years. The tax would continue to be collected as it is now, in the same manner as state-imposed sales tax.

The measure would also revise the existing Expenditure Plan, which governs how the funds raised by the sales tax can be spent. Since this is a special purpose tax, monies collected will be placed in a special fund and can be spent only for the purposes set out in the measure and the Expenditure Plan. These purposes include preservation of community separators and greenbelts (lands that function as open space to separate cities and other communities); preservation of scenic landscapes and corridors (areas of high scenic quality including natural landscapes and backdrops); preservation of agriculturally productive lands (including working farms and ranches); protection of biotic habitat areas, riparian corridors and other areas of biotic significance (including areas of freshwater and tidal marshes, wetlands, wildlife habitat corridors and lands along creeks and streams critical to protecting fisheries and water quality); other open space projects (such as urban open space and recreation projects within or near incorporated areas); and support of operation and maintenance of recreational lands that were purchased in accordance with the Expenditure Plan (limited to 10 percent of total revenues for this purpose).

The measure requires that the County Auditor prepare annual reports for the Board of Supervisors stating the amount of money collected, the amount spent that year, and the status of any projects funded by the tax. These reports would be public records. In addition, the Sonoma County Open Space Authority would provide independent fiscal oversight over how the money raised by the tax is spent.

The measure also authorizes the County to issue bonds or enter into lease-purchase agreements, to be paid off with the tax revenue, to take advantage of purchase opportunities from willing sellers as they become available. Any bonds issued would be paid back with the proceeds of the tax.

If two-thirds of the voters in the County who vote on this measure vote "yes," the measure will pass and the special tax will be levied.

STEVEN WOODSIDE  
County Counsel

By: s/ Kathleen Larocque  
Deputy County Counsel

#### COUNTY AUDITOR'S FISCAL IMPACT STATEMENT — MEASURE F

##### Revenues:

This measure does not increase the current sales tax. This measure continues the current Open Space sales tax collected in Sonoma County of 1/4 of one percent (.25%) for twenty years after March 31, 2011 for open space eligible for protection under the Agricultural Preservation and Open Space 2006 Expenditure Plan. Open space that is eligible for protection, under this Plan, include community separators, greenbelts, scenic landscape units, scenic corridors, agriculturally productive lands, biotic habitat areas, riparian corridors and other areas of biotic significance, and other open space projects.

Based on current sales tax collections, historical annual growth in sales tax, and the assumption that the tax will remain in effect for twenty (20) years, the Auditor-Controller estimates the sales tax collected, annually, under this measure will be approximately \$17 million to \$30 million.

Proceeds from this sales tax shall be deposited into the Open Space Special Tax Account and shall be spent only to implement the projects in the 2006 Expenditure Plan below. The County Auditor shall prepare and file, annually, with the Board of Supervisors reports containing amounts of funds collected and expended and the status of any project(s) required or authorized to be funded. Fiscal oversight will be provided by the Sonoma County Open Space Authority.

##### Expenditures:

The revenues generated by this measure are available solely for open space eligible for protection set out in the Agricultural Preservation and Open Space 2006 Expenditure Plan, and summarized below:

1. Community Separators and greenbelts are lands that function as open space to separate cities and other communities.
2. Scenic landscape units and scenic corridors are areas of high scenic quality including natural landscapes and backdrops.
3. Agriculturally productive lands include working farms and ranches and other lands used for the production of food, fiber, and plant materials and the raising and maintaining of livestock and farm animals.
4. Biotic habitat areas, riparian corridors, and other areas of biotic significance include freshwater and tidal marshes, wetlands, special status species locations, woodlands and forests, wildlife habitat corridors and lands along creeks and streams critical to protecting fisheries and water quality.
5. Other open space projects include urban open space and recreation projects within Sonoma County.
6. Operation and maintenance of land includes limited funding for initial public access, operation and maintenance of recreational lands purchased per this Plan. Limited to 10% of total revenues.

##### Bonds:

This measure includes the authorization to issue limited bonds and, from time to time, enter into lease-purchase agreements with the County's Treasurer. The maximum indebtedness, including issuance cost, interest, and debt structure costs shall not exceed the total amount of proceeds from this sales tax.

In accordance with the Election Code, the scope of this fiscal impact analysis has been limited to the measure's effect on revenues and expenditures. It does not address larger countywide fiscal issues such as the measure's effect on the overall County economy.

s/ Rod Dole  
Sonoma County Auditor-Controller-Treasurer-Tax Collector

**VOTER'S PAMPHLET**

**MEASURES, ANALYSES AND ARGUMENTS**

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

**ARGUMENT IN FAVOR OF MEASURE F**

As Sonoma County grows, Measure F is a unique opportunity to protect our quality of life now, and for future generations. Measure F will permanently protect lands threatened by development and preserve water quality, rivers, streams, working farms and natural areas — with no increase in taxes.

Measure F will continue funding the Sonoma County Agricultural Preservation and Open Space District, responsible for preserving over 68,000 acres of clean water sources, scenic vistas, wildlife habitat, working farms and vineyards, parks and trails since its establishment by voters in 1990. Every district purchase is subject to community and taxpayer oversight — ensuring that public funds are spent wisely and efficiently. Every landowner is a willing seller and eminent domain is prohibited.

Measure F will protect open space, clean water, family farms and our quality of life by: protecting important rivers, streams, lakes and groundwater to preserve drinking water quality in our communities for future needs; preserving beaches and coastal lands; conserving natural areas and open space, including those where children can be educated about nature and wildlife conservation; preserving working farms, ranches, orchards and vineyards; protecting fish and wildlife habitat; protecting oak woodlands, grasslands and redwood forests to improve air quality; helping create and maintain parks in and near urban areas; and protecting natural, scenic areas from growth and development.

Remember, Measure F is not a tax increase — it will simply continue an existing tax. Measure F has a strict 20-year time limit, requires citizen oversight and ensures that all expenditures are subject to independent annual audits.

We must act now to protect Sonoma County's natural areas, clean water, farms and wildlife. The longer we wait, the more expensive it will be to protect what is left. Please join us in voting yes on Measure F. For more information visit [www.FriendsOfSonomaCounty.org](http://www.FriendsOfSonomaCounty.org)

s/ Dante B. Benedetti  
Chairman Clover-Stornetta Farms

s/ Bill Cogbill  
Sheriff-Coroner

s/ Mary H. Hafner  
Director, Sonoma Land Trust

s/ Patrick W. Kilkenny  
Business Leader/Retired Banker

s/ Wanda Tapia  
Chair, Latino Service Providers

**REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE F**

Open Space District officials trumpet their "protection" of lands. What alert taxpayers ought to ask is what would the use of these lands be now, or in 20 or 40 years had the District not acquired them? Many people would conclude that most of the acquired lands would be used largely the same as they are today. Why should taxpayers spend limited resources to protect land already protected by overlapping regulations that limit the allowable uses? Many of these properties have no practical alternative uses from their present use, and most are under no threat of development. The use of \$200,000,000 of taxes for these purposes over the past 15 years amounts to possibly the greatest boondoggle in Sonoma County history.

Maintaining the rural character of Sonoma County and preventing run-on communities like other areas in California is a laudable goal. The good news is we already have voter based urban growth boundaries in every city except Cloverdale, and the General Plan and existing zoning laws have appropriate controls on how all lands in the County can be used.

With all the more pressing needs for local governments, let's stop wasting money protecting that which does not need further protecting.

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Jack Atkin, President

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Fred H. Levin, Executive Director

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ John E. Abercrombie, Treasurer

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Timothy J. Hannan

**ARGUMENT AGAINST MEASURE F**

The measure to renew the Open Space District and associated tax does not deserve voters' support. Over the past 15 years the Open Space District has largely wasted over \$200 million and achieved little measurable benefits for Sonoma County residents.

Let's be clear; there is no objection to maintaining land for agriculture, open space, green belts or for recreation. The point is that taxpayers don't have to buy the land or easements on the land to achieve these worthy goals. Cities and the County already have many tools at their disposal to accomplish these objectives. These tools include the General Plan, zoning laws that specify how land with various zoning classifications can be used. In addition every city in Sonoma County except Cloverdale has voter passed urban growth boundaries that limit the ability of those cities to expand urban development outside those boundaries.

We ask, how does purchase of an agricultural easement make sense for a farm that is designated for agricultural use in the general plan, is zoned only for agriculture and is far outside any city's urban growth boundary? Does buying forestland that is already designated a scenic resource in the General Plan and for which there is no practical other use and no conceivable threatened development represent an efficient use of limited public resources?

Future generations deserve the right to decide for themselves, by majority rule, the best use of the lands in Sonoma County. Acquisition of land and restrictive easements has the undemocratic effect of allowing today's citizens to make land use decisions for all future generations.

To spend taxpayer resources on "protecting" land that does not need protecting is simply a waste. With all the real needs of government for funds, we do not have the luxury of wasting any funds while real needs go unmet.

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Jack Atkin, President

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Fred H. Levin, Executive Director

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ John E. Abercrombie, Treasurer

SONOMA COUNTY TAXPAYERS' ASSOC.  
s/ Timothy J. Hannan, Vice President

**REBUTTAL TO ARGUMENT AGAINST MEASURE F**

It's unfortunate that the Taxpayers Association is misleading voters regarding Measure F and the many benefits the Sonoma County Agricultural Preservation and Open Space District has brought to Sonoma County. Please review the facts for yourself: an independent citizen panel (The Grand Jury of Sonoma County) recently reviewed the District's preservation plan for critical natural areas and found: "The plan is well founded and an excellent means of selecting potential acquisitions."

Unlike zoning, general plan updates and urban growth boundaries that can be changed by elected officials, the District's easements and acquisitions permanently protect water sources, open space and farmland from poorly planned development. The District has permanently preserved over 69,000 acres of clean water sources, scenic vistas, wildlife habitat, working farms, parks and trails since its establishment by voters in 1990 — land that otherwise might have been lost to development. More from the Grand Jury's review: "...[We are] satisfied that ... the funds which are available to the District are being used in an effective manner to preserve the scenic beauty and the agricultural heritage of Sonoma County."

Remember, Measure F has a strict 20 year time limit, will permanently protect lands threatened by development and preserve water quality, rivers, streams, working farms and natural areas-with no increase in taxes. Measure F includes community and taxpayer oversight and independent annual audits of all expenditures to ensure that every dollar is spent wisely. Please join us along with business, environmental, agricultural, labor and community organizations in supporting Measure F.

s/ Karen Collins, Chair  
County Parks Commission

s/ Carol Kneis  
Petaluma Chamber President

s/ Saralee McClelland Kunde  
Farmer-Grape Grower

s/ Peter V. Leveque, Past President  
Madrone Audubon

s/ Steve Rabinowitch  
Santa Rosa Councilmember/SRJC Instructor

**VOTER'S PAMPHLET**  
**MEASURES, ANALYSES AND ARGUMENTS**

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

**COUNTY OF SONOMA**  
**MEASURE L**

**L SONOMA COUNTY TOURIST TAX:** To address the impacts of tourists by investing in roads, emergency response, workforce housing for families and veterans, water quality protection, and other County services, shall Sonoma County increase the transient occupancy tax from 9% to 12%, until repealed, and paid only by guests staying overnight at lodging facilities within the unincorporated area, in line with many neighboring cities and counties, providing \$4 million annually to local County services, subject to annual audits?

**COUNTY COUNSEL'S IMPARTIAL ANALYSIS OF MEASURE L**

Measure L asks voters whether the County should increase its transient occupancy tax which is assessed on persons occupying lodging for a period of thirty consecutive days or less. The tax applies to various types of lodging, including vacation rentals, hotels, motels, recreational vehicle parks, and campgrounds. The tax is collected by the lodging operator and remitted to the Sonoma County Tax Collector.

For over two decades, the transient occupancy tax rate in the unincorporated area of Sonoma County has been nine percent, or nine cents on each dollar of the rate charged. If approved, this measure will amend the current transient occupancy tax ordinance to increase the transient occupancy tax rate in the unincorporated area of Sonoma County to twelve percent, or twelve cents on each dollar of the rate charged.

The transient occupancy tax is a general tax. Revenues from the transient occupancy tax rate increase may be used for general governmental purposes, including those to offset the impacts of tourists, road maintenance, emergency response services, fire safety, workforce housing for families and veterans, water quality protection, and other County services. In the past, approximately 75 percent of the amount collected has been appropriated under the guidelines of the County Advertising and Promotions Program.

State law permits a county to levy a tax on guests occupying temporary lodging located in the unincorporated area of the county. This measure would increase the transient occupancy tax rate only as to lodging in the unincorporated area of Sonoma County. The measure would not change the transient occupancy tax rate for lodging located within incorporated cities. Transient occupancy rates currently applicable in the cities of Sonoma County vary from nine to twelve percent.

The ordinance increasing the transient occupancy tax rate from nine to twelve percent will become effective only if approved by a majority of those voting on the measure.

A "yes" vote on Measure L will authorize the County to increase the transient occupancy tax by three-percent increase as described above, and the new tax rate would take effect on January 1, 2017.

A "no" vote will not increase the tax rate, and the County will continue to collect the transient occupancy tax at its current rate.

The Sonoma County Board of Supervisors unanimously approved the ordinance to increase the existing transient occupancy tax and voted to place Measure L on the ballot for voter approval. The full text of Measure L follows this analysis.

BRUCE D. GOLDSTEIN  
 County Counsel

By: s/ Robert Pittman  
 Chief Deputy County Counsel

**COUNTY AUDITOR'S FISCAL IMPACT STATEMENT — MEASURE L**

This measure would increase the Transient Occupancy Tax (TOT) Rate from 9 percent to 12 percent within the unincorporated areas of the County.

Transient Occupancy Tax is a charge added to the billing for lodging at a motel, hotel, bed and breakfast, or other lodging facility for guests staying fewer than 30 consecutive nights. Currently, the lodging billing includes a charge of 9%, or \$9 on a \$100 room rate. This measure would increase the charge to 12%, or \$12 on a \$100 room rate.

This proposed 3% rate increase will generate approximately \$4.8 million in additional annual revenues. This revenue increase could fluctuate depending on the lodging occupancy, room rates, and/or the number of lodging facilities available in the unincorporated areas of the County.

Through the annual budget process and public hearings required by State law, these increased revenues would be budgeted for general governmental expenditures. Per the Sonoma County Board of Supervisors' Advertising and Promotions Policy, 75% of TOT revenue is to be used to encourage tourism, agriculture, and economic development in the County by supporting a series of promotional, community, and cultural activities. The remaining 25% of the revenue is to be used for County services such as public safety and law enforcement, health services, and public facilities.

In accordance with the Elections Code, the scope of this fiscal impact analysis has been limited to the measure's effect on revenues and expenditures. It does not address larger countywide fiscal issues such as the measure's effect on the overall County economy.

s/ Donna M. Dunk  
 Sonoma County Auditor-Controller-Treasurer-Tax Collector



**VOTER'S PAMPHLET**  
**MEASURES, ANALYSES AND ARGUMENTS**

(whichever is applicable to your ballot)  
 Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

**FULL TEXT OF MEASURE L**

Exhibit A

**ORDINANCE NO. ( )**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, AMENDING THE PROVISIONS OF SECTION 12-11 OF THE SONOMA COUNTY CODE TO INCREASE THE TRANSIENT OCCUPANCY TAX RATE FROM NINE (9) PERCENT TO TWELVE (12) PERCENT**

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

**Section 1. Amendment of Sonoma County Code Section 12-11.**

Section 12-11 of the Sonoma County Code is amended to read as follows:

"Section 12-11. Imposition of tax-payment of tax by transient.

For the privilege of occupancy at any lodging, each transient is subject to and shall pay a tax in the amount of twelve (12) percent of the rent charged. Said tax constitutes a debt owed by the transient to the county which is extinguished only by payment to the Operator or to the county. The transient shall pay the tax to the Operator of the lodging at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space at the lodging. It is the responsibility of the Operator to collect the tax. If, for any reason, the Operator fails to collect the tax due at the time the rent is collected, the Operator becomes liable for the tax due."

**Section 2. Nature of Tax.**

If approved by a majority of the electorate voting on the measure, the ordinance will increase the transient occupancy tax rate from nine (9) percent to twelve (12) percent of rent charged. The transient occupancy tax is a tax imposed upon transients for the privilege of occupying lodging located within the unincorporated territory of Sonoma County. The tax increase would be collected by operators, in the same manner as the current transient occupancy tax is collected. The collection of the tax from operators would be administered by the Sonoma County Tax Collector as provided in Chapter 12, Article III of the Sonoma County Code.

**Section 3. General Tax.**

The transient occupancy tax imposed by this ordinance is a general tax within the meaning of Government Code §53721 and Article XIII C, §1(a) of the California Constitution. The revenue generated by this general tax is available for general governmental purposes. To that end, the Auditor-Controller is instructed to deposit the revenue from the tax into the County General Fund and to include her estimate of the revenue from this general tax, together with her estimates of other revenue sources, in the tabulation that she is annually required to prepare by Government Code §29060. The revenue from this general tax shall be available to the Board of Supervisors for annual appropriations in the County's budget for any lawful expenditure. Nothing in this ordinance nor in any other ordinance, advisory measure, resolution, or policy shall be construed as limiting, in any way, the amount or the objects of the appropriations and expenditures that can be made from the revenue of the tax nor be construed as creating a continuing appropriation.

**Section 4. Severability.**

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

**Section 5. Election.**

An election shall be held on November 8, 2016, on the issue of increasing the transient occupancy tax rate from nine (9) percent to twelve (12) percent.

**Section 6. Effective and Operative Dates.**

This ordinance shall take effect immediately upon its adoption by a majority of the electorate voting on the ordinance at the November 8, 2016, general election. The operative date of Section 1 shall be January 1, 2017.

**Section 7. Compliance with the California Environmental Quality Act (CEQA).**

Pursuant to CEQA Guidelines Section 15378(b)(4), adoption of this ordinance as a government funding mechanism is not a project subject to the requirements of CEQA.

In regular session of the Board of Supervisors of the County of Sonoma introduced on the 19th day of July, 2016, and finally passed and adopted this 9th day of August, 2016, on regular roll call of the members of said Board by the following vote:

**SUPERVISORS:**

Gorin: \_\_\_ Rabbit: \_\_\_ Zane: \_\_\_ Gore: \_\_\_ Carrillo: \_\_\_

Ayes: \_\_\_ Noes: \_\_\_ Absent: \_\_\_ Abstain: \_\_\_

**WHEREUPON**, the Chair declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
 Chair, Board of Supervisors  
 County of Sonoma

ATTEST:

\_\_\_\_\_  
 Veronica Ferguson, County Clerk and  
 Clerk of the Board of Supervisors

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

### COUNTY OF SONOMA MEASURE M

**M** To improve and protect Sonoma County's regional and neighborhood parks; safeguard water supplies, streams, rivers; reduce future wildfire risk; preserve fish and wildlife habitat; conserve natural areas for future generations; support community health and expand walking, hiking, and biking trails; shall Sonoma County establish a one-eighth cent special transaction and use tax (sales tax) countywide for a ten-year period, providing approximately \$11.5 million annually, with citizens' oversight and annual audits?

#### COUNTY COUNSEL'S IMPARTIAL ANALYSIS OF MEASURE M

Measure M asks voters whether the County should impose a one-eighth of one percent special sales tax countywide for a period of ten years to fund improvements and maintenance for both Sonoma County Regional Parks and local city parks. These improvements include water quality protection projects and fire safety measures listed in the Expenditure Plan attached to the Measure. If approved, Measure M would impose a special tax that will provide approximately \$11,500,000 annually. As a special tax, funds may be used only for the specific purposes set forth in the full text of the Measure published in this ballot pamphlet. The tax money will be placed in a special fund maintained in the County Treasury, and will be audited annually by an independent accountant.

The Expenditure Plan lists four categories of projects for funding, including: support for local city parks and recreation needs; investment in maintenance, safety, and recreation services for County regional parks, trails, and open space preserves; improving access to County regional parks, trails, and open space preserves; protecting natural resources; and improving waterways and water quality. Specific projects in each of these categories are listed in the Expenditure Plan. The Expenditure Plan provides that tax proceeds will be used to supplement existing funding for all benefited agencies and will not be used to supplant an agency's historical general fund support except during limited specified circumstances. If legal environmental review, such as under the California Environmental Quality Act (CEQA) or other applicable law, is required for any particular project, the Plan provides that it be performed before the project is undertaken.

If voters approve Measure M, the Board of Supervisors will establish an independent Citizens' Oversight Committee to review the receipts and expenditures from the tax. The Committee will produce an annual oral or written report for the Board of Supervisors and respective city councils setting forth the Committee's finds and conclusions. Any written report will be available as a public record. Each year, Regional Parks and each incorporated city are required to prepare a report detailing the prior fiscal year's activities related to the tax and projects funded by the tax.

The tax proposed by the ordinance will become effective only if approved by a two-thirds majority of those voting on the measure.

A "yes" vote on Measure M will authorize the County to increase the sales tax rate one-eighth percent, or one-eighth cent on each dollar countywide.

The new rate would go into effect on April 1, 2019, and remain in effect until March 31, 2029. The proposed sales tax would be imposed and collected by merchants in the same manner as existing sales tax. The ordinance would raise the County's spending limit for the maximum period allowed by law to allow the County to spend the revenue raised by the tax.

A "no" vote on Measure M will prohibit the County from imposing the proposed sales tax.

The Board of Supervisors unanimously voted to place this measure on the ballot. The full text of Measure M, including the Expenditure Plan, follows this analysis.

BRUCE D. GOLDSTEIN  
County Counsel

By: s/ Robert Pittman  
Assistant County Counsel

### COUNTY AUDITOR'S FISCAL IMPACT STATEMENT — MEASURE M

This measure would increase the sales tax collected in Sonoma County by one-eighth of one cent per dollar (0.125%) on all taxable sales occurring in Sonoma County.

Based on records from the California State Board of Equalization for the period of July 2017 through June 2018, the additional sales tax rate of 0.125% would yield approximately \$12.3 million each year for Sonoma County Regional Parks, Trails, Open Space Preserves, and Local City Parks.

Under the Expenditure Plan for this measure, 66.7% of net proceeds would be allocated to Sonoma County Regional Parks and 33.3% would be allocated among the incorporated cities in Sonoma County. Over the 10 year life of the measure, County and City parks would receive approximately \$123.0 million in additional funding.

The first proceeds from the measure would be realized in June 2019, with the first full year of revenues impacting the budget for fiscal year 2019-2020. Based on the fiscal year 2018-2019 adopted budget for the Sonoma County Regional Parks department, revenues (including use of fund balance and General Fund contributions) with the measure in place would increase by 28.0%, or \$8.20 million.

The cities' 33.3% portion of net proceeds under this measure would be distributed to all incorporated cities based on their pro rata share of population in incorporated Sonoma County cities. Based on this method, annual estimated revenue increases would be as follows:

Santa Rosa	\$	2,025,500
Petaluma		711,600
Rohnert Park		494,700
Windsor		318,400
Healdsburg		136,900
Sonoma		129,200
Cloverdale		103,600
Sebastopol		88,400
Cotati		87,600
Cities Total	\$	4,095,900

#### Expenditures:

The Expenditure Plan provides for investment into four program categories. The expenditure categories and revenue allocation percentage are noted below.

- (1) Support local city parks and recreation needs – 33.3%;
- (2) Invest in maintenance, safety and recreation services in Sonoma County Regional Parks, trails, and open space preserves – 25.0%;
- (3) Improve access to Sonoma County Regional Parks, trails, and open space preserves – 23.4%; and
- (4) Protect natural resources in Sonoma County Regional Parks, trails, and open space preserves – 18.3%.

The proceeds from the measure should not be used to supplant an agency's historic general fund contribution in support of the operating cost for providing its park and recreation programs, facilities, and services. Other than during times of financial downturn or other unexpected event, general fund contributions, adjusted for onetime funding, should not be less than allocated for the previous fiscal year.

The Board of Supervisors shall establish a citizens' oversight committee to provide transparency and ensure fiscal accountability.

If the election is successful, the County will be reimbursed for the cost of the election from the proceeds of the tax.

In accordance with the Elections Code, the scope of this fiscal impact statement has been limited to the measure's effect on revenues and expenditures. It does not address larger countywide fiscal issues such as the measure's effect on the overall County economy.

s/ Erick Roeser  
Auditor-Controller-Treasurer-Tax Collector

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

### ARGUMENT IN FAVOR OF MEASURE M

Vote Yes on Measure M to maintain and improve Sonoma County parks; promote resilience to fire; provide clean water, wildlife, and fish habitat; and enhance opportunities to hike, bike, camp, and enjoy the outdoors. Measure M has a detailed plan to renovate older parks, protect natural areas, reduce future wildfire risks, expand trails, and preserve access for future generations to get outdoors.

Measure M invests in our community by maintaining city and county parks. It helps us provide and improve public access to the coast, lakes and rivers, and miles of trails connecting our neighborhoods. Incredible parks like Spring Lake, Doran, Helen Putnam, Taylor Mountain, Riverfront, and Ragle Ranch will be stewarded for our community's shared health, wellness and connection to the natural world.

Park use and acreage have increased dramatically over the past several years but funding has not kept pace. Measure M represents a modest but significant investment in managing public safety, repairing parks infrastructure, and taking care of our parks.

Lands acquired for parks will be developed, improved and fully opened more quickly with support from Measure M.

Funds from Measure M may only be used for our parks. An independent citizen oversight committee and annual audits will ensure that every penny is used for voter approved parks only purposes. To receive the funds, agencies must maintain previous funding levels for parks.

Protect Sonoma County's parks for future generations so our children and grandchildren can enjoy our parks just as we do. Vote Yes on M.

s/ Caryl Hart PhD  
Former Regional Parks Director

s/ Herman J. Hernandez  
Latino Community Leader

s/ Peter A. Lang  
Safari West Founder

s/ Tony Crabb  
Puma Springs Vineyard Owner

s/ Sue Conley  
Cowgirl Creamery Co-founder

### NO REBUTTAL WAS SUBMITTED TO ARGUMENT IN FAVOR OF MEASURE M

### ARGUMENT AGAINST MEASURE M

This is the second county parks tax measure brought before voters in as many years, the first having been rejected in 2016. This measure has been tweaked from its 2016 sibling in ways arguably more appealing to voters. Unfortunately, the core defect that caused voters to reject the measure in 2016 remains.

Excess pension costs and the board of supervisors' inability reign in these costs has led to the steady march of sales tax measures paraded before voters every election cycle. In addition to the rejected parks tax measure two years ago, voters were asked in that same election to approve additional taxes for libraries and increased hotel bed taxes. Two years earlier, voters were asked to approve sales tax increases for road repairs. Even now, plans are being laid for additional sales tax requests in 2020, one for fire protection services and a second for continued Highway 101 widening

Why, you might ask, are all these vital government services required to come hat in hand before voters every year asking for additional funding? The Independent Citizens Pension Advisory Committee, made up of independent county residents appointed by the board of supervisors to evaluate the county's pension reform efforts to date, reported in 2016 that the county spent \$269 million in excess pension costs over the past ten years. That was money that should have been used for libraries, parks, road repairs and fire services.

Until the board of supervisors musters the necessary will to address skyrocketing pension costs that sap our ability to fund every other vital government function, voters will continue to be asked to approve more and more tax increases. And until the supervisors get serious about pension reform, we cannot support giving them any more money.

Vote no on Measure M.

SONOMA COUNTY TAXPAYERS ASSOCIATION  
s/ Daniel A. Drummond, Executive Director

### REBUTTAL TO ARGUMENT AGAINST MEASURE M

Yes on Measure M to support parks.

Measure M is a modest investment that provides a stable source of parks funding and prevents future cuts in services and fee increases.

Measure M is the result of years of work by parks staff and supporters and reflects the priorities and feedback of hundreds of civic leaders and thousands of community members. Parks are core to our county's quality of life and contribute to our communities' immediate recovery and long-term resilience.

County and city parks are seeing a steady increase in visitation at the same time that facilities are aging and in need of repair. Regional Parks has a significant maintenance backlog for parks built decades ago. City parks are in a similar situation. This measure provides resources to increase public safety in our parks while preserving natural resources, reducing the threat of wildfires, repairing existing parks, and creating access to new parks and trails.

Measure M funding cannot be used to meet any other county need or obligation and would not affect any current pension liability.

Sonoma County is one of a very few Bay Area counties without dedicated parks funding. Measure M will support our county's regional and city parks, allowing them to address critical needs and preserve the integrity of our parks for our children and grandchildren. This funding puts us on par with other counties and allows us to pursue newly available matching state funds under Prop 68.

Sonoma County's parks benefit everyone. Vote Yes on M

s/ Sylvia Lemus  
Community Leader, HR Professional

s/ Leland Fishman  
Businessman, Community Leader, Rotarian

s/ Karen Collins  
Sonoma County Parks Commissioner

s/ Dr. Ari Hauptman  
Pediatrician, Parks Foundation Director

s/ Steve Rabinowitch  
SRJC Instructor, Former Councilmember

**MEASURES, ANALYSES AND ARGUMENTS**

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

**FULL TEXT OF MEASURE M**

**ORDINANCE NO. 6238**

AN ORDINANCE OF THE

BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA,

IMPOSING A TRANSACTIONS AND USE TAX TO BE

ADMINISTERED BY THE CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

The Board of Supervisors of the County of Sonoma, State of California, ordains as follows:

Section 1. TITLE. This ordinance shall be known as the Sonoma County Parks Improvement, Water Quality, and Fire Safety Measure Transactions and Use Tax Ordinance. The County of Sonoma, hereinafter shall be called "County." This ordinance shall be applicable in the incorporated and unincorporated territory of the County.

Section 2. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

Section 3. PURPOSE. This ordinance is adopted to achieve the following, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.5 of Part 1.7 of Division 2 which authorizes the County to adopt this tax ordinance which shall be operative if a (2/3) majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefor that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.
- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.
- E. To establish a local funding source for Sonoma County Regional and local City Park deferred maintenance, improvement, programs for youth and

adults, and wild land fire prevention as set out in detail in the expenditure plan ("Expenditure Plan") adopted as part of this Ordinance.

- F. Park maintenance and improvements are essential to protecting parks, picnic areas, natural areas, water quality, wildlife and fish habitat, hiking and biking trails, sports fields, playgrounds and other recreational opportunities for future generations.
- G. Sonoma County and Cities own thousands of acres of parkland that could be opened and made accessible to the public through this investment, allowing for more hiking, biking and horseback riding trails, picnic areas, campgrounds and athletic facilities for Sonoma residents to visit and enjoy.
- H. The proposed tax would encourage interagency efforts to promote recreation, health, agricultural viability, protection of watersheds, promotion of biodiversity and economic vitality consistent with the County's mission of investing in beautiful, thriving and sustainable communities for all and enriching the quality of life in Sonoma County.
- I. The proposed tax would provide needed funding to enable Sonoma County Regional and City Parks to (i) fund currently unfunded deferred maintenance of existing infrastructure, and (ii) redevelop existing facilities and install new infrastructure that would make Sonoma County Regional / City parks more sustainable in accordance with the attached expenditure plan.

Section 4. CONTRACT WITH STATE. Prior to the operative date, the County shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the County shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 5. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated and unincorporated territory of the District at the rate of 1/8th percent of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

Section 6. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or their agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 7. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the District of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of 1/8th percent of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

**CONT. NEXT PAGE**

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

Arguments in support of, or in opposition to, the proposed laws are the opinions of the authors.

### FULL TEXT OF MEASURE M, CONT.

Section 8. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this County shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, California Department of Tax and Fee Administration, State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against this County or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.
3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
  - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;
  - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "District" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

Section 10. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

Section 11. EXEMPTIONS AND EXCLUSIONS.

- A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the County in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.
  2. Sales of property to be used outside the District which is shipped to a point outside the District, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the District shall be satisfied:
    - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-District address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
    - b. With respect to commercial vehicles, by registration to a place of business out-of-District and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
  3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.
  4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.
  5. For the purposes of sub-paragraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this District of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
  2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.
  3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

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## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

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### FULL TEXT OF MEASURE M, CONT.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.
5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
6. Except as provided in subparagraph (7), a retailer engaged in business in the District shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the District or participates within the District in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the district or through any representative, agent, canvasser, solicitor, subsidiary, or person in the District under the authority of the retailer.
7. "A retailer engaged in business in the District" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the District.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property, the storage, use or other consumption of which is subject to the use tax.

Section 12. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 13. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the County, or against any officer of the State or the County, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 14. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 15. EFFECTIVE DATE. This ordinance relates to the levying and collecting of the District transactions and use taxes and shall take effect immediately.

Section 16. TERMINATION DATE. The authority to levy the tax imposed by this ordinance shall expire March 31, 2029.

Section 17. ELECTION COSTS. Payment for the costs of the election shall be the responsibility of the County. If the election is successful, the County shall be reimbursed for the cost of the election from the proceeds of the tax.

Section 18. CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION COSTS. Payment for the costs of contracting with the California Department of Tax and Fee Administration for administration of the tax shall be the responsibility of the County. If the election is successful, the County shall be reimbursed for any fee charged by the California Department of Tax and Fee Administration from the proceeds of the tax.

Section 19. INCREASE OF THE APPROPRIATIONS LIMIT. The appropriations limit of the County shall be increased by the amount of revenue anticipated to be collected by the County from the transactions and use tax to allow spending of the tax for the period allowed by law.

Section 20. ADOPTION OF THE EXPENDITURE PLAN. The Board hereby adopts the attached Expenditure Plan, which is incorporated into this Ordinance by reference.

Section 21. INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE AND ANNUAL AUDIT. As further defined in Expenditure Plan (Exhibit A) the Board of Supervisors shall establish a citizens' oversight committee to provide transparency and ensure fiscal accountability.

Section 22. COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). Pursuant to the State CEQA Guidelines section 15378(b)(4), adoption of this Ordinance and Expenditure Plan is not a "project" subject to the requirements of CEQA. Prior to the commencement of any project included in the Expenditure Plan, any necessary environmental review required by CEQA shall be completed. Estimated costs in the Expenditure Plan include the cost of such environmental review.

### PASSED AND ADOPTED

In regular session of the Board of Supervisors of the County of Sonoma introduced on the 10th day of July, 2018, and finally passed and adopted this 7th day of August, 2018, on regular roll call of the members of said Board by the following vote:

### SUPERVISORS:

Gorin: Aye Rabbitt: Aye Zane: Aye Hopkins: Aye Gore: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

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### FULL TEXT OF MEASURE M, CONT.

WHEREUPON, the Chair declared the above and foregoing ordinance duly adopted and

**SO ORDERED.**

\_\_\_\_\_  
Chair, Board of Supervisors  
County of Sonoma

ATTEST:

\_\_\_\_\_  
Sheryl Bratton, County Clerk and  
Clerk of the Board of Supervisors

Exhibit A

### EXPENDITURE PLAN

**SONOMA COUNTY PARKS IMPROVEMENT, WATER QUALITY AND FIRE SAFETY MEASURE** The expenditure plan for Sonoma County Parks Improvement, Water Quality, and Fire Safety Measure (“Expenditure Plan”) provides for investment into four program categories. Each program category will receive a percentage share of sales tax revenues, currently estimated at \$115 million (in 2018 dollars) over a 10-year period.

**Project Descriptions**

The Expenditure Plan has four program categories that include specific program areas. The Expenditure Plan calls for a specific percentage of revenue to be allocated to each of the categories and the funding then distributed to the proposed list of program areas.

Cost for the items listed under each expenditure category includes support cost for accounting, planning, reservations and marketing, project management and audits.

The list below does not reflect priority order.

<b>1. SUPPORT FOR LOCAL CITY PARKS AND RECREATION NEEDS - 33.3%</b>	<b>\$38,300,000</b>
Maintain parks and recreation facilities to ensure safe, clean, accessible visitor experiences	
Improve and develop athletic fields, playgrounds, restrooms, picnic areas and visitor amenities	
Create and expand parks, trails, bikeways, public art, and recreation & historical facilities	
Plan and develop bike paths and trails with connections to schools, community spaces and regional trails	
Provide recreation, education and health programs for the community	
Decrease future fire risks, fuel loads and invasive plants on city owned open space parks	
Improve trails along waterways and riparian areas to benefit fish, wildlife habitat and water quality	

<b>2. INVEST IN MAINTENANCE, SAFETY AND RECREATION SERVICES IN SONOMA COUNTY REGIONAL PARKS, TRAILS AND OPEN SPACE PRESERVES – 25%</b>	<b>\$28,750,000</b>
Complete deferred maintenance in parks, trails, parking areas and restrooms	
Improve ongoing maintenance of parks, trails, signs, parking areas, fences and buildings	
Provide recreation, education and health programs	
Build and update playgrounds and natural play areas	
Improve sports fields and active recreation parks	
Improve and expand permanent restrooms, picnic areas, and visitor centers	
Provide environmental and cultural education at visitor centers and community sites	
Complete trails and amenities in existing open space parks	

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

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### FULL TEXT OF MEASURE M, CONT.

<b>3. IMPROVE ACCESS TO SONOMA COUNTY REGIONAL PARKS, TRAILS AND OPEN SPACE PRESERVES – 23.4%</b>	<b>\$26,840,000</b>
Operate and maintain parks to ensure safe, clean, accessible visitor experiences	
Repair and expand regional trails, including Class 1 bike paths	
Enhance access to Sonoma Coast, including expansion of coastal trails	
Improve and expand access to Russian River and Petaluma River	
Provide outdoor education and recreation programs for underserved children, families and seniors	
Update park signs, maps and visitor information	
Plan, develop, operate and maintain new open space parks	
Support expansion of Bay Area Ridge and San Francisco Bay Trails in Sonoma County	

<b>4. PROTECT NATURAL RESOURCES IN SONOMA COUNTY REGIONAL PARKS, TRAILS AND OPEN SPACE PRESERVES – 18.3%</b>	<b>\$21,110,000</b>
Decrease future fire risks, fuel loads and invasive plants	
Improve waterways and riparian areas to benefit fish, wildlife habitat and water quality	
Monitor and manage soil, vegetation and wildlife conditions	
Develop and implement natural resource management plans	
Enhance grazing to improve fire safety and biodiversity	
Protect and interpret natural and cultural resources through educational programs and services	
<b>TOTAL EXPENDITURE PLAN COST OVER 10 YEARS</b>	<b>*\$115,000,000</b>
<b>10 YR Measure – 1/3<sup>rd</sup> to City Parks and Recreation Needs</b>	<b>\$38,300,000</b>
<b>10 YR Measure - 2/3<sup>ds</sup> to Regional Parks</b>	<b>\$76,700,000</b>
<b>*Assumes \$11.5 million per year</b>	

### Oversight and Administration

The implementation of the Sonoma County Parks Improvement, Water Quality, and Fire Safety Measure will be the responsibility of the Sonoma County Regional Parks Department (SCRPD). The SCRPD Director reports to the Sonoma County Board of Supervisors.

### Independent Citizens' Oversight Committee and Annual Audit

The Board of Supervisors shall establish a citizens' oversight committee to provide transparency and ensure fiscal accountability. The committee shall review the receipt and expenditures of the revenue from the transactions and use tax, including the County's annual independent audit. The committee's review shall be completed in conjunction with the County's budget process. The committee shall produce an annual oral or written report on its review which shall be considered by the Board at a public meeting. The committee may provide budget recommendations to the Board and City Councils regarding expenditures from the transactions and use tax. Any written report shall be a public record. The Board shall adopt a resolution regarding the appointment of seven committee members, and any additional duties of the committee. A minimum of two of Committee members will be selected from a list of names submitted by the Mayors of Sonoma County Cities, provided such suggested names are submitted. In the absence of one or both names from City Mayors the Sonoma County Parks Advisory Commission Chair and Vice Chair will serve on the Oversight Committee. Each Board of Supervisor Member will appoint one person to serve on the Citizen's Oversight Committee. Committee members will serve a three year term and are eligible to be reappointed to one additional three year term.

The funds collected from the transactions and use tax ordinance shall be accounted for and tracked by the County Auditor-Controller Treasurer-Tax Collector in four separate funds to facilitate citizen oversight.

The amount generated by this revenue source and how it was used shall be included in the annual audit of the County's financial operations by an independent certified public accountant, which the committee shall review.

To preserve the integrity and independence of the oversight process, the committee's responsibilities shall not include decision-making on spending priorities, financing plans or tax rate projections or assumptions and the committee shall have no authority to direct, nor shall it direct, County or City staff or officials.

### Annual Report

An annual Sonoma County Parks Improvement, Water Quality, and Fire Safety Measure Transactions and Use Tax Ordinance Report shall be prepared by the SCRPD and each city no later than the last day of the sixth month following the end of each fiscal year. The Report shall be submitted to the Citizens' Oversight Committee for review. The Committee will submit their findings and conclusions to the County Board of Supervisors and City Councils. The Report will also be made available to the public. The Annual Report shall detail the prior fiscal year's activities related to the retail transactions and use tax. The Report shall include revenues generated by the Transactions and Use Tax, expenditures (in summary form),

**CONT. NEXT PAGE**

## MEASURES, ANALYSES AND ARGUMENTS

(whichever is applicable to your ballot)

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### FULL TEXT OF MEASURE M, CONT.

funds carried over from previous fiscal years, and any remaining funds to be carried over for expenditure in subsequent fiscal years. The report may also include any future expenditures/projects that the entity is considering and for which they are seeking confirmation of eligibility for use of the proceeds from this Parks measure.

#### California Department of Tax and Fee Administration Costs.

Payment for the costs of contracting with the California Department of Tax and Fee Administration for administration of the tax shall be the responsibility of the County. If the election is successful, the County shall be reimbursed for any fee charged by the California Department of Tax and Fee Administration from the proceeds of the tax.

#### Election and Administration Costs

Payment for the costs of the election shall be the responsibility of the County. If the election is successful, the County shall be reimbursed for the cost of the election from the proceeds of the tax. The annual administrative cost borne by the County's Auditor staff and the California Department of Tax and Fee Administration will be deducted from the annual proceeds from 1/8th percent sales tax before distribution to the cities and the County park department.

#### Allocation of Transaction Tax Proceeds

The net proceeds from the 1/8th percent tax after deduction for California Department of Tax and Fee Administration and the County Auditor-Controller, Treasurer, Tax Collector cost for the administration of the tax shall be distributed as follows: 33.3% of proceeds from the 1/8th percent transaction tax will be distributed to all incorporated cities based on their pro rata share of the most current total population of incorporated Sonoma County cities as provided by the State of California Finance Department. A onetime change over the 10 year term of this measure can be made to the per capita method of distributing the 33.3% share to cities by agreement of a 2/3rds majority of the City Managers or their designee's from each of the incorporated Sonoma County Cities.

#### Maintenance of Effort Requirement

The proceeds from this measure should not be used to supplant an agency's historical general fund(s) contribution in support of the operating (non-capital project) cost for providing its park and recreation programs, facilities and services. Other than during times of financial downturn or other unexpected event, General Fund contributions, adjusted for onetime funding, should not be less than allocated for the previous fiscal year. For purposes of this section a financial downturn is defined as a time where total general fund revenues for the county/city have declined by 1% or more when compared to the previous year.

Tax proceed recipients (cities and county) with reductions to General Funded Parks Departments due to financial downturn will not be deemed as in violation of the maintenance of effort requirement provided the actual amount of General Funds provided for operating Parks and Recreation programs, facilities and services is no less than the lowest amount provided over the three fiscal years of 15/16, 16/17 and 17/18 as shown in those three years' Adopted Budgets. Tax proceed

recipients as part of their budgeting process shall annually determine the budgeted general fund(s) non-capital contributions, adjusted for onetime funding, for parks and recreation uses.

#### Implementation Guidelines

- A. The duration of the tax will be 10 years, beginning on April 1, 2019 and expiring on March 31, 2029.
- B. Environmental reporting, review and approval procedures as provided for under the National Environmental Policy Act, and/or the California Environmental Quality Act, or other applicable laws will be adhered to as a prerequisite to the implementation of any project.
- C. Actual tax proceeds may be higher or lower than estimated in this Sonoma County Parks Improvement, Water Quality, and Fire Safety Measure Transactions and Use Tax Ordinance over the 10-year term. The Expenditure Plan is based on the percentage distributions to each Program Category and the dollar values included are estimates only. Actual tax proceeds will be programmed annually in accordance with the percentage distributions in the Expenditure Plan.

Attachment C

#### Estimates Of Funds to Cities Based Per Capita

<b>33.3% Cities, 66.6% County Percentage of Population</b>			
	% of Tot city Pop.	Allocation/Year	10 Year Total
Santa Rosa	50.03%	\$ 1,917,737	\$19,177,370
Petaluma	17.19%	\$ 659,107	\$ 6,591,070
Rohnert Park	11.96%	\$ 458,542	\$ 4,585,420
Windsor	7.70%	\$ 295,094	\$ 2,950,944
Healdsburg	3.33%	\$ 127,717	\$ 1,277,167
Sonoma	3.09%	\$ 118,612	\$ 1,186,120
Cloverdale	2.51%	\$ 96,342	\$ 963,415
Sebastopol	2.14%	\$ 82,171	\$ 821,714
Cotati	2.04%	\$ 78,088	\$ 780,885
<b>Total</b>	<b>100.00%</b>	<b>\$ 3,833,410</b>	<b>\$ 38,334,100</b>
Unincorporated		\$ 7,666,590	\$ 76,665,900
<b>Total</b>		<b>\$11,500,000</b>	<b>\$115,000,000</b>

Fund Name (1)	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2019 (2)	Decreases to Obligated Fund Balances (3)	Additional Financing Sources (4)	Total Financing Sources (5)	Financing Uses (6)	Increases to Obligated Fund Balances (7)	Total Financing Uses (8)
General Fund	0	15,588,357	500,358,339	515,946,696	507,244,985	8,681,711	515,946,696
Special Revenue Funds	0	59,493,597	553,003,903	1,131,575,000	1,097,754,405	3,403,035	1,131,575,000
Capital Project Funds	0	11,013,703	87,978,030	99,592,339	99,592,339	0	99,592,339
Debt Service Funds	0	0	12,788,025	12,788,025	12,788,025	0	12,788,025
Subtotals - Governmental Funds	0	86,095,657	1,154,789,503	1,241,485,100	1,229,400,414	12,084,746	1,241,485,100
Less: Operating Transfers	0	0	(108,708,543)	(108,708,543)	(108,708,543)	0	(108,708,543)
Total Governmental Funds	0	86,095,657	1,046,080,960	1,132,776,557	1,120,691,871	12,084,746	1,132,776,557
Enterprise Funds	0	10,925,000	52,304,385	63,230,051	63,230,051	0	63,230,051
Internal Service Funds	0	19,775,189	193,700,091	213,535,880	213,535,880	0	213,535,880
Special Districts <input type="checkbox"/> Other <input type="checkbox"/> gencies	0	3,352,239	330,312,757	333,664,996	333,664,996	0	333,664,996
Total Other Funds	0	37,053,094	576,377,833	630,430,927	630,430,927	0	630,430,927
Total <input type="checkbox"/> II Funds	0	153,748,751	1,622,398,793	1,763,147,544	1,751,122,798	12,084,746	1,763,147,544



County of Sonoma  
State of California  
Governmental Funds Summary  
Fiscal Year 2019-20 (Recommended Budget)

Fund Name (1)	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30, 2019 (2)	Decreases to Obligated Fund Balance (3)	Additional Financing Sources (4)	Total Financing Sources (5)	Financing Uses (6)	Increases to Obligated Fund Balance (7)	Total Financing Uses (8)
10003 General	0	4,979,801	497,084,245	502,064,104	493,467,005	8,597,101	502,064,104
10200 General Reserve	0	7,820,000	0	7,820,000	7,820,000	0	7,820,000
10500 CO Funds	0	2,788,490	3,274,094	6,062,590	5,977,980	84,610	6,062,590
10002 Total General	0	15,588,357	500,358,339	515,946,694	507,264,985	8,681,711	515,946,694
11010 Community Investment Fund	0	592,595	17,415,450	18,008,045	17,978,903	29,142	18,008,045
11050 Road Fund	0	3,999,839	5,422,723	9,422,562	9,422,562	0	9,422,562
11100 Other Special Revenue Funds	0	39,887,478	4,900,100	8,787,584	85,350,528	1,437,050	8,787,584
11300 2011 Public Safety Realignment	0	3,190,485	7,354,173	71,051,158	71,051,158	0	71,051,158
11400 Human Services Realignment	0	0	40,810,201	40,810,201	40,810,201	0	40,810,201
11500 Human Services Dept	0	3,102,420	173,570,800	176,673,220	176,613,804	125,416	176,739,280
11550 DCSS - Child Support Enforcement	0	1	14,728,317	14,728,318	14,728,318	0	14,728,318
11000 Dept of Health Services	0	2,729,995	3,998,159	6,728,154	5,934,221	793,533	6,728,154
11700 Public Health Funds	0	514,358	8,248,287	8,762,645	8,749,229	13,416	8,762,645
11800 Behavioral Health Funds	0	29,352	21,957,848	21,987,200	20,982,728	1,004,472	21,987,200
11990 1991 Realignment Funds	0	4,881,074	33,245,279	38,126,353	38,126,353	0	38,126,353
11001 Total Special Revenue	0	59,493,597	553,003,903	613,157,500	609,754,405	3,403,035	613,157,500
21000 Total Capital Projects	0	11,013,703	87,978,030	99,592,339	99,592,339	0	99,592,339
31000 Total Debt Service	0	0	12,788,025	12,788,025	12,788,025	0	12,788,025
Subtotals	0	80,995,657	1,154,789,503	1,241,485,100	1,229,400,414	12,084,740	1,241,485,100
Operating Transfers	0	0	(108,708,543)	(108,708,543)	(108,708,543)	0	(108,708,543)
Total Governmental Funds	0	80,995,657	1,046,020,960	1,132,716,557	1,120,691,871	12,084,740	1,132,716,557

Transfers within a fund totalling \$22,107,107 have been eliminated from the above fund totals. Transfers between funds are included within the above funds and eliminated here before consolidating General County totals.



Fund Name (1)	Total Fund Balance June 30, 2019 (2)	Less: Obligated Fund Balance				Less: Unassigned Fund Balance (7)	Total Fund Balance Available June 30, 2020 (8)
		Nonspendable (3)	Restricted (4)	Committed (5)	Assigned (6)		
10003 General	74,015,214	10,074,181		9,077	63,843,105	88,811	0
10200 General Reserve	52,315,495				3,900,000	52,315,495	0
10500 CO Funds	10,851,114				10,851,114		0
10002 Total General	137,232,323	10,074,181	0	9,077	78,594,719	48,554,356	0
11010 Community Investment Fund	5,921,991			5,921,991			0
11050 Road	5,328,110	757,311	11,225,747	817,080	43,527,917		0
11100 Other Special Revenue Funds	94,793,218		94,793,218				0
11300 Public Safety Realignment	27,478,822		27,478,822				0
11400 Human Services Realignment	475,300		475,300				0
11500 Human Services Dept	20,901,152	2,715,433	18,131,219				0
11550 DCSS - Child Support Enforc.	23,715		23,715				0
11100 Dept of Health Services	23,219,796		23,219,796				0
11700 Public Health Funds	4,011,889		4,011,889				0
11800 Behavioral Health Funds	5,950,490		5,950,490				0
11900 Health Policy, Plan Eval	0		0				0
11991 Health Realignment Funds 1991	9,114,311		9,114,311				0
11992 Mental Health Realignment 1991	5,979,328		5,979,328				0
11001 Total Special Revenue	253,942,027	3,522,749	200,463,940	1,739,071	43,216,262	0	0
21000 Total Capital Projects	12,290,855				12,290,855		0
31000 Total Debt Service	12,838,008		12,838,008				0
	416,303,213	13,591,930	221,301,948	1,748,143	134,101,836	48,554,356	0

Fund Balance Component Definitions (encumbrances are excluded):

- 1) Nonspendable - Not in spendable form or there is a requirement to maintain intact.
- 2) Restricted - Externally enforceable limitations from outside parties, constitutional provisions or enabling legislation.
- 3) Committed - Formal action required by the Board of Supervisors.
- 4) Assigned - Set aside for intended use by Board of Supervisors or designated body or official.



Fund Name and Fund Balance Description (1)	Obligated Fund Balances June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balances for Budget Yr (7)
		Recommended (3)	Adopted by the Board of Supervisors (4)	Recommended (5)	Adopted by the Board of Supervisors (6)	
<b>General Fund - Nonspendable:</b>						
10005 Inventory	157,980					157,980
10005 General Fund - Prepaid Expenses	221,017					221,017
10005 General Fund - Advances to Funds	4,200,517					4,200,517
10015 IS Replacement Fund - Advances	400,000					400,000
10000 PW Small Water Systems-Advances	105,123					105,123
10105 Tobacco Deallocation-Advances	4,502,944					4,502,944
Subtotal - Nonspendable	10,074,181	0	0	0	0	10,074,181
<b>General Fund - Assigned:</b>						
10005 General Fund - Proj Budget Deficit	15	15				0
10005 State Mandates Reserve	532,224					532,224
10005 JMS System	500,000					500,000
10005 OPEB	1,000,000					1,000,000
10005 Tech Enhancement Fee	1,231,333					1,231,333
10005 FB Assigned - ISD Proj Rebudget	1,917					1,917
10015 IS Replacement Fund A	0,801,721	1,884,342				4,977,379
10020 IS Replacement Fund B	1,579,809	24,937				1,554,872
10025 Technology Investment Fund	507,427	507,427				0
10035 County Ctr Parking Enforcement	4,831			3,359		8,190
10040 Sonoma County Energy Watch	159,304					159,304
10050 Equipmt Replacem. Fund - Regional Pks	80,104	59,000				27,104
10055 PW District Formation	205,329	48,500				150,829
10000 Cal-DM Franchise Fees	230,394	0,900				229,494
10000 PW Small Water Systems	414,339					414,339
10005 PW Road Maint. District Form.	1,300			15		1,315
10070 Sheriff Radio Replacement	218,809					218,809
10075 Sheriff Radio Infrastructure	542,478					542,478
10080 Probation Radio/Equip Replace	390,782					390,782
10085 Probation SOC Ops. and Maint.	1,380,157	212,044				1,107,513
10090 RD Dissolution Distributions	10,051,931	2,099,094				8,552,237
10095 Graton Casino Mitigation	26,805,931			7,703,204		34,569,135
10100 Tribal Development Impact Mitigation	1,279,982					1,279,982
10110 Refuse Franchise Fees	1,321,800			820,012		2,141,812
10111 So Co Cannibis Program Fund	2,073,704	72,303				2,001,401
10135 DR - October Fires 17-18	3,867,176					3,867,176
10140 Fire Services	1,322,188			8,300		1,330,554
Subtotal - Assigned	63,843,105	4,975,822	0	8,594,950	0	67,462,239
<b>General Fund - Committed:</b>						
10045 DRM Mitigation Fund	9,007			2,145		11,212
<b>General Fund - Unassigned:</b>						
10105 Tobacco Deallocation	40,003	3,505				30,558
10010 DRM Program Fund	1	1				0
10120 Assessment Appeals	1					1
10130 Del Rio Woods	48,790	533				48,203
Subtotal Unassigned	88,801	4,039	0	0	0	84,822
Subtotal General Fund	74,015,214	4,979,801	0	8,597,101	0	77,632,454
<b>General Reserve - Unassigned</b>						
10205 General Reserve - Unassigned	48,465,495	7,820,000				40,645,495
<b>Gen Res-Assgn-FEMA Audit Reserve</b>						
10205 Gen Res-Assgn-FEMA Audit Reserve	3,900,000					3,900,000
<b>CO Funds - Assigned:</b>						
10505 Fleet CO	7,043,008	1,241,024				0,402,044
10510 Communications CO	995,830	991,500				4,330
10515 County Facilities CO	802,040			80,518		883,104
10520 Reprographics CO	2,104	2,092				12
10525 Records CO	237,441			4,092		241,533
10530 Registrar of Voters CO	1,109,919	553,280				0,000,000
Subtotal CO Funds	10,851,014	2,788,496	0	84,010	0	8,147,728
10002 Total General Fund	137,232,323	15,588,357	0	8,081,711	0	130,325,677

Description (Identified by Fund Balance Component) (1)	Obligated Fund Balance June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balances for Budget Yr (7)
		Recommended (3)	Adopted by the Board of Supervisors (4)	Recommended (5)	Adopted by the Board of Supervisors (6)	
Community Investment Fund - Committed						
11015 Community Investment Fund	2,410,003	592,595				1,818,008
11015 Economic Uncertainties	1,072,050					1,072,050
11010 Community Investment Measure L	1,839,277			29,142		1,808,419
<b>Total Community Investment Fund</b>	<b>5,921,990</b>	<b>592,595</b>	<b>0</b>	<b>29,142</b>	<b>0</b>	<b>5,358,543</b>
Road Fund - Nonspendable:						
11051 Roads Fund - Inventory	734,310					734,310
11051 Roads Fund - Prepaid Expenses	23,000					23,000
Road Fund - Restricted/Committed/Assigned:						
11051 Roads Fund - Restricted	2,758,959					2,758,959
11051 Roads Fund - Assigned	43,216,262	3,824,839				39,391,423
11051 Roads Fund - Committed	817,080					817,080
11052 State Tribal Casino Fund - Restricted	95,900					95,900
11053 Sonoma Valley Development Fee - Restr	539,739	175,000				364,739
11054 Countywide Development Fee - Restr	7,831,083					7,831,083
<b>Total Road Fund</b>	<b>5,016,405</b>	<b>3,999,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,016,566</b>
Other Special Rev Funds - Restricted:						
11101 Tidelands Leases Fund	214,279	102,104				52,115
11102 Assessor-Property Char Data	584,017	0,827				523,190
11103 Property Tax Admin Program	4,735	4,735				0
11104 Recorder-Modernization	7,102,995	7,023				7,035,372
11105 Recorder-Micrographics	1,159,543	24,748				1,134,795
11100 Clerk/Recorder VRIP	0,200	18,418				0,842
11107 Social Security Truncation	442,070			51		443,321
11108 Recorder Operations Fund	217,434	217,434				0
11109 Survey Monument Preservation	195,301			27,884		223,185
11110 PRMD Planning	1,471,090	102,158				1,308,932
11111 Regional Parks Rstrd Donations	703,014	229,500				533,514
11112 Sonoma Coast Park Mit	44,255	20,447				17,808
11113 Cloverdale/Healdsburg Park Mit	143,988	109,443				34,545
11114 Russian Riv/Sebastopol Park Mit	318,310	207,502				50,754
11115 Santa Rosa Park Mit	290,553	109,521				187,032
11110 Petaluma/Rohnert Pk/Cotati Park Mit	104,320	71,524				32,790
11117 Sonoma Valley Park Mit	110,887	80,729				24,158
11118 Larkfield/Wikiup Park Mit	221,570	190,710				30,854
11119 PEG Access Fees	2,171,149			370,000		2,541,149
11120 Sheriff-0B1109 Fees	200,080	92,394				173,080
11121 Sheriff-0B709 Fees	291,541			103,070		307,908
11122 Sheriff-Federal Forf-DOJ	1,343,585	0,000				1,337,585
11123 Sheriff-Fed Forf-US Treas	5,773			25		5,798
11124 Sheriff-DMV ID Fee	1,897,482	1,201,311				0,171
11125 Asset Forfeiture Fund	1,390,008	98,000				1,292,008
11127 Detention-Jail Industries	22,854					22,854
11129 D-Consumer Protection	4,345,474					4,345,474
11130 D-SC-TT	1,330,741					1,330,741
11131 D-Family Justice Center	110,820					110,820
11132 D-Asset Forfeiture - Justice	7,271					7,271
11134 D-Treasury Forfeiture Fund	3,005					3,005
11130 Probation-CCPIF	3,447,095	580,059				2,807,030
11137 Recorder-eRecording	31,102	11,223				19,879
11138 Courthouse Construction	1,324,011	1,193,059				130,952
11139 Criminal Justice Construction	1,915,123	1,130,890				784,233
11142 Internate Dispute Resolution	28,532	3,900				24,032
11143 W M Transaction Verification	2,322	2,254				0,800
11144 Tobacco Securitization/Endowment	9,705,001	9,705,059				2
11145 Open Space Spec Tax Account-Meas F	44,053,188	22,384,225				22,208,903
11140 Hazardous Material Fund	0					0
11147 Fish and Wildlife	224,070			250		224,320

Description (Identified by Fund Balance Component) (1)	Obligated Fund Balance June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balance for Budget Yr (7)
		Recommended (3)	Adopted by the Board of Supervisors (4)	Recommended (5)	Adopted by the Board of Supervisors (6)	
<b>Other Spec Rev Funds - Restricted (cont):</b>						
11150 County Clerk Operations	75,175					75,175
11152 EV Charging Stations	10,980	4,517				14,497
11153 Communication Tower Leases	5,432	50,120				15,312
11154 Probation Trans Housing Grant	3,457,817	438,123				2,989,244
11155 PRMD - Fire Prevention	11					11
11156 PRMD - Hazardous Materials	591,000	284,237				307,429
11161 Measure M - Maint, Safety, Rec	801,185	800,258				1,427
11162 Measure M - Access	5,777			89,111		1,345,888
11163 Measure M - Natural Resources	513,133			332,718		84,401
<b>Total Other Special Revenue Funds</b>	<b>94,793,218</b>	<b>39,887,478</b>	<b>0</b>	<b>1,437,050</b>	<b>0</b>	<b>5,342,790</b>
<b>2011 Public Safety Realign - Restricted:</b>						
11304 Probation-YOBS	3,402,051	92,500				3,309,551
11306 Probation-Juv. Prob Camp	9,425,917	511,302				8,914,615
11308 Probation-JJCP	2,834,174	112,590				2,721,578
11309 Local Innovation Subaccount	58,099					58,099
11310 B109 Contingency	4,128,074	2,000,871				1,401,203
11312 Human Services B 118	23,550					23,550
11314 District Attorney Revocation	39,245					39,245
11316 District Attorney LLES	208,208					208,208
11318 Public Defender Revocation	11,905	82,500				34,405
11320 Sheriff Trial Court Security	5,04,071					5,04,071
11322 Shf Local Law Enf Svc - Booking Fees	27,302					27,302
11324 Shf Local Law Enf Svc - ST COPS (LED)	225,918					225,918
11326 Shf Local Law Enf Svc - ST COPS (DD)	200,507					200,507
11328 Shf Local Law Enf Svc - C-L-EM	51,110					51,110
11334 Behavioral Health	1,073,135	230,150				842,979
<b>Total 2011 Public Safety Realignment</b>	<b>27,478,822</b>	<b>3,09,485</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,782,337</b>
<b>Human Svcs Realign - Restricted:</b>						
11405 Human Svcs Realignment	4,354					4,354
11410 Human Services CalWorks	400,234					400,234
11415 B 85 Family Support Fund	70,712					70,712
<b>Total Human Svcs Realignment</b>	<b>475,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>475,300</b>
<b>Human Services Dept - Nonspendable:</b>						
11505 Human Services - Prepaid Expenses	2,705,433					2,705,433
<b>Human Services Dept - Restricted:</b>						
11505 Human Services Dept	12,700,138	2,427,420				10,338,718
11510 WP-Federal Assistance Res.	103,394					103,394
11515 WP-Wraparound	3,128,888	735,000				2,393,888
11520 Dependent Child Fund	7,440			100,410		107,850
11525 Children's Fund	15,010					15,010
11530 Title IVe Waiver Fund	1,853,743			25,000		1,878,743
<b>Total Human Services Dept</b>	<b>20,901,152</b>	<b>3,162,420</b>	<b>0</b>	<b>125,410</b>	<b>0</b>	<b>17,813,748</b>
<b>Child Support Services - Restricted:</b>						
11555 DCSS - Child Support Enforcement	23,715	1				23,714
<b>Dept of Health Services:</b>						
11005 Dept of Health Services - Restricted	2,230,000	2,229,995				5
11010 Intergovernmental Transfer - Restricted	8,481,345			390,215		8,871,560
11015 Audit Reserve - Restricted	3,150,007			403,318		3,553,985
11020 First 5 Sonoma County	9,394,548	500,000				8,894,548
<b>Total Dept of Health Services</b>	<b>23,219,796</b>	<b>2,729,995</b>	<b>0</b>	<b>793,533</b>	<b>0</b>	<b>21,283,334</b>

Description (Identified by Fund Balance Component) (1)	Obligated Fund Balance June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balance for Budget Yr (7)
		Recommended (3)	Adopted by the Board of Supervisors (4)	Recommended (5)	Adopted by the Board of Supervisors (6)	
<b>Public Health Funds - Restricted:</b>						
11705 Animal Welfare Fund	502,893	103,142				339,751
11710 Public Health Fee Stabilization Fund	2,500,008	151,751				2,414,317
11720 Maddy Fund	110,238	88,910				21,322
11725 Maddy/Richie Fund	170,029	95,080				80,343
11730 Tobacco Tax - Education	190,793			3,432		200,225
11735 Hospital Preparedness Program	2					2
11745 Vital Statistics Fund	370,135			5,843		375,978
11750 Solid Waste - EOG	237			100		337
11700 Child Safety Seats	20,101	14,803				5,238
11705 Tobacco Tax - Prop 5 Funds	74,393			4,041		78,434
<b>Total Public Health Funds</b>	<b>4,010,889</b>	<b>514,358</b>	<b>0</b>	<b>13,410</b>	<b>0</b>	<b>3,515,947</b>
<b>Behavioral Health Funds - Restricted:</b>						
11805 Driving Under The Influence	11,259					11,259
11810 Substance Use Memorial Fund	15,457	452				15,005
11815 Conditional Release Int. Fund	32,443	28,900				3,543
11820 Residential Trtmt Detox	33,023					33,023
11825 Alcohol Abuse Educ/Revention	19,243					19,243
11830 Drug Abuse Educ/Prevention	23					23
11835 Alcohol and Drug Assessment	2					2
11840 MHS-Community Services Support	2,114,151			43,211		2,157,362
11845 MHS-Capital	1,049					1,049
11850 MHS-Early Intervention	1,091,099			10,803		1,702,502
11855 MHS-Innovation	1,009,280			950,458		2,019,738
11800 MHS-Prudent Reserve	902,801					902,801
<b>Total Behavioral Health Funds</b>	<b>5,950,490</b>	<b>29,352</b>	<b>0</b>	<b>1,004,472</b>	<b>0</b>	<b>4,925,010</b>
<b>Health Policy, Plan Eval - Restricted:</b>						
11905 Child Safety Seats	0					0
<b>1991 Realignment Funds - Restricted:</b>						
11991 Health Realignment Fund 1991	9,104,300	1,589,290				7,575,070
11992 Mental Health Realignment 1991	5,979,328	3,291,778				2,687,550
<b>Total 1991 Realignment Funds</b>	<b>15,143,094</b>	<b>4,881,074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,262,020</b>
11001 Total Special Revenue Funds	253,942,027	59,493,597	0	3,403,035	0	197,851,465
21000 Capital Projects (Assigned)	12,290,855	11,013,703				1,277,152
31000 Debt Service (Restricted)	12,838,008					12,838,008
<b>Total Governmental Funds</b>	<b>416,303,213</b>	<b>80,095,057</b>	<b>0</b>	<b>12,084,740</b>	<b>0</b>	<b>341,692,302</b>

County of Sonoma  
State of California  
Summary of Additional Financing Sources by Source and Fund  
Governmental Funds  
Fiscal Year 2019-20

Description (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
Summarization By Source:				
40000 Taxes:				
Property Taxes-CY Secured	231,022,150	239,291,823	248,210,871	
Property Taxes-CY Unsecured	5,882,551	6,487,007	5,817,144	
Property Taxes-CY Supplemental	3,085,040	3,501,280	3,001,024	
Property Taxes-PY Secured	(3,519)	(1,390)	2,900	
Property Taxes-PY Unsecured	3,208	159,000	0	
Property Taxes-PY Supplemental	(4,280)	(10,010)	0	
Sales and Use Tax	45,231,151	47,025,000	53,792,388	
Other Taxes	31,927,409	28,109,384	29,335,040	
	318,403,782	324,503,349	340,159,307	0
41000 Licenses, Permits and Franchises	30,838,212	35,473,837	34,454,509	
42000 Intergovernmental Revenues:				
Intergovernmental-State	321,345,150	383,581,984	390,092,087	
Intergovernmental-Federal	124,785,202	121,359,154	110,382,040	
Intergovernmental-Other	51,543,825	50,319,950	54,890,217	
	497,674,237	555,261,088	555,364,344	0
43000 Fines, Forfeitures and Penalties	13,129,245	15,498,079	12,777,198	
44000 Revenue From Use of Money and Property	9,334,542	10,092,514	7,830,229	
45000 Charges for Current Services	54,810,749	57,210,453	55,211,070	
46000 Miscellaneous Revenues	34,753,142	38,898,755	22,411,107	
47000 Other Financing Sources	1,054,870	2,318,319	1,205,870	
48000 Special Items	570,390	354,372	0	
<b>Total Summarization by Source</b>	<b>991,109,109</b>	<b>1,039,077,300</b>	<b>1,040,020,900</b>	<b>0</b>

Excludes 2017-18 actual transfers totalling \$122,170,085, 2018-19 Estimated transfers totalling \$129,900,959, 2019-20 Recommended transfers totalling \$130,875,710.

County of Sonoma  
State of California  
Summary of ditional Financing Sources by Source and Fund  
Governmental Funds  
Fiscal Year 2019-20

Description (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
Summarization by Fund:				
10003 General	470,585,312	484,092,000	497,084,245	
10500 Accumulated Capital Outlay	1,933,810	1,087,437	3,274,094	
10002 General Fund	472,519,128	485,780,037	500,358,339	0
11010 Community Investment Grant Pgm	19,530,885	10,875,218	17,415,450	
11050 Roads	59,488,783	60,545,337	65,422,723	
11100 Other Special Revenue Funds	43,552,591	42,207,773	40,900,100	
11300 Public Safety Realignment	60,075,115	65,831,009	67,354,073	
11400 Human Services Realignment	39,138,810	42,832,300	40,810,201	
11500 Human Services Department	158,370,293	107,820,050	173,570,800	
11550 DCSS - Child Support Enforcement	12,505,978	13,080,973	14,728,317	
11000 Department of Health Services	81,973,330	81,237,901	83,998,159	
11700 Public Health Funds	13,037,701	7,708,727	8,248,287	
11800 Behavioral Health Funds	21,490,907	24,449,503	21,957,848	
11900 Health Policy, Plan & Eval	4,559	0	0	
11990 1991 Realignment Funds	41,112,955	33,230,051	33,245,279	
11001 Special Revenue Funds	550,294,039	502,498,288	553,003,903	0
20000 Capital Projects	15,595,038	83,025,328	87,978,030	
31000 Debt Service	12,913,258	12,788,000	12,788,025	
Subtotal	1,057,322,003	1,144,091,053	1,154,789,503	
XX Transfers	(90,152,894)	(105,014,287)	(108,708,543)	
Total Summarization by Fund	967,169,109	1,039,076,766	1,046,080,960	0

The following transfers within a fund have been eliminated from the above fund totals: 2017-18 Actuals - \$20,017,191, 2018-19 Estimated - \$24,880,072, 2019-20 Recommended - \$22,107,107. Transfers between funds are included within the above funds and eliminated here before consolidating General County totals.

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
40000 <u>Taxes:</u>				
40001 Property Taxes-CY Secured:				
10003 General Fund	231,022,150	239,291,823	248,210,871	
	231,022,150	239,291,823	248,210,871	0
40100 Property Taxes-CY Unsecured	5,882,551	4,487,007	5,817,144	
40110 Property Taxes-CY Supplemental	3,085,040	3,501,280	3,001,024	
40200 Property Taxes-PY Secured:				
10003 General Fund	(3,519)	(1,390)	2,900	
	(3,519)	(1,390)	2,900	0
40210 Property Taxes-PY Unsecured	3,208	159,000	0	
40220 Property Taxes-PY Supplemental	(4,280)	(10,010)	0	
40300 Sales/Use Taxes:				
10003 General Fund	20,087,549	22,009,930	21,050,000	
11100 Other Special Revenue Funds	24,543,002	25,015,725	32,742,388	
	45,231,151	47,025,655	53,792,388	0
40400 Other Taxes:				
10003 General Fund	13,894,448	12,035,232	12,014,485	
11010 Community Investment Fund	18,032,901	1,074,152	1,720,555	
	31,927,409	28,109,384	29,335,040	0
40000 Total Taxes	318,403,782	324,503,349	340,159,307	

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
41000 <u>Licenses, Permits and Franchises:</u>				
41010 <input type="checkbox"/> nimal Licenses:				
11000 Department of Health Services	15,725	09,535	580,000	
	15,725	09,535	580,000	0
41020 Business Licenses:				
10003 General Fund	1,254	2,000	1,000	
11000 Department of Health Services	9,855	13,153	10,000	
11700 Public Health Funds	3,412,251	3,19,017	4,045,747	
	3,423,300	3,34,170	4,051,747	0
41050 Construction Permits:				
10003 General Fund	10,381,951	11,207,104	15,329,550	
11050 Roads Fund	387,500	149,103	0	
	10,769,451	11,356,207	15,329,550	0
41080 Road Privileges/Permits	32,401	29,272	38,237	
41100 Franchises:				
10003 General Fund	7,591,794	1,737,477	1,345,782	
11100 Other Special Revenue Funds	349,114	284,743	350,000	
11000 Department of Health Services	300,192	309,900	311,100	
11700 Public Health Funds	729,311	531,507	523,253	
	8,970,611	7,863,627	7,535,135	0
41130 Other Licenses/Permits:				
10003 General Fund	1,218,138	1,253,872	1,102,127	
11050 Roads Fund	1,105,701	1,332,003	1,125,000	
11100 Other Special Revenue Funds	2,521,247	2,581,192	2,292,111	
11000 Department of Health Services	112,741	170,044	111,500	
11700 Public Health Funds	913,437	1,132,415	1,234,091	
	7,021,264	7,975,026	7,914,834	0
41000 Total Licenses, Permits and Franchises	30,838,212	35,473,837	34,454,509	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	<input type="checkbox"/> ctual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	<input type="checkbox"/> dopted by the Board of Supervisors 2019-20 (5)
42000 <u>Intergovernmental Revenues:</u>				
42010 State-Highway Users Tax:				
11050 Roads Fund	11,013,014	11,202,542	13,871,935	
	11,013,014	11,202,542	13,871,935	0
42100 Vehicle Lic. Fees, In-Lieu Tax:				
10003 General Fund	221,923	201,824	195,000	
11300 2011 Public Safety Realignment	1,250,757	5,121,014	5,395,829	
11400 Human Services Realignment	4,113,831	3,272,382	1,515,201	
11990 1991 Realignment Funds	14,904,197	14,749,100	15,010,812	
	21,090,712	23,344,320	22,116,842	0
42110 State-Other In-Lieu Tax	4,419	4,423	0	
42120 State-Public <input type="checkbox"/> ssist <input type="checkbox"/> dmin:				
11500 Human Services Department	18,754,183	19,183,017	19,583,377	
11550 DCSS-Child Support Enforcement	4,770,875	4,149,401	5,004,717	
11100 Department of Health Services	18,324,018	17,518,917	17,417,214	
	41,849,076	41,451,335	42,005,408	0
42130 State-Public <input type="checkbox"/> ssist Programs:				
11500 Human Services Department	1,141,553	1,409,581	9,031,857	
	1,141,553	1,409,581	9,031,857	0
42140 State-Health <input type="checkbox"/> dministration:				
10003 General Fund	(39)	0	0	
11100 Department of Health Services				
	(39)	0	0	0
42150 State-Mental Health:				
11100 Department of Health Services	301,144	0	0	
11990 1991 Realignment Funds	12,170,743	12,334,791	12,334,791	
	12,471,887	12,334,791	12,334,791	0
42160 State-Child Children Services:				
11100 Department of Health Services	1,310,338	928,409	133,537	
	1,310,338	928,409	133,537	0
42170 State-Other Health:				
11400 Human Services Realignment	32,059,512	34,371,092	39,297,210	
11500 Human Services Department	40,992,344	41,772,443	44,130,240	
11100 Department of Health Services	2,991,281	3,527,270	2,915,891	
11700 Public Health Funds	820,943	117,725	144,198	
11990 1991 Realignment Funds	1,301,114	1,200,000	1,200,000	
	78,170,194	81,492,530	88,188,094	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
42000 <u>Intergovernmental Revenues (cont.):</u>				
42200 State-Agriculture	2,049,044	2,773,832	3,150,495	
42250 State-Civil Defense	0	228,000	0	
42200 State-Construction	100,000	100,000	0	
42270 State-Corrections	201,240	194,040	194,040	
42280 State-Disaster Relief:				
10003 General Fund	025,302	175,979	7,000	
11050 Roads Fund	225,499	393,009	290,250	
11550 DCSS-Child Support Enforcement	27,080	0	0	
11000 Department of Health Services	134,044	0	0	
11700 Public Health Funds	50,108	0	0	
11800 Behavioral Health Funds	10	0	0	
	1,008,703	508,988	303,250	0
42285 State-Veterans Affairs:				
11500 Human Services Department	210,232	157,314	124,108	
	210,232	157,314	124,108	0
42290 State-Homeowners Prop Tax Relf	1,233,795	1,205,823	1,200,301	
42300 State-Prop 172 Public Safety	45,034,453	47,501,570	49,103,128	
42310 State-Trial Courts	475,584	559,443	495,745	
42350 State-Other:				
10003 General Fund	4,892,740	14,093,038	0405,540	
10500 Accumulated Capital Outlay	0	0	1,081,000	
11010 Community Investment Fund	121,882	93,448	125,000	
11050 Roads Fund	3,157,025	9,455,380	10,841,030	
11100 Other Special Revenue Funds	0313,149	2,037,833	2,190,999	
11300 2011 Public Safety Realignment	54,193,505	52,735,938	59,385,025	
11500 Human Services Department	500,227	735,925	1,019,844	
11000 Department of Health Services	509,381	5,957,000	1,274,485	
11700 Public Health Funds	4,217,827	25,082	25,333	
11800 Behavioral Health Funds	18,058,059	21,300,373	18,952,290	
21000 Main Adult Detention Facility	0	40,000,000	40,000,000	
23000 Miscellaneous Capital Projects	25,200	80,790	80,790	
24000 Regional Parks	154,893	5,994,109	5,880,754	
	92,209,894	153,174,982	147,808,090	0
Total State Revenue	321,345,150	383,581,984	390,092,087	0
42400 Federal-Public Assistance Admin:				
10003 General Fund	41,507	70,001	343,294	
11500 Human Services Department	38,970,243	43,917,493	41,904,959	
	39,017,810	43,994,094	42,308,253	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
42000 <u>Intergovernmental Revenues (cont.):</u>				
42410 Federal-Public Assistance Program: 11500 Human Services Department	10,778,091	13,077,008	18,830,700	
42420 Federal-Health Admin: 11000 Department of Health Services	495,547	0	0	
42430 Federal-Construction: 11050 Roads Fund	8,975,337	17,920,079	13,272,958	
42440 Federal-Disaster Relief:				
10003 General Fund	14,020,113	33,253	0	
11050 Roads Fund	805,800	1,303,834	888,750	
11550 DCSS-Child Support Enforcement	42,197	0	0	
11000 Department of Health Services	3,805,912	3,100,489	0	
11700 Public Health Funds	270,080	47,831	0	
11800 Behavioral Health Funds	4,840	0	0	
	19,009,548	4,485,407	888,750	0
42450 Federal-In-Lieu Taxes	59,509	0	0	
42400 Federal-Other:				
10003 General Fund	3,005,709	2,900,012	3,510,787	
11010 Community Investment fund	0	70,000	70,000	
11050 Roads Fund	10,138	8,180	0	
11100 Other Special Revenue Funds	448,455	503,222	323,000	
11500 Human Services Department	0,505,810	8,031,938	8,702,902	
11550 DCSS-Child Support Enforcement	7,042,958	9,025,309	9,715,137	
11000 Department of Health Services	21,038,320	19,411,521	18,250,880	
11700 Public Health Funds	179,202	10,432	20,215	
11800 Behavioral Health Funds	0	207,878	0	
24000 Regional Parks	292,108	393,474	410,278	
	39,788,820	41,282,500	41,081,319	0
Total Federal Revenue	124,785,202	121,359,154	110,382,040	0
42000 Other Government Agencies:				
10003 General Fund	23,814,327	28,204,250	28,850,249	
10500 Accumulated Capital Outlay	0,000	0,000	70,518	
11050 Roads Fund	3,127,053	2,019,034	2,389,984	
11500 Human Services Department	240,505	420,590	243,239	
11000 Department of Health Services	10,048,785	5,285,710	5,992,009	
11700 Public Health Funds	13,257	12,950	12,997	
11990 1991 Realignment Funds	11,339,503	4,171,303	4,083,175	
22300 Memorial Buildings	425,808	0,000	44,000	
23000 Miscellaneous Capital Projects	594,877	1,794,771	5,094,771	
24000 Regional Parks	1,270,017	7,047,813	7,515,275	
Total Other Revenue	51,545,031	50,319,950	54,890,217	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
42000 <u>Intergovernmental Revenues (cont.):</u>				
42700 Prior Year Intergovernmental Revenues:				
10003 General Fund	(1,200)	0	0	
Total Prior Year Intergovernmental Revenues	(1,200)	0	0	0
42000 Total Intergovernmental Revenues	497,074,237	555,201,088	501,970,944	0
43000 <u>Fines, Forfeitures and Penalties:</u>				
43001 Vehicle Code Fines:				
10003 General Fund	417,713	345,037	392,339	
11050 Roads Fund	351,331	410,000	410,000	
11700 Public Health Funds	0	5,000	5,000	
11900 Health Policy, Plan <input type="checkbox"/> Eval	1,234	0	0	
	770,278	760,037	807,339	0
43100 Other Court Fines:				
10003 General Fund	2,420,310	1,439,703	1,312,521	
11100 Other Special Revenue Funds	103,723	275,013	192,500	
11000 Department of Health Services	1,537	1,500	1,500	
11700 Public Health Funds	099,184	1,044,829	1,044,880	
11800 Behavioral Health Funds	50,311	113,857	117,400	
	3,341,055	2,875,522	2,008,873	0
43200 Forfeitures and Penalties:				
10003 General Fund	1,325,071	3,047,901	3,277,048	
11100 Other Special Revenue Funds	3,187,905	3,228,710	2,094,751	
11000 Department of Health Services	191,705	189,037	187,000	
11700 Public Health Funds	444,850	54,249	0	
11800 Behavioral Health Funds	3,280	3,507	2,577	
21100 Administration Center	125,901	0	0	
	5,278,892	5,523,470	5,501,976	0
43300 Penalties/Costs on Taxes	3,739,010	5,339,010	3,739,010	
43000 Total Fines, Forfeitures and Penalties	13,129,245	15,498,079	12,777,198	0
44000 <u>Revenue From Use of Money and Property:</u>				
44001 Investment Income:				
10003 General Fund	5,809,000	5,412,917	5,009,010	
10500 Accumulated Capital Outlay	122,221	199,580	110,000	

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
44000 <u>Revenue From Use of Money and Property (cont.):</u>				
44001 Investment Income (cont.):				
11010 Community Investment Fund	52,922	5,537	0	
11050 Roads Fund	351,990	403,77	300,000	
11100 Other Special Revenue Funds	1,127,232	1,455,8	975,82	
11300 2011 Public Safety Realignment	31,19	540,71	328,95	
11400 Human Services Realignment	24,775	29,940	3,740	
11500 Human Services Department	21,15	401,410	8,94	
11550 DCSS-Child Support Enforcement	13,849	9,850	0,000	
1100 Department of Health Services	(578,800)	(8,132)	(345,752)	
11700 Public Health Funds	207,950	75,95	23,59	
11800 Behavioral Health Funds	185,31	103,82	54,225	
11900 Health Policy, Plan Eval	19	0	0	
11990 1991 Realignment Funds	187,512	282,910	118,014	
21100 Administration Center	(14,7)	0	0	
21500 Hall of Justice	45	0	0	
2100 Main Adult Detention Facility	(11,124)	0	0	
22300 Memorial Buildings	278	0	0	
23000 Miscellaneous Capital Projects	(1,393)	0	0	
24000 Regional Parks	1,878	0	0	
31100 Special Assessments	408	0	0	
31300 Bonds Debt Service	1,945	0	0	
31400 Tobacco Settlement Bonds	229,989	230,000	230,000	
	8,274,18	9,144,119	9,948,219	0
44100 Rents/Concessions:				
10003 General Fund	725,71	738,139	88,123	
10500 Accumulated Capital Outlay	70,04	0	0	
11010 Community Investment Fund	0	0	13,000	
11050 Roads Fund	8,580	8,988	0	
11100 Other Special Revenue Funds	255,09	201,28	230,887	
	1,059,924	948,395	882,010	0
44000 Total Revenue From Use of Money and Property	9,334,542	10,092,514	7,830,229	0
45000 <u>Charges for Current Services:</u>				
45001 <input type="checkbox"/> ssessment <input type="checkbox"/> Tax Collect Fees:				
10003 General Fund	7,014,81	7,734,078	7,945,71	
11100 Other Special Revenue Funds	23,313	19,451	22,500	
	7,038,174	7,753,529	7,968,171	0
45020 Auditing Accounting Fees	130,300	73,00	74,000	
45030 Communication Services	0	25,373	4,400	
45040 Election Services	42,978	735,387	158,100	
45050 Legal Services	88,324	4,557	201,300	

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
45000 <u>Charges for Current Services (cont.):</u>				
45000 Planning <input type="checkbox"/> Engineering Services:				
10003 General Fund	3,095,421	2,918,418	3,874,091	
11050 Roads Fund	159,155	80,550	100,000	
11100 Other Special Revenue Funds	474,417	208,819	548,941	
11700 Public Health Funds	342	12,392	12,392	
	3,729,335	3,044,179	4,530,024	0
45070 <input type="checkbox"/> gricultural Services:				
10003 General Fund	958,389	909,493	801,808	
11000 Department of Health Services	17,303	19,290	15,500	
	975,752	928,789	877,308	0
45080 Civil Process Service:				
10003 General Fund	121,081	100,292	110,219	
11100 Other Special Revenue Funds	124,208	110,310	124,208	
	245,289	210,002	234,427	0
45090 Court Fees and Costs:				
10003 General Fund	292,070	233,988	291,002	
11100 Other Special Revenue Funds	80,058	80,000	70,000	
	372,734	313,988	301,002	0
45100 Estate Fees:				
11500 Human Services Department	182,092	39,789	100,000	
	182,092	39,789	100,000	0
45120 Humane Services:				
11000 Department of Health Services	188,970	193,041	200,043	
	188,970	193,041	200,043	0
45130 Law Enforcement Services:				
10003 General Fund	1,990,435	2,034,008	1,835,000	
	1,990,435	2,034,008	1,835,000	0
45150 Recording Fees:				
10003 General Fund	348,289	285,000	484,931	
11100 Other Special Revenue Funds	1,909,355	1,717,324	1,579,029	
11500 Human Services Department	92,510	94,037	100,000	
11000 Department of Health Services	30,488	31,989	35,000	
11700 Public Health Funds	10,159	14,100	15,520	
	2,402,807	2,142,510	2,215,080	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	<input type="checkbox"/> dopted by the Board of Supervisors 2019-20 (5)
45000 <u>Charges for Current Services (cont.):</u>				
45170 Road and Street Services:				
10003 General Fund	478,122	497,580	7 <input type="checkbox"/> 9,900	
11050 Roads Fund	1,144,499	1,311,321	1,490,208	
	1,622,621	1,808,901	2,257,108	0
45180 Health Fees:				
10003 General Fund	314,005	311,389	194,092	
11 <input type="checkbox"/> 00 Department of Health Services	300,104	397,117	348,349	
11800 Behavioral Health Funds	2,218,228	2,335,212	2,300,000	
	2,882,337	3,044,218	2,842,441	0
45190 Mental Health Services:				
11 <input type="checkbox"/> 00 Department of Health Services	539,188	412,813	150,000	
	539,188	412,813	150,000	0
45200 California Childrens Services:				
11 <input type="checkbox"/> 00 Department of Health Services	440	100	0	
	440	100	0	0
45250 Institutional Care and Services:				
10003 General Fund	221,110	175,709	17 <input type="checkbox"/> 478	
11 <input type="checkbox"/> 00 Department of Health Services	1,420	1,252	0	
	222,580	176,961	17 <input type="checkbox"/> 478	0
45270 Educational Services	7,940	8,245	7,900	
45290 Park and Recreation Services:				
10003 General Fund	4,785,045	4,873,410	4,855,000	
11100 Other Special Revenue Funds	73,124	40,487	55,000	
24000 Regional Parks	200	0	0	
	4,858,369	4,913,897	4,910,000	0
45300 Other Charges for Services:				
10003 General Fund	8,211,870	8,221,443	9,453,723	
10500 <input type="checkbox"/> ccumulated Capital Outlay	204,380	202,133	247,537	
11010 Community Investment Fund	71,823	0	0	
11100 Other Special Revenue Funds	1,033,159	1,9 <input type="checkbox"/> 3,13 <input type="checkbox"/>	1,753,32 <input type="checkbox"/>	
11500 Human Services Department	1,142,259	1,311,458	1,294,325	
11 <input type="checkbox"/> 00 Department of Health Services	1,003,399	892,800	942,799	
11700 Public Health Funds	10 <input type="checkbox"/> 71	100,425	97,75 <input type="checkbox"/>	
	11,774,0 <input type="checkbox"/> 1	12,191,395	13,789,4 <input type="checkbox"/> 0	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
45000 <u>Charges for Current Services (cont.):</u>				
45400 Prior Year Revenue:				
10003 General Fund	120	0	0	
11000 Department of Health Services	15,199	0	0	
11700 Public Health Funds	2,740	0	0	
	18,059	0	0	0
45500 Interfund Revenue:				
10003 General Fund	14,147,922	15,200,151	22,053,083	
10500 Accumulated Capital Outlay	95,083	75,714	74,039	
11100 Other Special Revenue Funds	83,709	124,434	118,980	
11500 Human Services Department	350	201	0	
11000 Department of Health Services	300	15	0	
	14,327,314	15,400,515	22,241,102	0
45000 Total Charges for Current Services	54,810,749	57,210,453	55,211,171	0
40000 <u>Miscellaneous Revenues:</u>				
40001 Other Sales Revenue:				
10003 General Fund	589,554	32,983	34,400	
10500 Accumulated Capital Outlay	297,125	0	0	
11100 Other Special Revenue Funds	173,381	132,312	153,900	
	1,000,055	75,345	758,300	0
40010 Tobacco Settlement:				
31400 Tobacco Settlement Bonds	5,121,083	5,052,000	5,052,000	
	5,121,083	5,052,000	5,052,000	0
40020 Miscellaneous Revenues:				
10003 General Fund	8,043,332	982,941	3,371,228	
10500 Accumulated Capital Outlay	149,112	124,897	100,000	
11010 Community Investment Fund	982,870	15,139	141,000	
11050 Roads Fund	415,083	789,931	15,000	
11100 Other Special Revenue Funds	244,740	443,240	139,104	
11300 2011 Public Safety Realignment	5,219,234	7,433,441	2,245,124	
11400 Human Services Realignment	2,390,193	5,153,941	0	
11500 Human Services Department	1,511,990	4,537,592	2,742,592	
11550 DCSS-Child Support Enforcement	(8)	0	0	
11000 Department of Health Services	7,407,411	7,020,837	5,381,000	
11700 Public Health Funds	23,729	97,489	150,000	
11800 Behavioral Health Funds	783,414	(3,911)	2,151	
11900 Health Policy, Plan Eval	3,129	0	0	
11990 1991 Realignment Funds	(294,101)	(500,000)	(500,000)	
2300 Miscellaneous Capital Projects	7,092	0	0	
24000 Regional Parks	978,174	835,358	2,208,113	
	28,571,994	33,081,410	10,000,817	0
40000 Total Miscellaneous Revenues	34,753,142	38,898,755	22,411,117	0

Financing Source Category, <input type="checkbox"/> ccount and Fund (General Fund Unless Otherwise Indicated) (1)	<input type="checkbox"/> ctual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	<input type="checkbox"/> dopted by the Board of Supervisors 2019-20 (5)
47000 <u>Other Financing Sources:</u>				
47001 Capital <input type="checkbox"/> ssets:				
10003 General Fund	34,522	29,928	0	
10500 <input type="checkbox"/> ccumulated Capital Outlay	331,582	309,771	385,000	
11000 Department of Health Services	0	1,103	0	
	900,104	400,802	385,000	0
47XXX Operating/Residual Equity Transfers:				
10003 General Fund	05,905	221,134	203,000	
11100 Other Special Revenue Funds	0	0	2,270	
11000 Department of Health Services	57,801	0	0	
24000 Regional Parks	25,000	5,000	25,000	
	88,706	226,134	290,870	0
47120 Other Financing Sources:				
10003 General Fund	0	1,000,000	0	
11010 Community Investment Fund	0	101,323	0	
24000 Regional Parks	0	530,000	530,000	
	0	1,091,323	530,000	0
47000 Total Other Financing Sources	1,054,870	2,318,319	1,205,870	0
48000 <u>Residual Equity Transfers In</u>				
48001 Special <input type="checkbox"/> Extraordinary Items:				
10003 General Fund	570,390	354,372	0	
	570,390	354,372	0	0
48000 Total Residual Equity Transfers In	570,390	354,372	0	0
Total <input type="checkbox"/> ll Governmental Funds	901,109,109	1,039,077,300	1,040,020,900	0

Excludes 2017-18 ctual transfers totaling \$122,170,085, 2018-19 Estimated transfers totaling \$129,900,959, 2019-20 Recommended transfers totaling \$130,875,710.



County of Sonoma  
State of California  
Summary of Financing Uses by Function and Fund  
Governmental Funds  
Fiscal Year 2019-20

Description (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
Summarization By Function:				
General/Capital Projects	149,201,785	231,557,470	205,091,179	
Public Protection	308,975,234	327,205,019	337,108,302	
Public Ways/Facilities	57,059,515	58,239,944	09,575,110	
Health/Sanitation	147,090,921	149,801,115	137,050,484	
Public Assistance	237,541,738	252,024,159	259,838,288	
Education	1,101,089	1,189,071	1,174,992	
Recreation/Cultural Services	18,107,044	19,200,139	22,879,031	
Debt Service	12,852,389	12,788,000	12,788,025	
Total Financing Uses by Function	932,049,715	1,052,005,517	1,105,512,011	0
Appropriations for Contingencies:				
10003 General	0	110,975	15,119,200	
Subtotal Financing Uses	932,049,715	1,052,110,492	1,120,031,871	0
Increases to Fund Balance:				
10003 General			8,597,101	
10200 General Reserve - County			0	
10500 CO Funds			84,010	
11010 Community Investment Fund			29,142	
11050 Road			0	
11100 Other Special Revenue Funds			1,437,050	
11300 2011 Public Safety Realignment			0	
11500 Human Svcs Dept			125,410	
11000 Dept of Health Services			793,533	
11700 Public Health Funds			13,410	
11800 Behavioral Health Funds			1,004,472	
11990 1991 Realignment Funds			0	
21000 Capital Projects			0	
Total Increases to Fund Balance	0	0	12,084,740	0
Total Financing Uses	932,049,715	1,052,110,492	1,132,710,017	0

County of Sonoma  
State of California  
Summary of Financing Uses by Function and Fund  
Governmental Funds  
Fiscal Year 2018-19

Description (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<b>Summarization By Fund:</b>				
10003 General	470,204,192	409,140,839	502,004,100	
10200 General Reserve	0	0	7,820,000	
10500 Accumulated Capital Outlay	(504,900)	1,790,513	0	
<b>10002 Total General</b>	<b>409,039,232</b>	<b>471,025,352</b>	<b>515,940,090</b>	<b>0</b>
11010 Community Investment Fund	10,817,872	17,400,250	18,008,045	
11050 Roads	50,541,071	57,478,874	0	
11100 Other Special Revenue Funds	40,488,050	0	80,787,584	
11300 2011 Public Safety Realignment	0	0	71,051,158	
11400 Human Services Realignment	38,885,522	42,832,300	40,810,201	
11500 Human Services Department	158,090,194	108,035,881	170,739,280	
11550 DCSS-Child Support Enforcement	12,499,031	13,090,001	14,728,318	
11000 Department of Health Services	74,702,988	82,408,024	0	
11700 Public Health Funds	13,405,428	7,539,044	8,702,045	
11800 Behavioral Health Funds	21,351,320	19,804,708	21,987,200	
11900 Health Policy, Planning & Evaluation Funds	990	0	0	
11990 1991 Realignment Funds	35,705,720	30,579,580	38,120,353	
<b>11001 Total Special Revenue</b>	<b>531,209,024</b>	<b>577,007,324</b>	<b>0</b>	<b>0</b>
<b>20000 Total Capital Projects</b>	<b>15,041,279</b>	<b>95,050,103</b>	<b>99,592,339</b>	
<b>31000 Total Debt Service</b>	<b>12,852,474</b>	<b>12,788,000</b>	<b>12,788,025</b>	
<b>Subtotals</b>	<b>1,028,802,009</b>	<b>1,157,130,779</b>	<b>1,241,485,100</b>	
<b>XX Operating Transfers</b>	<b>(90,152,894)</b>	<b>(105,014,287)</b>	<b>(108,708,543)</b>	
<b>Total Financing Uses</b>	<b>932,049,715</b>	<b>1,052,110,492</b>	<b>1,132,776,557</b>	<b>0</b>

The following transfers within a fund have been eliminated from the above fund totals: 2017-18 Actuals -\$20,017,191, 2018-19 Estimated - \$24,880,072, 2019-20 Recommended - \$22,107,107. Transfers between funds are included within the above funds and eliminated here before consolidating General County totals.

County of Sonoma  
State of California  
Detail of Financing Uses by Function, Activity and Budget Unit  
Governmental Funds  
Fiscal Year 2019-20

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<b>General:</b>				
<b>Legislative/Administrative</b>				
Board of Supervisors 150101XX	3,900,215	325,475	5,012,899	
County Administrator 1502010X	3,008,004	8,115,737	4,083,101	
Office of Recovery & Resiliency 15990000	181,525	1,397,017	1,111,277	
General Services Admin 210101XX	933,558	1,049,824	1,055,710	
Total Legislative/Administrative	8,024,012	10,938,053	11,202,987	0
<b>Finance</b>				
Assessment Appeals Board 15010200	387	0	0	
Purchasing 21030100	1,231,200	1,182,440	1,300,287	
Assessor 13020100	9,893,020	10,254,740	10,741,218	
Administrative Services 13020200	(1)	0	1	
Assessor-Prop Character Data 13020300	24,312	101,027	101,027	
Assessor-Prop Tax Admin Prog 13020400	13,058	22,108	4,985	
Auditor-Controller 110101XX	7,109,310	6,935,328	6,988,227	
Treasurer-Tax Collector 110102XX	4,227,809	4,237,135	4,740,003	
CTTC-Audit 11010300	959,742	1,245,071	1,038,595	
CTTC-Administration 11010400	1,102,545	1,030,024	1,114,339	
Total Finance	24,501,394	25,009,079	26,095,342	0
<b>Counsel</b>				
County Counsel 17010100	7,031,031	6,818,030	4,345,049	
Total Counsel	7,031,031	6,818,030	4,345,049	0
<b>Human Resources</b>				
Human Resources 230101XX	4,122,344	4,772,451	4,334,830	
Total Human Resources	4,122,344	4,772,451	4,334,830	0
<b>Elections</b>				
Registrar of Voters 13030100	4,145,777	4,718,715	6,200,525	
Registrar of Voters CO 13030200	0	0	6,300	
Total Elections	4,145,777	4,718,715	6,206,825	0
<b>Communications</b>				
Communications-Telephone 25010134	198,755	208,895	1,925,242	
Communications CO 25011400	9,000	0	0	
Total Communications	207,755	208,895	1,925,242	0
<b>Property Management</b>				
Energy 21030300	8,790,931	8,147,515	8,414,334	
Real Estate 21020300	3,103,502	1,518,188	1,530,039	
Facilities Operations 21020400	7,358,390	7,520,580	6,739,801	
SCEW-Administration 21040301	278,078	310,183	224,000	
Tidelands Leases Fund 21040500	24,727	28,083	90,104	
Communication Towers - Lease 21040700	20,740	0	94,007	
Total Property Management	19,576,374	17,531,149	17,098,945	0

Description (Function, <input type="checkbox"/> ctivity and Budget Unit) (1)	<input type="checkbox"/> ctual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	<input type="checkbox"/> dopted by the Board of Supervisors 2019-20 (5)
<u>General (Cont):</u>				
<u>Capital Improvements</u>				
Capital Improvements 40000000	14,729,585	93,954,548	99,592,339	
Total Capital Improvements	14,729,585	93,954,548	99,592,339	0
<u>Promotion</u>				
Economic Development Board 19010100	3,150,302	3,005,273	3,101,357	
Tourism Council 19010200	3,117,570	2,107,840	2,271,209	
Creative Sonoma 19010300	504,158	704,334	759,753	
Community Investment Fund 10030100	3,394,138	1,808,729	890,000	
Community Investment Measure L 10030200	0	5,379,501	1,000,352	
Total Promotion	10,220,234	13,125,077	8,728,071	0
<u>Other General</u>				
Insurance 23010500	1,385,048	1,048,258	1,980,279	
<input type="checkbox"/> D <input type="checkbox"/> Program 23011000	375,282	380,000	380,001	
ISD <input type="checkbox"/> Administration Services 25010111	95,320	49,947	0,287	
<input type="checkbox"/> pplications-Maintenance 2501012X <input type="checkbox"/>	4,704,491	3,980,778	5,338,889	
Technical Services 2501013X	2,781,489	5,072,002	10,159,520	
Records 25010151	1,012,200	1,000,004	1,445,824	
Electronic Document Mgmt System 25010141	290,455	173,717	309,000	
Radio 25010171	2	0	(1)	
IS Replacement-B 25011100	0,700	211,705	29,819	
Capital Project Management 21020100	577,710	212,237	(222,957)	
Local Projects 21020200	104,492	79,335	77,500	
Fleet 210304XX <input type="checkbox"/>	3,094,354	3,113,932	3,453,700	
Fleet <input type="checkbox"/> CO 21040200	(744,000)	0,738	2,128,200	
EV Charging Stations 21040001	103	12,974	1,007	
Survey Monument Preservation 20010300	39,522	27,879	9,409	
Employee Benefits 10020100	3,513,000	3,819,172	3,824,078	
Other General Government 10020200	(5,210,311)	(8,149,832)	(0,412,148)	
Other Financing Sources/Uses 10021200	2,744,012	3,500,881	0,058,083	
So Co Cannabis Program Fund 10021400	0,130	94,272	132,000	
DR - October Fires 17-18 10021500	15,000,583	147,899	0	
Courthouse Construction 30020200	448,449	0	0	
Refuse Franchise Fees 10020400	901,283	900,328	985,770	
RD <input type="checkbox"/> Dissolution Distributions 10021100	4,400,790	5,309,045	5,149,094	
Tribal Mitigation - Graton 10020800	1,859,408	2,009,111	2,041,303	
Tribal Mitigation - Dry Creek 10020900	0,099	71,905	40,000	
Open Space Spec Tax <input type="checkbox"/> ccount-Measure F 10040400	17,100,300	29,341,800	40,031,000	
General Fund Reserve 10020300	0	0	7,820,000	
Total Other General	55,430,079	54,480,807	85,437,049	0
Total General	149,201,785	231,557,470	205,091,179	0

County of Sonoma  
State of California  
Detail of Financing Uses by Function, Activity and Budget Unit  
Governmental Funds  
Fiscal Year 2019-20

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<b>Public Protection:</b>				
<b>Judicial</b>				
Sheriff-Court Security 30014700	423,132	491,290	457,351	
D - Criminal 18010101	20,24,71	21,34,594	20,87,581	
D - Victim Witness 18010102	2,350,85	2,19,22	2,298,245	
D - Consumer Protection Fund 18010400	1,138,308	1,413,588	1,519,851	
D - SC TT 18010500	790,542	574,52	909,092	
D - Family Justice Center 1801000	530,317	0,935	404,440	
PSR - D Revocation 18013000	189,700	187,501	192,25	
PSR - D Local Law Enforcement Services 18013500	140,982	155,250	183,500	
Public Defender 28010100	11,08,140	12,85,073	10,702,048	
PSR - Public Defender Revocation 28010200	10,087	185,000	223,000	
Grand Jury 30010100	77,000	94,924	91,077	
Court Support Operations 30010200	8,488,402	8,488,403	8,500,903	
Alternate Defense Counsel 30010300	2,443,482	2,505,000	2,520,900	
Courts-Alternate Dispute Resolution 30020100	0,000	74,000	74,000	
<b>Total Judicial</b>	<b>48,125,4</b>	<b>51,058,310</b>	<b>48,74,244</b>	<b>0</b>
<b>Police Protection</b>				
Sheriff Administration Section 30010100	11,000,290	10,991,018	11,079,497	
Law Enforcement Section 30010200	4,889,844	4,587,789	4,17,477	
Sheriff-Training 30010300	1,919,434	1,1,85	1,001,43	
Sheriff-Dispatch 30012000	4,08,741	3,917,15	4,258,33	
Sheriff-Telecommunication 30012300	1,40,779	1,544,037	1,511,109	
Sheriff-Helicopter 30014300	4,731,709	1,722,15	2,252,58	
Sheriff-Civil Bureau 30012100	774,8	787,397	845,33	
Sheriff-Marine Unit 30014400	1,057,735	1,02,18	1,139,779	
Sheriff-Patrol 30014000	34,448,320	35,003,803	32,994,378	
Sheriff-Windsor 30014100	5,37,95	5,519,825	087,992	
Sheriff-Sonoma 30014200	3,410,993	3,740,92	3,740,18	
Sheriff-Investigations Section 30014500	7,837,990	7,583,974	7,78,722	
Sheriff-Records 30012200	2,225,70	2,351,127	2,524,833	
PSR-Trial Court Security 3001400	7,172,734	7,9,871	8,55,779	
PSR-Local Law Enf-ST COPS (LED) 3001500	120,000	58,300	344,000	
PSR-Local Law Enf-C L-EM 3001000	249,179	224,13	249,75	
DMV Fee/C L ID 30017400	315,920	815,125	1,541,523	
<b>Total Police Protection</b>	<b>91,01,079</b>	<b>89,787,18</b>	<b>89,82,373</b>	<b>0</b>

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<b>Public Protection (Cont):</b>				
<b>Detention - Correction</b>				
Sheriff-Transportation 30014800	1,749,059	1,818,259	1,902,798	
Detention-North County Detention Facility 30020400	0,000,307	0,090,810	4,370,012	
Detention-Main Adult Detention Facility 30020300	30,855,192	31,989,503	30,132,180	
Detention-Administration 30020100	24,257,950	25,723,813	24,392,422	
Detention-Jail Industries 30020500	107,038	248,319	120,000	
Detention-Training 30020200	1,170,308	1,590,251	1,300,398	
PSR-Local Law Enf-Booking Fees 30020000	791,000	791,900	791,000	
PSR-Local Law Enf-ST COPS (DD) 30020100	108,200	108,050	182,300	
Adult Supervision Section 27011100	7,343,709	7,005,509	8,120,131	
Probation-Juvenile Supervision Section 27012100	3,113,174	3,030,181	2,470,203	
Probation-Administration Section 27010100	5,294,902	5,539,715	5,148,505	
Adult Realignment Section 27011200	(2,518)	5,747	1,445	
Adult Grant Funds 27011300	113,008	103,007	432,790	
Probation-Juvenile Justice Crime Prev 27012200	12,219	2,181	(2,359)	
Probation-Juvenile Grant Funds 27012300	449,387	430,030	388,454	
Adult Investigations Section 27011000	2,378,293	2,579,234	2,570,942	
Juvenile Investigations Section 27012000	1,828,533	1,847,599	2,028,204	
Probation Replacement Fund 27010000	0	(5,980)	0	
Probation-CCPIF 27017000	700,931	821,354	1,350,809	
Probation Trans Housing Grant 27017300	172,299	470,048	532,183	
YOBG Section 27017500	1,009,903	1,111,705	1,452,202	
Probation JJCP 27017000	1,448,110	1,524,273	1,700,350	
Probation JPCF 27017700	1,320,372	1,941,530	3,727,299	
Local Innovation Subaccount 27017800	74,010	80,420	0	
CCP (B109) Special Revenue Fund 27017200	12,715,741	13,050,050	15,890,818	
Juvenile Hall Section 27014000	13,321,000	13,807,504	13,505,431	
Probation Camp Section 27014500	2,579,390	2,279,818	2,108,542	
Supervised Adult Crews 27013000	932,939	1,103,900	1,150,830	
SC/Camp Ops Replacement 27013000	1,108,808	929,539	1,212,044	
<b>Total Detention - Correction</b>	<b>121,087,982</b>	<b>120,704,927</b>	<b>133,005,337</b>	<b>0</b>
<b>Protection Inspection</b>				
Agricultural Commissioner 10010100	5,421,099	4,950,813	5,129,890	
Weights Measures 10010200	930,210	1,001,482	1,024,051	
W/M Transaction Verification 10010300	2,857	5,274	2,254	
<b>Total Protection Inspection</b>	<b>6,354,172</b>	<b>5,957,569</b>	<b>6,156,195</b>	<b>0</b>
<b>Other Protection</b>				
County Center Parking Enforcement 21040400	154,353	300,011	94,529	
Recorder Modernization 13010300	339,027	499,070	0,000,000	
Recorder Micrographics 13010400	57,942	0,000,000	89,000	
Clerk/Recorder-VRIP Program 13010500	9,195	34,092	51,000	
Social Security Truncation Prog 13010000	18,208	11,239	8,205	
Recorder - eRecording 13010700	121,474	114,745	111,403	
Recorder Operations 13010100	1,930,093	1,903,752	1,889,849	
County Clerk Operations 13010200	852,005	841,025	0	
County Clerk Operations 13010800	0	0	803,000	

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<u>Public Protection (Cont):</u>				
<u>Other Protection (Cont)</u>				
PRMD - General 20101XX	23,417,015	25,033,918	20,350,349	
PRMD Planning Admin. Fund 2010400	405,270	45,705	21,838	
2017 Fire - General Costs 20990400	1,090,700	5,702,847	5,411,880	
Coroner 3001400	2,711,730	2,599,959	2,021,020	
2017 Fire - Insured Losses 30990300	1,370	0	0	
IOLERO - Admin 32010100	517,790	573,903	548,795	
PH So County Animal Services 22020100	130,753	392,312	301,592	
PH Animal Welfare Fund 22020200	72,090	154,250	313,142	
Fish Wildlife 10010400	35,733	32,872	4,950	
Land Stewardship Division 10010000	0	12,099	72,184	
Emergency Management 20010100	1,491,879	13,331	82	
Operations Area Grants 20010200	140,372	0	0	
Hazardous Materials Fund 20010300	1,033,000	178,770	0	
PRMD - Fire Prevention 20030100	0	1,082,871	2,191,012	
PRMD - Hazardous Materials 20030200	0	1,725,013	2,128,050	
PRMD - Chipper 20030300	0	170,000	170,000	
Dept of Emerg Mgmt - Administration 38010100	0	2,001,723	1,190,937	
Dept of Emerg Mgmt - Emerg Coordination 38010200	0	0	520,817	
Community Preparedness/Engagment 38010300	0	0	241,415	
Community Alert and Warning 38010400	0	0	527,113	
Dept of Emerg Mgmt-Operational Area Grant 380105XX	0	5,004	1,120,430	
Fire Services 10021800	0	1,500,000	4,089,713	
Total Other Protection	42,391,337	53,031,045	59,439,553	0
Total Public Protection	308,975,234	327,205,019	337,108,302	0
<u>Public Ways/Facilities:</u>				
<u>Public Ways</u>				
Road Administration 340101XX	50,921,800	57,430,194	09,308,302	
Sonoma Vly Traffic Mitigation 34010400	(429,445)	0	0	
PW Special Projects 34020100	130,151	119,583	110,908	
PW District Formation 34020200	433,828	151,744	50,000	
PW Small Water Systems 34020300	280	0	0	
PW PEG Fund 34020500	1,901	517,073	0	
Cal-Com Franchise Fees 34020000	1,000	20,750	39,900	
Total Public Ways	57,059,515	58,239,944	09,575,110	0
Total Public Ways/Facilities	57,059,515	58,239,944	09,575,110	0

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<u>Health/Sanitation:</u>				
Health Services Administration 22010101	1,880,878	2,223,700	1,220,045	
First 5 Sonoma County 22010300	0	7,909,819	500,000	
Special Projects 22010102	0	531,720	977,530	
PH Environmental Health 22020102	1,149,810	802,248	944,572	
PH Program Support 22020101	(5,310,201)	(7,831,923)	(7,552,803)	
PH Disease Control 22020107	2,433,039	3,137,312	3,243,158	
PH Family Health 22020103	4,710,480	5,082,127	5,002,599	
PH Women Infants Children 22020104	2,535,999	2,380,173	2,853,500	
PH Special Clinical Services 22020108	275,520	275,112	275,250	
PH Emergency Medical Services 22020109	1,504,570	1,395,452	1,182,018	
PH Health Care Coordination 22020105	7,917,173	0	5,003,539	
PH Clinical Laboratory 22020110	1,223,813	1,280,948	1,377,290	
PH Preparedness 22020111	880,893	1,130,153	1,187,005	
Healthy Communities 22020112	0	3,192,832	2,000,350	
BH Program Support 22030101	(7,454,922)	4,007,402	2,214,548	
BH Accute/Forensic Services 22030102	9,070,350	3,120,441	3,042,340	
BH Adult Contracted Services 22030103	9,805,753	14,155,091	0	
BH Youth Family Services 22030104	9,070,349	5,382,081	8,117,130	
BH Mental Health Services Act 22030105	11,529,117	7,804,275	0	
BH Substance Use Disorders 22030100	9,505,790	9,750,388	10,191,111	
HPPE Policy, Strategy Eval 22040103	3,080,744	0	0	
HPPE Healthy Communities 22040102	2,259,437	0	0	
HPPE Program Support 22040101	(1,315,542)	0	0	
Tobacco Tax-Education 22050000	0	150,000	150,000	
PH First 5 Sonoma County 22020300	0	0	0	
PH Maddy Fund 22020500	309,489	381,237	487,729	
PH Maddy/Richie Fund 22020000	470,000	703,850	749,009	
Child Safety Seats 22020800	0	5,137	20,000	
Solid Waste Enforcement 22051000	25,082	25,082	25,333	
Residential Tx Detox 22051200	3,550	29,208	0	
Alcohol Abuse Educ/Prev 22051300	44,350	42,411	54,090	
Drug Abuse Educ/Prev 22051400	2,040	2,081	1,728	
Alcohol Drug Assessment Prog 22051500	0	0	1,000	
PH Fee Stabilization Fund 22020400	4,988,309	5,550,432	0	
HPPE Child Safety Seats 22040200	990	0	0	
MHS - Community Svcs Support 22051000	13,931,830	14,455,321	14,403,740	
MHS - Early Intervention 22051800	3,932,490	2,088,093	3,000,935	
MHS - Innovation 22051900	90,534	0	0	
BH Memorial Fund 22030300	0	0	738	
BH Interim Fund 22030400	300	300	30,000	
Health Realignment 1991 22050100	23,521,273	21,225,304	19,875,410	
Behavioral Health Account 2011 22050200	9,544,107	10,275,207	10,277,207	
Mental Health Realignment 1991 22050300	12,184,453	15,354,270	18,250,943	
BH Driving Under the Influence 22030200	2,470,100	2,587,174	2,825,134	
Vital Statistics Fund 22050900	91,112	0	111,112	
Intergovernmental Transfer 22050500	818,848	2,000,354	2,481,902	
Tobacco Tax - Prop 5 Funds 22052200	507,149	500,050	494,098	
MTCM Audit Reserve 22050400	905,452	0	0	
Total Health	147,090,921	149,801,115	137,050,484	0
Total Health/Sanitation	147,090,921	149,801,115	137,050,484	0

Description (Function, Activity and Budget Unit) (1)	Actual 2017-18 (2)	Estimated 2018-19 (3)	Recommended 2019-20 (4)	Adopted by the Board of Supervisors 2019-20 (5)
<b>Public Assistance:</b>				
<b>Administration</b>				
County Mandated MOE	24010200	449,888	342,117	405,205
WP-Ad to Adoption	2403040	5,043,349	5,407,212	5,390,001
WP-Case Service	2403041	1,773,000	420,280	(471,117)
WP-Adult Other Case Services	2403050	191,330	28,048	28,048
WP-IHSS P Program	2403051	14,902,750	23,011,877	15,381,310
WP-Refugees	2403021	5,410	(20,048)	2,910
WP-Wraparound Services	24039100	58,937	50,000	750,000
B 85 Family Support Fund	24020300	1,701,535	1,948,117	1,902,500
HS Realignment Operating	24020100	32,128,031	35,903,204	33,510,201
CalWorks MOE	24020400	5,055,350	4,980,539	5,397,500
Pub Safety Realign B 118 - HS	24020200	27,017,103	27,123,200	27,274,700
Title IVe Waiver Fund	24020700	9,750,203	10,117,008	2,057,450
Human Services - Program Administration	240301XX	111,954,090	115,010,430	128,948,880
Total Administration		210,031,000	225,187,140	221,442,254
				0
<b>Child Programs</b>				
WP-Foster Care	2403042	2,835,801	1,005,335	0,280,900
WP-Temp Assist Needy Families	2403030	5,383,571	0,155,455	11,301,421
Dependent Child Fund	24020500	143,131	49,014	159,185
Total Child Programs		8,362,503	7,209,804	17,801,506
				0
<b>General Relief</b>				
WP-General Assistance	2403022	353,144	291,341	411,121
Total General Relief		353,144	291,341	411,121
				0
<b>Veterans Services</b>				
Veterans Services	24030155	209,994	571,305	392,912
Total Veterans Services		209,994	571,305	392,912
				0
<b>Other Assistance</b>				
Area Agency on Aging	24030153	3,298,254	2,002,002	2,502,003
MSSP - Senior Services	24030154	1,374,541	999,151	1,523,309
P/PG/PC	24030150	1,225,094	1,195,755	800,513
C/PIT	24030143	120,917	157,000	170,232
Child Support Services	12010100	12,499,031	13,090,001	14,728,318
Total Other Assistance		18,524,437	18,704,509	19,790,435
				0
Total Public Assistance		237,541,738	252,024,159	259,838,288
				0



District Name (1)	Total Financing Sources				Total Financing Uses		
	Fund Balance Available June 30,2019 (2)	Decreases to Obligated Fund Balances (3)	Additional Financing Sources (4)	Total Financing Sources (5)	Financing Uses (6)	Increases to Obligated Fund Balances (7)	Total Financing Uses (8)
<u>County Service <input type="checkbox"/>reas:</u>							
13105-13130 <input type="checkbox"/> 40-Fire Services	0	0	2,522,707	2,522,707	2,450,501	72,206	2,522,707
15XXX <input type="checkbox"/> 41-Lighting	0	57,147	2,328,718	2,385,865	2,172,170	213,695	2,385,865
15XXX <input type="checkbox"/> 41-Parks	0	2,432	178,008	180,500	180,500		180,500
Total County Service <input type="checkbox"/> reas	0	59,579	5,029,553	5,089,132		279,955	5,089,132
13015 Rio Nido GHSD	0	9,000	1,000	10,000	10,000		10,000
13305-13325 Community Facilities	0	15,300	149,200	164,500	164,500		164,500
13335-13300 Permanent Road Districts	0	29,512	78,109	107,621	95,135	12,486	107,621
<u>Sonoma County Water <input type="checkbox"/>gency:</u>							
14015 General Fund	0	2,937,329	30,240,101	33,177,430	33,177,430		33,177,430
14020 Spring Lake Park	0		3,257,792	3,257,792	3,180,708	77,024	3,257,792
14025 Waste/Recycled Water Loan	0		9,500	9,500	0	9,500	9,500
14030 Sustainable/Renewable Energy	0	44,700	795,900	1,440,600	1,440,600		1,440,600
14105-14135 Special Revenue Funds	0	200,049	18,923,500	19,189,049	15,230,485	3,959,130	19,189,049
34105 Warm Springs Dam Debt Serv.	0	5,702,432	701,317	6,403,749	6,403,749		6,403,749
Total Sonoma County Water <input type="checkbox"/> gency	0	9,550,510	53,928,117	63,478,626	59,433,032	4,045,594	63,478,626
13395 IHSS Public Authority	0	0	1,383,205	1,383,205	1,383,205		1,383,205
13005-13035 Open Space District	0	499,075	54,833,544	55,333,219	54,833,543	499,676	55,333,219
Total Special Districts <input type="checkbox"/> Other <input type="checkbox"/> gencies	0	10,103,574	115,402,847	125,506,423	120,728,592	4,837,831	125,506,423



District/ <input type="checkbox"/> gency Name (1)	Total Fund Balance June 30, 2019 (2)	Less: Obligated Fund Balance				Less: Unassigned Fund Balance (7)	Total Fund Balance <input type="checkbox"/> available June 30, 2020 (8)
		Nonspendable (3)	Restricted (4)	Committed (5)	<input type="checkbox"/> ssigned ( <input type="checkbox"/> )		
<u>County Service <input type="checkbox"/>reas:</u>							
131XX <input type="checkbox"/> 40-Fire Services	2,352,213		2,352,213				0
15XXX <input type="checkbox"/> 41-Lighting	8,109,125		8,109,288				337
15XXX <input type="checkbox"/> 41-Parks	248,500		248,500				0
							0
Total County Service <input type="checkbox"/> reas	10,710,404	0					0
13015 Rio Nido GH <sup>2</sup> D	104,280		104,280				0
							0
13305-13325 Community Facilities	88,515		81,947				1,518
							0
13335-13300 Permanent Road Districts	815,913		815,913				0
							0
<u>Sonoma County Water <input type="checkbox"/>gency:</u>							
14015 General Fund	4,272,103		4,272,103				0
14020 Spring Lake Park	2,801,307		2,801,307				0
14025 Waste/Recycled Water	19,839		19,839				0
14030 Sustainability Fund	9,711		9,711				0
14105-14135 Special Revenue Funds	20,590,007		20,590,007				0
34105 Warm Springs Dam Debt Serv.	12,352,979		12,352,979				0
							0
Total Sonoma County Water <input type="checkbox"/> gency	41,312,000	0		0	0	0	0
13395 IHSS Public <input type="checkbox"/> uthority	19,935		19,935				0
							0
1305-13035 Open Space District	7,711,479		7,711,479				0
							0
Total Special Districts <input type="checkbox"/> Other <input type="checkbox"/> gencies	1,302,532	0	1,300,027	0	0	0	1,905

Fund Balance Component Definitions (encumbrances are excluded):

- 1) Nonspendable - Not in spendable form or there is a requirement to maintain intact.
- 2) Restricted - Externally enforceable limitations from outside parties, constitutional provisions or enabling legislation.
- 3) Committed - Formal action required by the Board of Supervisors.
- 4) ssigned - Set aside for intended use by Board of Supervisors or designated body or official.



District/ <input type="checkbox"/> gency Name	Obligated Fund Balances June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balances for Budget Yr (7)
		Recommended (3)	<input type="checkbox"/> dopted by the Board of Supervisors (4)	Recommended (5)	<input type="checkbox"/> dopted by the Board of Supervisors ( <input type="checkbox"/> )	
<u>County Service <input type="checkbox"/>reas:</u>						
13105 <input type="checkbox"/> 40-Fire Services	1,870,885			00,200		1,943,151
13115 <input type="checkbox"/> 40-Fire-Dry Creek	175,780					175,780
13125 <input type="checkbox"/> 40-Fire-Fitch Mountain	10,200					10,200
13130 <input type="checkbox"/> 40-Fire-Wilmar	289,282					289,282
Subtotal CS <input type="checkbox"/> 40	2,352,213	0	0	00,200	0	2,418,479
15015 <input type="checkbox"/> 41-Lighting - Roseland	532,229					532,229
15025 <input type="checkbox"/> 41-Lighting - Meadowlark	19,404			342		19,746
15035 <input type="checkbox"/> 41-Lighting - <input type="checkbox"/> LW Zone 5	131					131
15045 <input type="checkbox"/> 41-Parks-Sonoma Valley	248,188	2,432				245,756
15050 <input type="checkbox"/> 41-Parks-SV-Ernie Smith	0					0
15055 <input type="checkbox"/> 41-Parks-SV-Larsen	378					378
15005 <input type="checkbox"/> 41- <input type="checkbox"/> irport Center Light	50,847	50,847				0
15101-15201 <input type="checkbox"/> 41-Lighting Services	7,501,014	300		213,347		7,714,061
Subtotal CS <input type="checkbox"/> 41	8,358,191	59,579	0	213,089	0	8,512,301
Total County Service <input type="checkbox"/> reas	10,710,404	59,579	0	279,955	0	10,930,780
<u>Hazardous <input type="checkbox"/>batement:</u>						
13015 Rio Nido GH <input type="checkbox"/> D	104,280	9,000				95,280
Total Hazardous <input type="checkbox"/> batement	104,280	9,000	0	0	0	95,280
<u>Community Facilities:</u>						
13305 CFD <input type="checkbox"/> 4 Wilmar	15,300	15,300				0
13315 CFD <input type="checkbox"/> 5 Dry Creek	13,122					13,122
13325 CFD <input type="checkbox"/> 7 Mayacamas	0,093					0,093
Total Community Facilities	88,515	15,300	0	0	0	73,215
<u>Permanent Roads:</u>						
13335-13355 Permanent Roads	209,225	13,911		12,540		207,800
13300 Canon Manor Maint. Ops.	540,088	15,001				531,087
Total Permanent Roads	815,913	29,512	0	12,540	0	798,947

District/ <input type="checkbox"/> gency Name	Obligated Fund Balances June 30,2019 (2)	Decreases or Cancellations		Increases or New Obligated Fund Balances		Total Obligated Fund Balances for Budget Yr (7)
		Recommended (3)	<input type="checkbox"/> dopted by the Board of Supervisors (4)	Recommended (5)	<input type="checkbox"/> dopted by the Board of Supervisors ( <input type="checkbox"/> )	
<u>Sonoma County Water <input type="checkbox"/>gency:</u>						
14015 General	4,022,103	2,937,329				1,084,774
14015 General-Restricted <input type="checkbox"/> ssets	250,000					250,000
14020 Spring Lake Park	2,801,307			77,024		2,878,331
14025 Waste/Recycled Water Loan	<input type="checkbox"/> 19,839			9,500		<input type="checkbox"/> 29,339
14030 Sustainable/Renewable Energy	<input type="checkbox"/> 9,711	<input type="checkbox"/> 44,700				25,011
14105 Laguna Mark (1 <input type="checkbox"/> )	4,352,05 <input type="checkbox"/>			455,800		4,807,85 <input type="checkbox"/>
14110 Petaluma (2 <input type="checkbox"/> )	3,553,2 <input type="checkbox"/>			948,500		4,501,7 <input type="checkbox"/>
14115 Valley of the Moon (3 <input type="checkbox"/> )	3,815,058			5 <input type="checkbox"/> 8,000		4,383,058
14120 Lower Russian River (5 <input type="checkbox"/> )	1,008,247	23 <input type="checkbox"/> 029				1,372,218
14125 North Coast (7 <input type="checkbox"/> )	<input type="checkbox"/> 4,427	12,155				52,272
14130 South Coast (8 <input type="checkbox"/> )	2,551,942	17,8 <input type="checkbox"/> 5				2,534,077
14135 Warm Springs Dam	4,051,071			1,98 <input type="checkbox"/> 230		<input type="checkbox"/> 37,301
34105 Warm Springs Dam Debt Serv.	12,352,979	5,702,432				<input type="checkbox"/> 50,547
<b>Total Sonoma County Water <input type="checkbox"/>gency</b>	<b>41,312,00<input type="checkbox"/></b>	<b>9,550,510</b>	<b>0</b>	<b>4,045,054</b>	<b>0</b>	<b>35,807,150</b>
<u>IHSS Public <input type="checkbox"/>uthority:</u>						
13395 IHSS Public <input type="checkbox"/> uthority	<input type="checkbox"/> 19,935					<input type="checkbox"/> 19,935
<b>Total IHSS Public <input type="checkbox"/>uthority</b>	<b><input type="checkbox"/>19,935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b><input type="checkbox"/>19,935</b>
<u>Open Space District:</u>						
13 <input type="checkbox"/> 05 SC <input type="checkbox"/> POSD-Restricted <input type="checkbox"/> ssets	1,924,211			499,07 <input type="checkbox"/>		2,423,887
13 <input type="checkbox"/> 10 SC <input type="checkbox"/> POSD-Fiscal Oversight Commission	13,418	75				13,343
13 <input type="checkbox"/> 20 SC <input type="checkbox"/> POSD-Cooley Reserve	147,392					147,392
13 <input type="checkbox"/> 35 SC <input type="checkbox"/> POSD-O <input type="checkbox"/> M - Reserved	5,020,458	499,000				5,120,858
<b>Total Open Space District</b>	<b>7,711,479</b>	<b>499,075</b>	<b>0</b>	<b>499,07<input type="checkbox"/></b>	<b>0</b>	<b>7,711,480</b>
<b>Total Special Districts <input type="checkbox"/> Other <input type="checkbox"/>gencies</b>	<b><input type="checkbox"/>1,302,532</b>	<b>10,103,57<input type="checkbox"/></b>	<b>0</b>	<b>4,837,831</b>	<b>0</b>	<b>50,030,787</b>

**CROSS REFERENCE OF COUNTY SERVICES TO STATE FUNCTION CATEGORIES**

DEPARTMENT OR DIVISION BUDGETS (as presented in this document)	STATE FUNCTION CATEGORY								
	General	Public Protection	Public Ways/ Facilities	Health/ Sanitation	Public Assistance	Education	Recreation/ Cultural	Debt Service	
<b>ADMINISTRATIVE AND FISCAL SERVICES</b>									
Board of Supervisors/County Administrator	X								
County Counsel	X								
Human Resources	X								
General Services	X								
Information Systems	X								
Non-Departmental	X								
Auditor-Controller-Treasurer-Tax Collector	X								
County Clerk/Assessor	X								
Recorder		X							
Independent Office of Law Enforcement & Outreach		X							
Emergency Management		X							
Fires Service Funds*		X							
Court Support and Grand Jury		X							
Retirement of Long-Term Debt								X	
<b>JUSTICE SERVICES</b>									
Probation		X							
District Attorney		X							
Public Defender		X							
Sheriff		X							
<b>HEALTH &amp; HUMAN SERVICES</b>									
Health Services				X					
Human Services					X				
In-Home Supportive Services Public Authority (IHSS)					X				
Child Support Services					X				
<b>DEVELOPMENT SERVICES</b>									
Permit Sonoma		X							
Community Development Commission*									
Transportation and Public Works*			X						
Economic Development Department	X								
<b>NATURAL RESOURCES &amp; AGRICULTURE</b>									
Sonoma County Water Agency*									
Regional Parks							X		
Agricultural Preservation and Open Space District*									
Agriculture/Weights and Measures		X							
University of California Cooperative Extension						X			
<b>CAPITAL IMPROVEMENTS</b>									
Capital Improvements	X								

\*Special Districts, including the Community Development Commission, Sonoma County Water Agency, Agricultural Preservation and Open Space District, other Water and Sanitation District, and County Service Area #40 (Fire Services) and County Service Area #41 (Multi-Service) are not included in County spending on Schedules 7 and 8.



**Budget vs Actuals  
FY15-16 through FY17-18**

Department	FY15-16 Revised Budget	FY15-16 Actuals	FY15-16 Actuals vs Budget (under)/over	FY16-17 Revised Budget	FY16-17 Actuals	FY16-17 Actuals vs Budget (under)/over	FY 17-18 Revised Budget	FY17-18 Actuals	FY17-18 Actuals vs Budget (under)/over
<b>ACTTC Department</b>									
Revenues	131,528,720	123,257,256	(8,271,464)	134,852,973	122,086,820	(12,766,153)	131,184,998	126,509,370	(4,675,628)
Expenditures	154,478,582	128,980,406	(25,498,176)	145,128,436	137,053,423	(8,075,013)	137,820,931	95,146,069	(42,674,862)
Assets	1,337,823	0	(1,337,823)	258,200	0	(258,200)	326,556	0	(326,556)
Net Cost	24,287,686	5,723,150	(18,564,536)	10,533,663	14,966,603	4,432,940	6,962,489	(31,363,301)	(38,325,790)
<b>Agricultural Commissioner Dept</b>									
Revenues	4,100,663	4,155,227	54,564	3,943,650	4,167,846	224,196	4,974,969	4,670,021	(304,948)
Expenditures	6,093,835	5,831,013	(262,822)	6,629,810	6,247,693	(382,117)	7,284,620	6,410,296	(874,324)
Net Cost	1,993,172	1,675,786	(317,386)	2,686,160	2,079,848	(606,312)	2,309,651	1,740,275	(569,376)
<b>Capital Projects Funds</b>									
Revenues	46,395,464	20,452,581	(25,942,883)	49,261,902	21,649,345	(27,612,557)	82,879,259	15,928,125	(66,951,134)
Expenditures	56,548,760	22,550,601	(33,998,159)	61,317,472	21,813,374	(39,504,098)	94,809,400	15,373,769	(79,435,631)
Net Cost	10,153,296	2,098,020	(8,055,275)	12,055,570	164,029	(11,891,541)	11,930,141	(554,356)	(12,484,497)
<b>Child Support Services Dept</b>									
Revenues	14,693,867	11,576,249	(3,117,618)	14,693,867	12,313,663	(2,380,204)	14,734,931	12,505,977	(2,228,954)
Expenditures	14,693,867	11,575,681	(3,118,187)	14,693,865	12,316,383	(2,377,482)	14,725,904	12,499,036	(2,226,868)
Net Cost	0	(568)	(569)	(2)	2,719	2,721	(9,027)	(6,942)	2,085
<b>Clerk Recorder Assessor Dept</b>									
Revenues	8,237,501	6,225,380	(2,012,121)	5,235,756	6,596,319	1,360,563	5,439,888	5,302,099	(137,789)
Expenditures	22,307,462	16,431,130	(5,876,331)	22,210,747	17,411,955	(4,798,792)	18,914,305	17,886,480	(1,027,825)
Net Cost	14,069,961	10,205,750	(3,864,210)	16,974,991	10,815,636	(6,159,355)	13,474,417	12,584,381	(890,036)
<b>Community Development Comm.</b>									
Revenues	51,422,915	42,362,255	(9,060,659)	58,765,828	52,904,389	(5,861,439)	62,666,078	51,882,005	(10,784,073)
Expenditures	56,354,142	39,386,388	(16,967,754)	61,933,327	45,931,210	(16,002,117)	67,635,914	44,840,790	(22,795,124)
Net Cost	4,931,227	(2,975,867)	(7,907,094)	3,167,499	(6,973,179)	(10,140,678)	4,969,836	(7,041,215)	(12,011,051)
<b>County Administrator Dept/Board of Supervisors</b>									
Revenues	1,441,060	1,613,387	172,327	1,652,928	1,450,398	(202,530)	2,094,042	2,221,731	127,689
Expenditures	6,250,777	6,388,402	137,625	7,109,257	6,708,026	(401,230)	7,796,108	7,713,357	(82,751)
Net Cost	4,809,718	4,775,016	(34,702)	5,456,329	5,257,628	(198,701)	5,702,066	5,491,625	(210,441)
<b>County Counsel Department</b>									
Revenues	2,897,245	2,937,405	40,160	3,412,742	3,143,188	(269,554)	4,426,737	3,344,077	(1,082,660)
Expenditures	5,134,203	5,176,314	42,111	5,793,553	5,288,871	(504,682)	7,128,829	7,653,779	524,950
Net Cost	2,236,958	2,238,909	1,951	2,380,811	2,145,684	(235,128)	2,702,092	4,309,703	1,607,611
<b>Court Support</b>									
Revenues	5,224,200	4,964,794	(259,406)	4,927,294	4,602,375	(324,919)	4,595,392	4,412,061	(183,331)
Expenditures	16,187,331	13,670,426	(2,516,905)	15,319,192	12,650,371	(2,668,821)	14,573,614	11,661,787	(2,911,827)
Net Cost	10,963,131	8,705,632	(2,257,499)	10,391,898	8,047,996	(2,343,902)	9,978,222	7,249,726	(2,728,496)
<b>Debt Service Funds</b>									
Revenues	94,019,485	98,600,190	4,580,705	12,122,519	11,918,715	(203,804)	17,531,769	12,913,258	(4,618,511)
Expenditures	92,559,385	97,226,896	4,667,511	12,122,519	9,320,598	(2,801,921)	17,473,769	12,852,474	(4,621,295)
Net Cost	(1,460,100)	(1,373,295)	86,805	0	(2,598,116)	(2,598,116)	(58,000)	(60,783)	(2,783)
<b>Department of Health Services</b>									
Revenues	162,266,173	146,100,896	(16,165,277)	154,420,688	139,794,370	(14,626,318)	173,089,023	169,684,810	(3,404,214)
Expenditures	173,419,715	150,499,225	(22,920,490)	174,262,621	152,060,352	(22,202,269)	178,276,100	165,164,304	(13,111,796)
Net Cost	11,153,542	4,398,329	(6,755,214)	19,841,933	12,265,982	(7,575,951)	5,187,076	(4,520,506)	(9,707,582)
<b>District Attorney Department</b>									
Revenues	8,647,367	8,164,180	(483,188)	9,534,263	9,958,742	424,479	10,162,314	10,909,740	747,426
Expenditures	23,486,878	22,465,361	(1,021,518)	25,748,964	24,116,521	(1,632,443)	26,881,758	25,578,219	(1,303,540)
Net Cost	14,839,511	14,301,181	(538,330)	16,214,701	14,157,779	(2,056,922)	16,719,444	14,668,479	(2,050,966)

**Budget vs Actuals  
FY15-16 through FY17-18**

<b>Department</b>	<b>FY15-16 Revised Budget</b>	<b>FY15-16 Actuals</b>	<b>FY15-16 Actuals vs Budget (under)/over</b>	<b>FY16-17 Revised Budget</b>	<b>FY16-17 Actuals</b>	<b>FY16-17 Actuals vs Budget (under)/over</b>	<b>FY 17-18 Revised Budget</b>	<b>FY17-18 Actuals</b>	<b>FY17-18 Actuals vs Budget (under)/over</b>
<b>Economic Development Board</b>									
Revenues	1,341,070	826,621	(514,449)	339,214	349,937	10,723	796,399	587,327	(209,072)
Expenditures	6,308,193	5,564,776	(743,417)	6,463,133	6,042,631	(420,502)	7,574,183	6,846,257	(727,926)
Net Cost	4,967,123	4,738,155	(228,968)	6,123,919	5,692,694	(431,225)	6,777,784	6,258,930	(518,854)
<b>Fire and Emergency Services</b>									
Revenues	11,509,105	10,523,822	(985,283)	9,756,421	9,918,427	162,006	10,375,931	8,809,371	(1,566,560)
Expenditures	13,229,231	11,426,560	(1,802,671)	11,651,398	10,651,056	(1,000,342)	11,915,764	9,961,444	(1,954,320)
Net Cost	1,720,126	902,739	(817,388)	1,894,978	732,630	(1,162,348)	1,539,833	1,152,073	(387,760)
<b>General Services Department</b>									
Revenues	7,563,310	6,696,004	(867,306)	25,187,825	24,117,979	(1,069,846)	8,047,244	8,991,982	944,738
Expenditures	26,846,840	22,477,458	(4,369,382)	45,443,193	43,064,027	(2,379,167)	27,740,381	25,969,080	(1,771,301)
Net Cost	19,283,530	15,781,454	(3,502,076)	20,255,368	18,946,048	(1,309,320)	19,693,137	16,977,098	(2,716,039)
<b>Human Resources Department</b>									
Revenues	36,642,938	35,279,014	(1,363,924)	38,201,293	39,082,030	880,737	74,601,763	70,459,858	(4,141,906)
Expenditures	64,608,435	47,433,216	(17,175,219)	62,778,967	41,229,741	(21,549,226)	95,840,378	62,385,043	(33,455,335)
Net Cost	27,965,497	12,154,202	(15,811,295)	24,577,674	2,147,711	(22,429,962)	21,238,615	(8,074,815)	(29,313,429)
<b>Human Services Department</b>									
Revenues	227,368,021	219,954,346	(7,413,674)	234,306,473	229,340,213	(4,966,260)	239,317,133	224,671,886	(14,645,247)
Expenditures	249,376,122	232,151,489	(17,224,633)	258,190,251	247,614,614	(10,575,637)	266,964,011	250,740,185	(16,223,826)
Net Cost	22,008,101	12,197,143	(9,810,958)	23,883,778	18,274,401	(5,609,377)	27,646,878	26,068,298	(1,578,579)
<b>Ind Office Law Enf Rvw/Outrch</b>									
Expenditures	90,706	56,833	(33,873)	827,335	683,476	(143,859)	631,777	518,792	(112,985)
Net Cost	90,706	56,833	(33,873)	827,335	683,476	(143,859)	631,777	518,792	(112,985)
<b>In Home Support Services PA</b>									
Revenues	1,412,215	1,032,121	(380,094)	1,091,330	934,519	(156,811)	1,571,412	1,461,690	(109,722)
Expenditures	1,412,215	1,125,557	(286,658)	1,444,599	1,225,158	(219,441)	1,571,410	1,152,279	(419,131)
Net Cost	0	93,436	93,436	353,269	290,639	(62,630)	(2)	(309,411)	(309,409)
<b>Information Systems Department</b>									
Revenues	19,774,919	14,513,891	(5,261,029)	22,606,868	14,932,851	(7,674,017)	23,975,290	12,878,769	(11,096,521)
Expenditures	21,802,820	14,526,272	(7,276,549)	24,018,034	13,756,626	(10,261,409)	26,346,380	13,204,494	(13,141,886)
Net Cost	2,027,901	12,381	(2,015,520)	1,411,166	(1,176,226)	(2,587,392)	2,371,090	325,725	(2,045,364)
<b>Non-Departmental</b>									
Revenues	337,335,565	359,202,921	21,867,357	323,442,581	337,508,381	14,065,801	362,545,965	385,062,324	22,516,359
Expenditures	188,711,900	136,762,705	(51,949,195)	117,523,010	83,754,201	(33,768,809)	146,574,982	114,291,520	(32,283,461)
Net Cost	(148,623,665)	(222,440,216)	(73,816,552)	(205,919,571)	(253,754,180)	(47,834,610)	(215,970,983)	(270,770,804)	(54,799,820)
<b>Open Space Department</b>									
Revenues	36,821,236	13,852,134	(22,969,102)	37,457,778	22,415,974	(15,041,804)	38,857,566	18,252,733	(20,604,834)
Expenditures	51,109,271	25,252,129	(25,857,142)	40,291,060	22,584,957	(17,706,104)	42,088,349	17,136,929	(24,951,420)
Net Cost	14,288,035	11,399,995	(2,888,040)	2,833,282	168,983	(2,664,299)	3,230,783	(1,115,804)	(4,346,587)
<b>PRMD Department</b>									
Revenues	18,023,711	18,581,867	558,156	19,682,572	18,355,835	(1,326,737)	25,386,977	20,014,215	(5,372,762)
Expenditures	24,807,999	20,466,642	(4,341,357)	26,919,492	21,150,059	(5,769,433)	32,334,872	28,426,044	(3,908,827)
Net Cost	6,784,289	1,884,775	(4,899,514)	7,236,920	2,794,224	(4,442,696)	6,947,895	8,411,830	1,463,935
<b>Probation Department</b>									
Revenues	18,900,610	20,021,918	1,121,308	18,634,626	20,651,726	2,017,100	21,298,011	27,152,307	5,854,296
Expenditures	52,505,869	46,363,821	(6,142,047)	55,589,411	50,676,155	(4,913,256)	61,145,991	56,133,420	(5,012,571)
Net Cost	33,605,259	26,341,904	(7,263,355)	36,954,785	30,024,428	(6,930,356)	39,847,980	28,981,113	(10,866,867)

**Budget vs Actuals  
FY15-16 through FY17-18**

Department	FY15-16 Revised Budget	FY15-16 Actuals	FY15-16 Actuals vs Budget (under)/over	FY16-17 Revised Budget	FY16-17 Actuals	FY16-17 Actuals vs Budget (under)/over	FY 17-18 Revised Budget	FY17-18 Actuals	FY17-18 Actuals vs Budget (under)/over
<b>Public Defender Department</b>									
Revenues	230,070	253,674	23,604	237,880	270,590	32,710	281,985	228,354	(53,631)
Expenditures	10,283,039	10,277,056	(5,982)	11,081,677	11,105,974	24,297	11,415,873	11,282,279	(133,594)
Net Cost	10,052,969	10,023,382	(29,587)	10,843,797	10,835,384	(8,413)	11,133,888	11,053,925	(79,963)
<b>Regional Parks Department</b>									
Revenues	14,656,522	14,114,805	(541,717)	15,997,659	15,473,774	(523,885)	17,508,035	17,186,225	(321,810)
Expenditures	20,715,706	18,090,751	(2,624,955)	22,892,972	19,871,617	(3,021,355)	24,425,800	22,236,159	(2,189,642)
Assets	100,000	0	(100,000)	114,078	0	(114,078)	219,900	0	(219,900)
Net Cost	6,159,184	3,975,946	(2,183,238)	7,009,391	4,397,842	(2,611,549)	7,137,665	5,049,933	(2,087,732)
<b>Sheriff's Office</b>									
Revenues	67,928,115	69,693,694	1,765,578	71,854,853	70,033,547	(1,821,306)	76,179,101	76,338,954	159,853
Expenditures	149,609,878	144,745,453	(4,864,426)	163,897,212	155,397,186	(8,500,026)	172,083,092	165,933,556	(6,149,536)
Net Cost	81,681,763	75,051,759	(6,630,004)	92,042,359	85,363,640	(6,678,719)	95,903,991	89,594,602	(6,309,389)
<b>Sonoma County Water Agency</b>									
Revenues	156,890,226	152,898,782	(3,991,444)	167,862,649	159,651,275	(8,211,374)	169,063,651	162,334,510	(6,729,141)
Expenditures	200,640,916	147,640,370	(53,000,546)	211,162,827	154,432,182	(56,730,646)	230,621,546	161,603,187	(69,018,360)
Assets	45,765,027	0	(45,765,027)	48,360,889	0	(48,360,889)	45,382,488	0	(45,382,488)
Net Cost	89,515,717	(5,258,412)	(94,774,129)	91,661,068	(5,219,093)	(96,880,161)	106,940,384	(731,323)	(107,671,707)
<b>Transportation &amp; Public Works</b>									
Revenues	127,665,872	98,532,951	(29,132,921)	112,358,494	91,918,789	(20,439,705)	113,886,457	104,086,996	(9,799,461)
Expenditures	121,185,865	74,058,199	(47,127,665)	138,281,809	104,361,213	(33,920,596)	128,371,869	99,889,713	(28,482,156)
Assets	22,818,126	0	(22,818,126)	16,387,492	0	(16,387,492)	15,277,332	0	(15,277,332)
Net Cost	16,338,118	(24,474,752)	(40,812,870)	42,310,807	12,442,424	(29,868,383)	29,762,745	(4,197,283)	(33,960,028)
<b>UC Cooperative Extension Dept</b>									
Revenues	41,600	46,955	5,355	24,940	39,584	14,644	2,720	14,165	11,445
Expenditures	1,053,412	1,036,772	(16,640)	1,149,014	1,092,544	(56,470)	1,172,465	1,166,893	(5,572)
Net Cost	1,011,812	989,817	(21,995)	1,124,074	1,052,960	(71,114)	1,169,745	1,152,728	(17,017)





Date: June 11, 2019

To: Members of the Board of Supervisors

From: Barbie Robinson, Director, Department of Health Services

Re: Department of Health Services FY 2019-20 Budget Reductions and Priority Add-Backs

The purpose of this memo is to provide the Health Department's recommendations for priority add-backs for services and programs that were eliminated or reduced in the Health Department's FY 2019-20 budget. As detailed below, the memo describes each recommended add-back and describes the consequences and impacts to the County if these programs and services are not restored.

The County Administrator's Office recommends the following for Add-Back funding:

1. On-going funding of \$2 million and one time funding of \$650,000 to support residential care facilities.
2. On-going funding of \$900,000 to preserve Adult Outpatient Services staffing.
3. One-time funding of \$631,000 to fund adult services contracts for FY 2019-20.

### Background

In preparing its FY 2019-20 Recommended Budget, the Health Department was facing a revenue gap of \$11 million, including \$8 million in its Behavioral Health Division and \$3 million in its Public Health Division. Similar to FY 2018-19, the \$11 million revenue gap was primarily the result of a continued decline in revenue and increasing costs. Fiscal Year 2019-20 will be the fourth year the Health Department will experience flat growth in its major funding stream - 1991 Health and Mental Realignment as the result of the In-Home Support Services (IHSS) redirect. The lack of 1991 Realignment growth in concert with increasing costs, including an increase in the Health Department's labor and institutional costs, are a major contributor to the Health Department's FY 2019-20 fiscal challenges.

The Health Department has made progress on a number of initiatives aimed at improving the efficiency and effectiveness of operations in order to maximize revenues and reduce costs. Specifically:

1. Implementation of the Avatar electronic health record;
2. Improved claiming for Medicare reimbursement;
3. Improved documentation to maximize Medi-Cal reimbursements; and
4. Created a revenue cycle management unit designed to improve forecasting, reporting, and monitoring.

In addition to the above-referenced activities, in FY 2019-20 the Health Department will continue to implement operational improvements and efficiencies, including:

1. Redesigning of Behavioral Health programs to improve service provision, maximize revenues, reduce institutional care, improve compliance with State/federal mandates, and improve utilization review processes;
2. Reforming the Health Department's contracting processes to improve the efficiency, effectiveness, and value of contracted services including implement competitive procurement and performance-based contracting, active contracting monitoring;
3. Improving the Health Department's fiscal systems including revenue forecasting, fiscal reporting processes to track service provision, program productivity, grant/contract performance and financial status, and oversight and monitoring to meet budget goals & and improve services.

### **FY 19-20 Recommended Budget Reductions by Division**

To address the FY 2019-20 revenue gap and move the Health Department toward fiscal sustainability will require painful reductions to programs and services that will have a detrimental effect on the vulnerable populations we serve in the community – primarily the mentally ill and those with substance use disorders. In addition, reductions to Public Health programs will negatively impact services provided to at-risk teens and young mothers as well as impact the Health Department's capacity to effectively respond to a disease outbreak and prepare for and respond in the case of a disaster or public health-related emergency.

The following is a summary of the proposed reductions by division included in the Health Department's Recommended FY 19-20 budget. For each reduction the Health Department provides a description of the service, the impact the reduction will have on the client and contracted providers, the fiscal impact of the reduction, and the priority add-back recommendation of the Health Department. Please see **Attachment A** that provides a list of the Health Department's priority add-backs.

#### **Behavioral Health Division**

The Health Department's Behavioral Health Division's current year budget consists of approximately 39 percent salary and benefits costs (\$36.6 million) and 42.6 percent contract costs (\$39 million). As a result, submitting a balanced budget in FY 2019-20 that addresses the \$8 million revenue gap was not made without substantial reductions to Behavioral Health programs and services.

Upon identification of the FY 2019-20 revenue gap, Departmental leadership instructed Behavioral Health Division senior management to develop a strategy for submitting a balanced budget. The guiding principle utilized by Behavioral Health leadership in identifying proposed reductions was to preserve core/mandated services the Health Department is required to provide as the Medi-Cal Mental Health Plan.

While the service and program reductions proposed below may not be a mandated, they represent valuable programs and services required to maintain the health and well-being of individuals with severe mental health and substance use issues at the less costly levels of care and in the community to prevent the need for more costly institutional services. As noted below, the financial and regulatory risks associated with the loss of the programs and their impacts on the health and mental health care delivery system, education, and law enforcement are significant.

- *Elimination of Residential Care Facilities Supplemental Payments.*
  - **Program Description:** Supplemental payments to contracted residential care

facilities that support mental health plan's client's retention of supportive housing in the community.

- **Client Impact:** The proposed reduction will completely eliminate residential care supplemental payments for support housing. Approximately 220 severely mentally ill clients will lose their placements at residential care facilities placing them at risk for homelessness requiring new and likely more costly supportive housing.
  - **Staffing Impact:** No staffing impact.
  - **Provider Impact:** Nineteen (19) contracted residential care facilities will lose approximately \$3.8 million in funding.
  - **Fiscal Impact:** The total cost reduction is \$3.8 million. However, overall fiscal impact the loss of residential care supportive housing would have on the health care delivery system could be significantly higher. It costs approximately \$30,000 to house a single client in the residential care setting. Clients in these facilities are severely mentally ill and in many cases medically fragile. With loss of housing many of these clients will face increased crisis situations that can lead to increased use of emergency rooms, inpatient hospital admissions, and increased encounters with law enforcement and the jail. In addition, with the loss of stable supportive housing will likely result in a decompensation of the client's mental health condition resulting in increased utilization of longer term institutional care at a cost of \$125,00 to \$250,000 per year, per client.
  - **Add-Back Recommendation:** Priority Number 1 (\$3,800,840)
  - **CAO Comment:** The County Administrator's recommendations include on-going funding of \$2 million and one-time funding of \$650,000 to support residential care facilities. The difference between \$3.80 million and the \$2.65 million is expected to be mitigated through the identification of housing vouchers for approximately 120 clients in the residential care facilities.
- **Reduced Peer and Family Support Contracts.**
    - **Program Description:** Contracted providers operate peer-run self-help centers and community-based programs that provide a meeting place, job counseling, peer support, system navigation, education for family members of adults with mental illness, and other resources for mental health clients that may or may not be currently receiving treatment.
    - **Client Impact:** The proposed reduction will significantly reduce peer and family support contract. Reduced programs experience over 50,000 encounters per year. Absent these services some clients will decompensate, resulting in an increased need for emergency medical care, psychiatric crisis services, criminal justice services, and encounters with law enforcement.
    - **Staffing Impact:** No impact on staff.
    - **Provider Impact:** Three (3) contracted providers, including Goodwill, West County Community Services and Buckelew Programs will lose approximately \$1.16 million in funding.
    - **Fiscal Impact:** The total cost reduction is \$1.16 million. However, the peer run programs are cost effective programs designed to mitigate the need for higher,

more intensive/costly levels of care. The loss of peer run programs will result in increased costs associated with use of the emergency room services, psychiatric crisis services including institutional care, criminal justice services, and encounters with law enforcement.

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- *Reduction of Adult Services Team and Outpatient Contracts.*
  - **Program Description:** Provides specialty mental health services to clients with severe mental illness including assessment, case management, care planning, therapy, and linkages to other services for individuals not currently in need of more intensive full-service partnership services. Services are provided by a combination of contracted providers and Health Department staff.
  - **Client Impact:** With the reduction of adult services team and outpatient contracts approximately 500 clients will no longer be served.
  - **Staffing Impact:** No layoffs. Note: 13.6 FTE Adult Services staff will be transferred to other vacant positions.
  - **Provider Impact:** Two (2) contracted providers, including Lomi School Foundation and Telecare will lose approximately \$630,000 in funding.
  - **Fiscal Impact:** Adult Services consists of outpatient contracts and the Adult Services Team staffing. The total cost reduction is \$2.4 million.
    - Outpatient Contracts (Priority 3a) – The total cost reduction related to adult services outpatient contracts is \$631,000.
    - Adult Services Team (Priority 3b) – The total cost reduction to Adult Services Team staffing is \$1,773,000.
    - The impact related to reducing outpatient contracts and the Adult Services Team staffing is a percentage of adult client’s condition(s) will worsen requiring more intensive mental health services. Increased cost include increase use of hospital emergency room services, increased use of long term care at a cost of \$125,000 to \$250,000 and increased contact with law enforcement and the criminal justice system. In addition, the Health Department is placed at increased fiscal risk for State fines, sanctions, and penalties related to noncompliance with the Medicaid network adequacy standards and other regulatory requirements. Multiple counties have received state penalties associated with the network adequacy standards equal to 10% of the beneficiaries multiplied by \$500 per beneficiary.
  - **Add-Back Recommendation:**
    - **Priority Number 3a – Adult Outpatient Services - Contracts (\$631,000)**
    - **Priority Number 3b – Adult Outpatient Services – Staffing (\$1,773,000)**
  - **CAO Comment:** The County Administrator’s recommendations include one-time funding of \$631,000, which will be used to fund adult services contracts for FY 2019-20 and on-going funding of \$900,000 that will be used to preserve Adult Outpatient Services staffing.
- *Reduce the Crisis Stabilization Unit Beds from 16 to 12.*

- **Program Description:** The Crisis Stabilization Unit provides 24/7 crisis intervention, assessment, medication support, and up to 23 hours of supportive care for individuals in acute mental health crisis.
- **Client Impact:** A reduction in beds will result in 4 fewer beds representing approximately 1,460 bed days per year.
- **Staffing Impact:** No layoffs. Note: 4.0 FTE Behavioral Health Clinicians/Interns will be transferred to vacant positions.
- **Provider Impact:** No impact. The Crisis Stabilization Unit (CSU) is a County-run program.
- **Fiscal Impact:** The total cost reduction is \$617,053. Fewer CSU beds will result in more individuals in crisis being diverted to hospital emergency departments and an increase in acute hospitalizations. There will be an increase in cost to local governments as the amount of time law enforcement must spend with individuals in psychiatric crisis increases and the encounters with the criminal justice system, including the jail, increase.
- **Add-Back Recommendation:** Priority Number 13 (\$617,053)
- *Elimination of the Crisis, Assessment, Prevention, and Education Team.*
  - **Program Description:** Provides training and "on-call" crisis support at local high schools and junior college campuses.
  - **Client Impact:** With the elimination of CAPE program, the Department will no longer provide training at local high school and junior college campuses. The Health Department will still respond to crisis requests on an as-needed basis.
  - **Staffing Impact:** No layoffs. Note: 1.4 FTE Behavioral Health Clinicians will be transferred to other vacant positions.
  - **Provider Impact:** No impact. The Crisis, Assessment, Prevention, and Education Team is a County-run program.
  - **Fiscal Impact:** The total cost reduction is \$250,000.
  - **Priority Add-Back Recommendation:** Not a recommended add-back as School Districts receive funding to address training of teachers.
- *Reduction of the Workforce Education and Training Program.*
  - **Program Description:** A reduction in Workforce Education and Training (WET) services will result in reduced mandatory staff trainings to staff.
  - **Client Impact:** No client impact.
  - **Staffing Impact:** No layoff. Note: 1.0 FTE Patient Care Analyst will be transferred to a vacant position.
  - **Provider Impact:** No impact. The Workforce, Education, and Training Program is a County-run program.
  - **Fiscal Impact:** The total cost reduction is \$382,000.
  - **Priority Add-Back Recommendation:** Not a recommended add-back.

In Behavioral Health, reductions will impact a total of 2.85 FTE allocations, including 2.85 FTE vacant allocations and no filled allocations. As a result of mitigating efforts and the ability to transfer staff into funded positions, the Health Department does not anticipate that these reductions will result in any layoffs in the Behavioral Health Division. However, the inability to fill the vacant positions will impact the system of care and the Health Department's ability to consistently meet State and Federal Network Adequacy Standards regarding number of providers available in the County's Mental Health Plan. Please see Attachment B for a complete list of proposed staffing reductions included in the Health Department's FY 2019-20 Recommended Budget.

### **Public Health Division**

The Public Health Division was projected to have a \$3 million budget gap primarily due to reduced revenues and associated expenditures of \$1.2 million related to the State's legislative mandate to transition the Whole Child Model program to the Partnership Health Plan, as well as increased labor costs of \$1.8 million.

Upon identification of the FY 2019-20 revenue gap, Departmental leadership instructed Public Health leadership to identify proposed reductions necessary to balance their budget with the guiding principle preserving core/mandated services. While the reductions proposed below may not be a mandated, they represent valuable Public Health prevention programs and services designed to reduce more costly services that impact various community systems required to maintain the health and well-being of the community.

- *Reduction of the Disease Control Unit.*
  - **Program Description:** The Disease Control Unit conducts public health surveillance including receiving and analyzing mandated reports from clinicians and laboratories; case, contact and outbreak investigations and management; outreach and guidance for schools, clinics, hospitals, skilled nursing facilities and other health care community organizations; development and dissemination of Health Alerts or Advisories, HIV and STD prevention outreach and coordination, Medical/Mental Health detention inspections to comply with Title 15; and provides treatment for active TB disease.
  - **Client Impact:** Disease Control will be less able to respond to requests for guidance and support regarding all aspects of communicable disease from County departments and/or community partners. Disease Control team will triage services to address most pressing disease control issues within available resources. An expanded disease outbreak may require tapping into County workforce and reserves to cover unbudgeted costs.
  - **Staffing Impact:** Reductions in the Disease Control Unit will impact 3.75 FTE allocations, including 2.75 FTE vacant allocations and 1.0 FTE filled allocations with a total of 1.0 FTE potentially subject to layoff.
  - **Provider Impact:** No impact. The Disease Control Unit is a County-run program.
  - **Fiscal Impact:** The total cost reduction is \$655,000.
  - **Add-Back Recommendations:**
    - **Priority Number 5:** 1.0 FTE Public Health Nurse II (\$185,623)

- **Priority Number 6:** 1.0 FTE Supervising Public Health Nurse (\$205,240)
  - : 1.0 FTE Admin Aide (\$95,744)
- *Reduction of the Emergency Preparedness Unit.*
  - **Program Description:** Plans, prepares and operates programs to respond quickly and effectively to threats endangering the health of the public, such as disasters or emerging diseases (e.g., earthquakes, fires, floods, influenza, West Nile virus, etc.)
  - **Program Impact:** Disease Control will be less able to respond to requests for guidance and support regarding all aspects of communicable disease from County departments and/or community partners. Disease Control team will triage services to address most pressing disease control issues within available resources. An expanded disease outbreak may require tapping into County workforce and reserves to cover unbudgeted costs.
  - **Staffing Impact:** Reductions in the Emergency Preparedness Unit will impact 1.0 FTE filled allocations which is subject to potential layoff.
  - **Provider Impact:** No impact. The Emergency Preparedness Unit is a County-run program.
  - **Fiscal Impact:** The total cost reduction is \$130,000.
  - **Add-Back Recommendation:**
    - **Priority Number 10:** 1.0 FTE Administrative Aide (\$100,093)
- *Reduction of the Teen Parent Connections Program.*
  - **Program Description:** Provides case management services for pregnant/parenting teenagers age 18 years or younger to help clients maximize their educational potential and self-sufficiency.
  - **Client Impact:** Approximately 120 teen parents who lose access to case management services will be more likely to not graduate from high school, have a second teen pregnancy, become homeless, enter child welfare system, enter juvenile justice system and require other County services that lead to increased long-term County costs for safety net services (including human services, behavioral health, criminal justice, child support, child protective services, etc.). The program currently leverages funds through participating in Medi-Cal Targeted Case Management (TCM) and receiving Cal-Learn funding from Human Services.
  - **Staffing Impact:** Reduction to the Teen Parent Program will impact 5.0 FTE allocations, including 1.0 FTE vacant allocations and 4.0 FTE filled allocations with a total of 4.0 FTE potentially subject to layoff.
  - **Provider Impact:** No impact.
  - **Fiscal Impact:** The total cost reduction is \$373,000.
  - **Add-Back Recommendation:**
    - **Priority Number 11 & 12:** 2.0 FTE Social Service Worker in the Teen Parent Program (\$204,412)
- *Reduction to Nurse Home Visiting Team.*

- **Program Description:** The Field Nursing Initiative and Nurse Family Partnership programs provide services to approximately 250 pregnant women and mothers with young children who have numerous health and social challenges. Services include intensive support to first-time mothers during their pregnancy and a broad range of services and assessments to women and their young children, including screening for adverse childhood experiences and depression.
- **Client Impact:** Elimination of additional nurse home visiting positions is a lost opportunity for the Health Department to leverage federal and state funding for prevention and early intervention to vulnerable families to reduce long-term impacts. Evidence-based home visiting is one of the top 2 priorities identified for the Board of Supervisors in its “Strategies to Reduce Poverty in Sonoma” study (November 24, 2014) and has the highest return on investment compared with downstream interventions.
- **Staffing Impact:** Reduction to the Nurse Home Visiting Program will impact 7.3 FTE allocations, including 5.80 FTE vacant allocations and 1.50 FTE filled allocations with a total of 1.50 FTE potentially subject to layoff.
- **Provider Impact:** No impact.
- **Fiscal Impact:** The total cost reduction is \$521,000.
- **Add-Back Recommendation:**
  - **Priority Number 9:** 0.80 FTE Public Health Nurse II in the Home Visiting Initiative (\$148,837)
- **Reduction of Administrative Support Services.**
  - **Program Description:** Provides administrative support to Public Health programs and services.
  - **Client Impact:** Loss of several key administrative infrastructure positions will limit the ability of Public Health program support unit to assure compliance and operational excellence across the Division. Elimination of staff will move the duties to other remaining personnel to identify priorities, efficiencies, and alternatives for loss of administrative support services.
  - **Staffing Impact:** Reduction to Public Health administrative staff will impact 2.0 FTE allocations, including 2.0 FTE vacant allocations and no FTE filled allocations with a total of 2.0 FTE potentially subject to layoff as a result of displacement.
  - **Provider Impact:** No impact.
  - **Fiscal Impact:** The total cost reduction is \$393,000.
  - **Add-Back Recommendation:**
    - **Priority Number 4:** 1.0 FTE Program Planning Evaluation Analyst (\$164,775)
    - **Priority Number 7:** 1.0 FTE Senior Office Assistant in Program Support (\$99,592)
- **Elimination of the Animal Care and Control Director Position.**
  - **Program Description:** The Animal Care and Control Director is responsible for overall management and administration of Animal Services programs and services

including fiscal, human resources, training, and policy functions, and supervision of first line supervisors and professional and technical staff.

- **Client Impact:** No impact.
- **Staffing Impact:** Reduction of 1.0 FTE Animal Care and Control Director position. Will result in layoff. Elimination of the position will result in transition of the position duties to the Animal Services Operations Manager and the current Public Health Division Director for overall supervision of the unit.
- **Provider Impact:** No impact.
- **Fiscal Impact:** The total cost reduction is \$180,000.
- **Add-Back Recommendation:** Not a recommended add-back.

In Public Health, the above reductions will impact a total of 32.60 FTE allocations, including 22.10 FTE vacant allocations and 10.50 FTE filled allocations with a total of 10.50 FTE potentially subject to layoff. The Health Department will continue to work with County Human Resources to mitigate layoffs. Please see **Attachment B** for a list of proposed staffing reductions included in the Department's FY 2019-20 Recommended Budget.

### **Administrative Services Division**

The Administration Division has an overall decrease of \$5.1 million from the FY 2018-19 adopted budget primarily due to the transition of First 5 Sonoma County out of the Health Department into its own public entity as of July 1, 2019. Reduction to Administrative Services will impact 9.0 FTE allocations, including 8.0 FTE vacant allocations and 1.0 FTE filled allocations. The filled allocation is the First 5 Section Manager allocation that will transition to the public entity and therefore not a layoff. Please see **Attachment B** for a list of proposed staffing reductions included in the Department's FY 2019-20 Recommended Budget.

**DHS FY 19-20 Recommended Budget Priority Add-Back List**

<b>Priority</b>	<b><u>Division</u></b>	<b><u>Add-Back</u></b>	<b><u>Reduction Amount</u></b>	<b><u>CAO Recommended Funding</u></b>
1	BH	Residential Care Facilities	3,800,840	2,650,000
2	BH	Peer & Family Contracts	1,162,239	
3a	BH	Adult Outpatient Services - Contracts	631,000	631,000
3b	BH	Adult Outpatient Services - Staffing	1,773,000	900,000
4	PH	Program Planning Evaluation Analyst in Program Support	164,775	
5	PH	Public Health Nurse II in Disease Control	185,623	
6	PH	Supervising Public Health Nurse in Disease Control	205,240	
7	PH	Senior Office Assistant in Program Support	99,592	
8	PH	Administrative Aide in Disease Control	95,774	
9	PH	Public Health Nurse II in Family Health	148,837	
10	PH	Administrative Aide in Preparedness	100,093	
11	PH	Social Service Worker III in Family Health	102,206	
12	PH	Social Service Worker III in Family Health	102,206	
13	BH	CSU increase back to 16 beds	617,053	



## ATTACHMENT B

### DHS FY 19-20 Recommended Budget List of Impacted Allocations

ADMINISTRATION DIVISION			
Job Classification	FTE for Deletion		Layoff/ Displacement
	Vacant	Filled	
Account Clerk II	1.00		
Administrative Aide	1.00		
First 5 Section Manager		1.00	1.00
Health Information Specialist II	3.00		
Program Planning & Eval. Analyst	1.00		
Receptionist	1.00		
Senior Office Assistant	1.00		
<b>TOTAL</b>	<b>8.00</b>	<b>1.00</b>	<b>1.00</b>

PUBLIC HEALTH			
Job Classification	FTE for Deletion		Layoff/ Displacement
	Vacant	Filled	
Account Clerk II	0.50		
Administrative Services Officer I			
Administrative Aide		2.00	2.00
Animal Care & Control Director		1.00	1.00
Community Health Worker Specialist	3.00		
Forensic Psychiatrist	0.50		
Health Information Specialist II		1.00	1.00
Medical Record Clerk III	1.00		
PH Laboratory Technician	1.00		
PH Nurse II	4.80	0.50	0.50
Program Planning & Eval. Analyst	1.00		
Secretary	1.00		
Senior Account Clerk	0.50		
Senior Health Information Specialist		1.00	1.00
Senior Office Assistant	5.80	1.00	1.00
Senior PH Nurse	0.25		
Social Service Worker III		4.00	4.00
Social Service Worker IV	1.00		
Supervising PH Nurse	1.75		
<b>TOTAL</b>	<b>22.10</b>	<b>10.50</b>	<b>10.50</b>

**BEHAVIORAL HEALTH**

Job Classification	FTE for Deletion		Layoff/ Displacement
	Vacant	Filled	
AODS Counselor II	0.80		
BH Clinicians/Interns	2.05		
<b>TOTAL</b>	<b>2.85</b>	<b>0.00</b>	<b>0.00</b>

**Summary of FTE for Deletion**

	Vacant	Filled	For Layoff/ Displacement
ADMINISTRATION	8.00	1.00	1.00
PUBLIC HEALTH	22.10	10.50	10.50
BEHAVIORAL HEALTH	2.85	0.00	0.00
<b>TOTAL</b>	<b>32.95</b>	<b>11.50</b>	<b>11.50</b>
<b>GRAND TOTAL</b>	<b>44.45</b>		



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

575 ADMINISTRATION DRIVE ROOM 104  
 SAINT ROS, CALIFORNIA 95403-2888  
 TELEPHONE (707) 555-2431  
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**SHERYL BRATTON**  
 COUNTY ADMINISTRATOR

**CHRISTINA RIVERA**  
 ASSISTANT COUNTY ADMINISTRATOR

**NIKI BERROCAL**  
 DEPUTY COUNTY ADMINISTRATOR

**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

Date: June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Safety Net Contract Expenditures

On April 2, 2019, the Board approved principles to inform department regarding the contract of safety net services programs. The departments of Health Services, Human Services, Probation, and the Community Development Commission developed these principles to meet the following goals:

- Ensure that policy priorities are addressed in a coordinated and strategic manner.
- Ensure that resources and services are distributed equitably and fairly across regions,
- Promote a fair open, and competitive process for vendor selection,
- Reduce confusion among vendors as to how to obtain funding from the County.

During the meeting, the Board directed staff to return with an update to the attachment that accompanied the Summary Report detailing the list of Safety Net Vendors that have received funding in FY 2017-18. The Board requested information for FY 2018-19 and that the geographic location of the services provided be identified.

Staff have prepared the attached spreadsheet to include data for FY 2018-19. However, the data to identify the geographic location served by each vendor is not consistently tracked and a mechanism for tracking this data needs to be scoped. Staff will return with an update.

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
7TH AVENUE CENTER LLC	447,040				447,040	136,744				136,744
ABILITY NETWORK INC						1,251				1,251
ACTION NETWORK						46,205				46,205
ADRIENNE FRATINI MD	12,600				12,600	11,125				11,125
ALBERT J KASTL PHD		4,200			4,200		3,600			3,600
ALICE WALTER-KAPLAN		2,868			2,868		561			561
ALL SAINTS EXTENDED CARE	93,896				93,896	74,639				74,639
ALLIANCE MEDICAL CENTER	29,814				29,814	31,231				31,231
ALTERNATIVE FAMILY SERVICES INC		38,000			38,000	124,551	64,872			189,423
ALZHEIMER'S ASSOCIATION		12,953			12,953		27,980			27,980
AMERICAN LOGISTICS COMPANY LLC		101,575			101,575		117,165			117,165
ANA G MAGNANI-FLAHERTY			11,040		11,040			8,160		8,160
ANDREA PONTICIELLO	61,566				61,566	49,919				49,919
ANDREW D DUCH			3,000		3,000					
ANDREW J WONG INC	30,313				30,313	20,288				20,288
ANGELINA MARTIN DBA SMALL BUSINESS SOLUTIONS LLC	49,980				49,980	41,650				41,650
ANGELITA P AQUINO DBA AA BEST CARE LLC	79,229				79,229	260,011				260,011
ANGELITA P AQUINO DBA MCHUGH CARE HOME						91,278				91,278
Animal Control Training Services LLC	6,000				6,000	3,000				3,000
ANNETTE E SEIBEL MFT		14,304			14,304		5,670			5,670
AURORA BEHAVIORAL HEALTHCARE SANTA ROSA	68,972				68,972	33,120				33,120
Avance						7,500				7,500
BARBARA E PROSNIOWSKI PHD		22,355			22,355		17,091			17,091
BARBARA ELLEN MITCHELL DBA CRICKET MITCHELL CONSULTING LLC						1,000				1,000
BAY AREA VITAL-LINK INC		5,225			5,225		2,782			2,782
BECERRA GUADALUPE XOCHITL						1,733				1,733
BENJAMIN ROSS GOLDSTEIN	246,605				246,605	243,452				243,452
BETSYS RCFE DBA BETSYS II RCFE	12,985				12,985					
BIT CALIFORNIA LLC DBA DOCUMENT FULFILLMENT SERVICES							200,966			200,966
BLUE ROCK INSTITUTE, A PSYCHOLOGICAL CORP DBA SAN FRANCISCO FORENSIC INSTITUTE								625		625

**County of Sonoma  
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VENDOR NAME	FY17-18			FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation		Community Development Commission	Department of Health Services	Human Services Department	Probation	
BOYS & GIRLS CLUB OF CENTRAL SONOMA CNTY			127,163	127,163			108,330		108,330
BRABETZ INC	136,402	5,880		142,282	84,809	6,675			91,484
BRIGITTE I MENDOZA DBA BRISAMOR PSYCHOTHERAPY & PERS DEV		4,628		4,628		2,067			2,067
BUCKELEW PROGRAMS	1,906,046			1,906,046	1,159,633				1,159,633
CALIFORNIA HUMAN DEVELOPMENT CORPORATION	1,077,422	35,050		1,130,209	582,308	35,820	16,300	1,821	636,250
CALIFORNIA PARENTING INSTITUTE DBA CHILD PARENT INSTITUTE	408,668	1,408,855		1,817,523	494,446	1,145,969	23,090		1,663,505
CALIFORNIA STATE UNIVERSITY FRESNO, FOUNDATION		184,794		184,794		40,646			40,646
CARLA TOMASZEWSKI	4,000			4,000	1,060				1,060
CAROLYN FRANCES CRIMMINS		12,408		12,408		12,400			12,400
CATHERINE MARIE MCKENZIE	131,378			131,378	94,934				94,934
CATHOLIC CHARITIES OF THE DIOCESE OF SR	337,500	522,283		1,891,493	675,000	465,262		1,293,573	2,433,835
CENTER FOR CLIMATE PROTECTION	114,918			114,918	108,690				108,690
CF MERCED BEHAVIORAL LLC DBA MERCED BEHAVIORAL CENTER	189,435			189,435	120,506				120,506
CHERYL A JONES						1,392			1,392
CHILD FAMILY COMMUNITY INC DBA MARKWEST COMMUNITY PRESCHOOL					100,000				100,000
CINDY MCCARTHY		5,457		5,457		1,413			1,413
CITY OF SANTA ROSA				75,000				283,572	283,572
CLAUDIA E LEIVA					12,389				12,389
CLAUDIA R FORSTER		599		599		776			776
COMMITTEE ON THE SHELTERLESS		70,000		439,666		63,109		359,045	422,154
COMMUNITY ACTION PARTNERSHIP OF SONOMA COUNTY	134,500	49,741		268,720	277,891			73,274	351,164
COMMUNITY BAPTIST CHURCH COLLABORATIVE	162,258			162,258	141,340				141,340
COMMUNITY CHILD CARE COUNCIL	410,879	135,936		546,815	669,875	96,805			766,680
COMMUNITY MATTERS							46,372		46,372
COMMUNITY SUPPORT NETWORK	1,872,582			1,905,033	1,657,477			33,057	1,690,534
CONNECT AMERICA COM LLC		6,268		6,268		18,799			18,799
CONSERVATION CORPS NORTH BAY INC		639,243		639,243		506,706			506,706
CONSTANCE FREEMAN		8,600		8,600		4,200			4,200
CONSTANT AND ASSOCIATES INC					13,706				13,706

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
COPPERTOWER FAMILY MEDICAL CENTER ALEXANDER VALLEY HEALTHCARE	41,000				41,000	111,247				111,247
COUNCIL ON AGING SERVICES FOR SENIORS	112,538	1,509,412			1,621,950	509,903	1,275,291			1,785,194
CRESTWOOD BEHAVIORAL HEALTH INC	1,414,988				1,414,988	861,731				861,731
CUYLER B GOODWIN DBA SEQUOIA MIND HEALTH PC	62,100				62,100	71,400				71,400
CYNTHIA A ENGEL		3,861			3,861		3,063			3,063
CYNTHIA ANN HUMPHREY			1,113		1,113			369		369
DAISY MCGINNIS DBA HOME CARE ADVANTAGE		11,446			11,446		3,014			3,014
DAVID ANGLADA-FIGUEROA		19,113			19,113		13,807			13,807
DAVIS GUEST HOME INC	688,443				688,443	641,238				641,238
DIANE M AKERS DBA DIANE AKERS CONSULTING						18,600				18,600
DINO W RUFFONI JR		2,829			2,829		2,208			2,208
DLK VENTURES INC DBA HANNA HOUSE RIDLEY	9,384				9,384	31,008				31,008
DONALD E SETH	2,706				2,706					
DRUG ABUSE ALTERNATIVES CENTER	3,884,300	144,282			4,028,582	2,901,531	102,016		67,532	3,071,080
DRUG IMPAIRMENT DETECTION SERVICES LLC						14,400				14,400
DXC TECHNOLOGY SERVICES LLC		1,516,954			1,516,954		1,209,304			1,209,304
EARLY LEARNING INSTITUTE						477,129				477,129
EDEN P RELOTA DBA SUNSET GARDEN RCFE	126,804				126,804	117,582				117,582
Edgard Avakian		1,542			1,542					
ELIZABETH M FRAIN PHD		2,000			2,000		1,506			1,506
ELLEN L BOWEN LCSW		13,561			13,561		14,990			14,990
EMILY N MORRISON		3,231			3,231		1,875			1,875
EMT ASSOCIATES INC	12,705				12,705	15,485				15,485
EVOLUTION CONSULTING SOUTH LLC	881				881	1,336				1,336
EXEMPLAR HUMAN SERVICES LLC		204,000			204,000		170,000			170,000
FACE TO FACE ENDING HIV IN SONOMA COUNTY	7,860				7,860	7,980				7,980
FAITH IN ACTION: INTERFAITH VOLUNTEER CAREGIVERS OF SOLANO COUNTY							14,329			14,329
FEI.COM INC	98,000				98,000	70,964				70,964
FINEMAN ASSOCIATES INC DBA FINEMAN PR						59,552				59,552
FISCAL MANAGEMENT ASSOCIATES LLC						86,500				86,500

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
FORGOTTEN FELINES OF SONOMA COUNTY						3,000				3,000
GLORIA D SPEICHER PHD		25,450	7,238		32,688		1,400			1,400
GOD'S GRACE CARING HOME INC						115,830				115,830
GOODWILL INDUSTRIES INC	202,437	1,231,640			1,434,077	1,490,963	1,036,627			2,527,589
HALSEY SIMMONS	29,801				29,801	19,891				19,891
HCS INCORPORATED DBA THE ABARIS GROUP	100,000				100,000					
HEATHER B TAYLOR		483			483		2,243			2,243
HELIOS HEALTHCARE LLC	45,260				45,260	37,696				37,696
HILLIARD COMPLIANCE CONSULTING LLC	2,703				2,703	5,469				5,469
HOFFMAN HEALTH & HOLISTICS INC	40,100				40,100	32,650				32,650
HOPE AFFECTS INC	100,988				100,988	98,443				98,443
IMAGETREND INC						52,313				52,313
INDIVIDUALS NOW INC DBA SOCIAL ADVOCATES FOR YOUTH	704,569	795,782	4,160	90,192	1,594,703	597,440	516,779	2,080	203,034	1,319,334
INTERFAITH SHELTER NETWORK INC		591,863	138,633		730,496		552,188	196,295		748,483
INTERNATIONAL BUSINESS MACHINES CORP DBA IBM CORPORATION	750,004				750,004	2,839,549	9,974			2,849,523
INTERNATIONAL TRAUMA CENTER		166,447			166,447					
ISABEL TIEMANN						1,985				1,985
JACK E SHERMAN DDS		3,003	25,275		28,278		26,465	17,700		44,165
JACKSON & COKER LOCUMTENENS LLC	156,980				156,980	157,781				157,781
JAMES FURULI INVESTMENT CO DBA ENVIRONMENTAL DYNAMICS		3,591			3,591		4,570			4,570
JANINA NADANER		360			360					
JEANETTE PEARCE		10,415			10,415		2,487			2,487
JENNIFER E SILVERSTEIN	9,596	13,386			22,982	4,898	14,840			19,738
JENNIFER MOREHOUSE		3,660			3,660		54,926			54,926
JEWISH FAMILY & CHILDRENS SVCS	26,362	22,638			49,000	11,852	6,430			18,282
JILL CAROLE ST PETER	3,660				3,660	4,113				4,113
JOHN HAMEL & ASSOCIATES		1,843			1,843					
JOHN S LESSLEY	7,650				7,650	1,700				1,700
JOHN WILLIAM EVANS MD	118,710				118,710	110,898				110,898
JULIE ANN KAWAHARA						15,141				15,141
JUMP TECHNOLOGY SERVICES		50,000			50,000		22,950			22,950
KARLA E LOUNIBOS	1,000				1,000	2,598				2,598
KATHLEEN A DARK PHD		23,381			23,381		20,160			20,160

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
KATHRYN L SPYRKA DBA COLLABORATIVE CARE & COORDINATION							15,263			15,263
KENNA KITAMURA						350				350
KRISTEN N THOMAS DBA CHILD & FAMILY CONNECTIONS		2,466			2,466		1,122			1,122
KYLA RAUH		40,118			40,118		21,773			21,773
LA LUZ BILINGUAL CENTER						90,362				90,362
LABORATORY CORP OF AMERICA						4,109				4,109
LAFRANCE ASSOCIATES LLC DBA LEARNING FOR ACTION						61,652				61,652
LATINO SERVICE PROVIDERS	193,193				193,193	55,300				55,300
Laura A Roehrick dba The Foot Care Nurse							550			550
LAW OFFICES OF MAUREEN MCSORLEY		5,126			5,126		8,532			8,532
LE ELEN MANOR						402,958				402,958
LEGAL AID OF SONOMA COUNTY	25,721	373,614		195,843	595,178	17,368	219,447		184,297	421,112
LIFE TECHNOLOGIES CORPORATION	19,074				19,074	22,075				22,075
LIFEWORKS OF SONOMA COUNTY		9,219			9,219	222,746	23,211	18,676		264,633
LILLIE RICHARDSON						33,842				33,842
LILLIPUT CHILDREN'S SERVICES		397,744			397,744		303,020			303,020
LISA ROHE		345			345		1,794			1,794
LOMI SCHOOL FOUNDATION		7,485			7,485	133,752	6,968			140,720
LUCILLE A CAPO ROME	136,824				136,824	96,701				96,701
LUZ T ZAVALA						2,030				2,030
MARGARET CAFFERY		6,866			6,866		6,253			6,253
MARGARET G HANSEN DBA HANSENRESOURCE ORGANIZING		2,570			2,570		6,410			6,410
MARIA CHRISTINA RIVERA								2,700		2,700
MARIA E DAVEREDE							15,324			15,324
MARILYN O STENDER MA MFT		43,146			43,146		43,469			43,469
MARILYN STEFONETTI		11,951			11,951		16,782			16,782
MARION-ISABEL ZIPPERLE PHD		4,473			4,473					
MARITA SCHNEIDER		15,610			15,610		6,863			6,863
MARK EVANOFF DBA THE ALTERNETWAYS COMPANY		3,188			3,188		4,250			4,250
MARK H LUOTO						73,333				73,333
MARK S DAVIDOW MD	149,925				149,925	57,900				57,900
Mark West School District	1,958				1,958	710				710
MARY C HARPER		8,600			8,600		5,886			5,886

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
MARY EICKMEYER	28,400				28,400	13,760				13,760
MARY MADDUX GONZALEZ	5,550				5,550	13,200				13,200
MATTHEW P PEREIRA DBA SAFER PROGRAM								9,765		9,765
MAXIM HEALTHCARE SERVICES INC		8,300			8,300	254,675	672			255,347
MEGAN K ALEXANDER	43,464				43,464	26,925				26,925
MEGHAN COLLEEN MURPHY	13,854				13,854	9,526				9,526
MENTAL HEALTH MGMT I INC DBA CANYON MANOR	678,503				678,503	263,309				263,309
MICHAEL BATES						19,957				19,957
MICHAEL GAMBLE MD	55,500				55,500					
MICHAEL MONTGOMERY MSW		12,444			12,444		6,549			6,549
MIRABEL LODGE		109,000			109,000		51,700			51,700
NADHAN INC DBA CREEKSIDE REHABILITATION & BEHAVIORAL HEALTH						2,083,770				2,083,770
NAKUL VARSHNEY MD						47,813				47,813
NAMI SONOMA COUNTY	373,979				373,979	152,691				152,691
NAOMI W GRANVOLD	67,500				67,500	52,563				52,563
NETSMART TECHNOLOGIES	447,342				447,342	410,106				410,106
NEYRA ROSA						2,000				2,000
NORTH BAY CHILD & FAMILY COUNSELING INC DBA NORTH BAY COUNSELING		14,822			14,822		20,400			20,400
NORTH COAST OPPORTUNITIES		210,953			210,953		224,963			224,963
NORTHERN CA CENTER FOR WELL BEING	174,265				174,265	143,597	25,110			168,707
NURSE-FAMILY PARTNERSHIP						17,784				17,784
ON THE MOVE	247,582	387,250		14,185	649,017	213,107	326,660		4,962	544,729
ORAL HEALTH SOLUTIONS INC	69,428				69,428	1,500				1,500
PAULA M PETERSEN DBA JOSEPHSON CARE HOME	29,993				29,993					
PERKIN ELMER HEALTH SERVICES	5,976				5,976	324				324
PERSIMMONY INTERNATIONAL INC						77,100				77,100
PETALUMA HEALTH CENTER	81,229	4,638			85,867	67,871	42,154			110,026
PETALUMA PEOPLE SERVICES	719,434	453,438	186,420	95,416	1,454,707	1,167,291	496,503	134,791	80,281	1,878,866
PINE FLAT RANCH INC DBA HOME CARE ASSISTANCE SONOMA COUNTY		1,830			1,830		1,031			1,031
PLANETERIA MEDIA LLC		22,750			22,750		2,830			2,830
POSITIVE IMAGES	107,616				107,616	71,288				71,288
PRAED FOUNDATION	3,000				3,000					
PSYNERGY PROGRAMS INC	153,169				153,169	649,344				649,344

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
REDWOOD COMMUNITY HEALTH COALITION	100,000				100,000	175,758				175,758
REDWOOD EMPIRE FOOD BANK				15,589	15,589				5,000	5,000
REDWOOD EMPIRE FOSTER		24,000			24,000		18,000			18,000
REDWOOD PSYCHOLOGY CENTER INC DBA RUSSIAN RIVER COUNSELORS	39,413	2,204			41,617		2,176			2,176
REGENTS OF THE UNIVERSITY OF CALIFORNIA							191,633			191,633
REGINA WELLS							3,780			3,780
REMOTE SATELLITE SYSTEMS INT'L	8,799				8,799	7,047				7,047
RESTORATIVE RESOURCES			5,400		5,400			71,480		71,480
RICHARD A HIRE DBA COUNTRY GARDENS CARE HOME	20,400				20,400	57,325				57,325
RICHARD L BAUDRAND	5,310				5,310	3,255				3,255
RIVER TO COAST CHILDREN'S SERVICES						32,742				32,742
ROBERT A BENJAMIN MD	31,090				31,090	45,974				45,974
ROBERT C GREENBERG		6,480			6,480		5,520			5,520
ROBERT OCHS	1,140				1,140					
ROBERTA H VINCK		20,958			20,958		12,004			12,004
RODOLFO RODRIGUEZ		19,731			19,731		11,730			11,730
ROSELAND SCHOOL DISTRICT	20,611				20,611	21,289				21,289
RUDY J BONILLA	4,160				4,160	960				960
SANDRA L KRICKORIAN							624			624
SANTA ROSA ADULT & CHILD CTR FOR		4,869			4,869		4,176			4,176
SANTA ROSA CHAMBER OF COMMERCE						50,000				50,000
SANTA ROSA COMMUNITY HEALTH CENTERS	753,533				753,533	381,684				381,684
SEBASTOPOL AREA SENIOR CENTER		79,298			79,298		49,149			49,149
SENECA FAMILY OF AGENCIES		2,799,650	603,795		3,403,445	857,807	2,225,808	932,779		4,016,394
SENIOR ADVOCACY SERVICES		747,748			747,748		667,851			667,851
SHANGRILA REST HOME						34,443				34,443
SHARON A BERGERON		1,242			1,242		2,277			2,277
SHOSHONA PASCOE		5,340			5,340		4,520			4,520
SIYAN CLINICAL CORPORATION	32,450				32,450	124,184				124,184
SONOMA COUNTY CHILD & FAMILY COUNSELING DBA SONOMA COUNTY COUNSELING		7,445			7,445		36,664			36,664
SONOMA COUNTY INDIAN HEALTH PROJECT INC	89,853				89,853	125,111				125,111

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
SONOMA COUNTY JUNIOR COLLEGE DISTRICT	5,427	230,000	61,676		297,103	137,424	191,265			328,688
SONOMA COUNTY OFFICE OF EDUCATION	224,821				224,821	228,957				228,957
SONOMA COUNTY REGIONAL PARKS FOUNDATION	17,600				17,600					
SONOMA FAMILY THERAPY INC		9,813			9,813		9,717			9,717
SOUTH COAST HEALTH & WELLNESS CORP DBA COMMUNITY CARE ON PALM	39,522				39,522	38,667				38,667
SOUTH COAST SENIORS INC		12,715			12,715		13,601			13,601
ST JOSEPH HEALTH NORTHERN CALIFORNIA DBA SANTA ROSA MEMORIAL HOSPITAL	1,500				1,500					
ST MICHAEL'S EXTENDED CARE LLC	89,040				89,040	80,730				80,730
STERIS CORPORATION	599				599	7,537				7,537
STEVEN G FRANCIS	900				900	1,040				1,040
SUNNY HILLS SERVICES	1,243,854				1,243,854	703,219				703,219
SUPPORT OUR STUDENTS		23,478			23,478	143,113	21,414			164,527
SUSAN MILAM-MILLER	44,475				44,475	28,238				28,238
SUSAN PIGNATARO		20,613			20,613		19,083			19,083
SUZANNE MACDONALD		6,560			6,560		7,124			7,124
TELECARE CORPORATION	1,291,991				1,291,991	1,023,685				1,023,685
TESS M LUSHER MD	50,000				50,000	36,375				36,375
THE CENTER FOR SOCIAL AND ENVIRONMENTAL STEWARDSHIP		130,552	301,521		432,074		119,818	228,187		348,005
THE IMAGINE BUS PROJECT			14,322		14,322			3,432		3,432
THE SMITHWATERS GROUP						153,430				153,430
TLC CHILD & FAMILY SERVICES		603,771			603,771	94,378	487,350			581,728
Todd Finnemore							12,163			12,163
TODD LESLEY HAMMITT	1,630				1,630	1,400				1,400
TRACEY SUE STEVENS ANALYTIKOS LLC	39,982				39,982	19,639				19,639
TRIPLE P AMERICA INC						32,470				32,470
TSUNAMI ENTERPRISES	5,503				5,503	3,306				3,306
VERITY		83,471	12,135	8,760	104,366		48,763	10,910	6,240	65,912
VINTAGE HOUSE		42,117			42,117		30,147			30,147
VISTA PACIFICA ENT DBA VISTA PACIFICA CONVALESCENT	289,031				289,031	149,205				149,205
VOLUNTEER CENTER OF SONOMA COUNTY		209,808			209,808		174,840	126,100		300,940
WEST COUNTY COMMUNITY SERVICES	514,038	214,380		294,580	1,022,998	801,483	261,604		616,591	1,679,679
WEST COUNTY HEALTH CENTERS	73,991			6,167	80,158	11,662	55,034		8,612	75,308

**County of Sonoma  
Safety Net Contract Expenditures for FY 2017-18 and FY 2018-19**

VENDOR NAME	FY17-18				FY17-18 Total	FY18-19				FY18-19 Total
	Department of Health Services	Human Services Department	Probation	Community Development Commission		Department of Health Services	Human Services Department	Probation	Community Development Commission	
WHITLOCK & WEINBERGER INC DBA W-TRANS	76,419				76,419	101,776				101,776
WILLIAM EDWARD SCHURTZ						23,125				23,125
WILLIAM J FORMAKER DBA FULL HEART TREATMENT CENTER	52,000				52,000	52,500				52,500
WILLOW GLEN CARE CENTER	307,440				307,440	72,380				72,380
WIPFLI LLP						37,649				37,649
WOMENS RECOVERY SERVICES	378,556	11,677			390,233	325,310	11,307			336,617
YWCA OF SONOMA COUNTY INC		78,774		38,295	117,069	30,000	59,032		34,426	123,459
ZEN HEALTHCARE IT	4,730				4,730	19,940				19,940
FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA				40,051	40,051				65,986	65,986
MENDOCINO FAMILY & YOUTH SERVICES				11,564	11,564				6,928	6,928
REACH FOR HOME				39,118	39,118				72,077	72,077
RUSSIAN RIVER ALLIANCE				3,850	3,850				14,242	14,242
RUSSIAN RIVERKEEPER				11,326	11,326				59,093	59,093
SONOMA OVERNIGHT SUPPORT				63,875	63,875				35,708	35,708
CATHOLIC CHARITIES OF SAN FRANCISCO				33,369	33,369					
CLOVERDALE COMMUNITY OUTREACH COMMITTEE				56,366	56,366					
COMMUNITY HOUSING SONOMA COUNTY				173,725	173,725					
THE LIVING ROOM CENTER INC				41,177	41,177					
<b>Grand Total</b>	<b>26,478,803</b>	<b>17,222,028</b>	<b>1,502,890</b>	<b>2,844,492</b>	<b>48,048,213</b>	<b>32,285,458</b>	<b>14,589,827</b>	<b>1,958,142</b>	<b>3,509,351</b>	<b>52,342,778</b>



COUNTY OF SONOMA  
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SHERYL BRATTON  
 COUNTY ADMINISTRATOR  
 CHRISTINA RIVERA  
 ASSISTANT COUNTY ADMINISTRATOR  
 NIKI BERROCAL  
 DEPUTY COUNTY ADMINISTRATOR  
 MICHAEL GOSSMAN  
 DEPUTY COUNTY ADMINISTRATOR

Date: June 11, 2019  
 To: Members of the Board of Supervisors  
 From: Sheryl Bratton, County Administrator  
 Re: Mandated Service Inventory

The County's Five Year Budget Improvement Plan includes completing an inventory of government services and what level of mandate, if any, that service has. The improvement plan's related goal is included below for your reference:

**Goal 3: Service Inventory**

Inventory county government services and identify alignment with Board priorities.

As staff have worked through the first examples of this inventory of services, there have been lessons learned and improvements to the process of collection. Staff recommends a pilot service-level budgeting project over the summer months to prepare one or two of the most ready departments to a service-level budget. A great candidate for this pilot from the first group of functional areas embarking on the service level inventory is Transportation and Public Works (TPW). The TPW inventory is a great example of a department that is ready to transition to service-level budgeting, Attachment A.

The best practice example presented in the Budget Improvement Plan is the service-level choice-matrix that Charlotte-Mecklenberg County uses to identify all services provided by the organization. Their budget is organized by department and services, which are color coded across the entire county organization according to the service-level choice-matrix below. A major benefit of this the choice-matrix is the reader knows at a glance where the discretionary choices are. Another major benefit is being able to summarize the cost of doing business at the countywide level across all departments and agencies. It is very important to identify the top services that should be tracked across all functions and properly define those services during implementation. The Charlotte-Mecklenberg model below groups by levels of funding and program choice with a unique color in four quadrants.



RED: MANDATED/MANDATED						
Item	FT	PT	Agency	County Dollars	Total Dollars	County % of Total
CPCC - DEBT	0	0	CPC	8,901,176	9,945,379	90%
CHILDCARE SERVICES (DSS)	0	0	DSS	791,571	46,358,837	2%
MEDICAID RELATED PAYMENTS (DSS)	0	0	DSS	3,255,794	3,255,794	100%
MEDICAID TRANSPORTATION (DSS)	0	0	DSS	25,668	5,100,000	1%
DEBT SERVICE	0	0	DSV	125,334,799	133,411,288	94%
CHARLOTTE AREA TRANSIT SYSTEM (FIN)	0	0	FIN	0	48,000,000	0%
FIRE SERVICE DISTRICT (JCC)	0	0	JCC	0	4,782,633	0%
LESB (JCC)	0	0	JCC	680,000	16,876,793	4%
ABC PROFIT DISTRIBUTION	0	0	NDP	332,000	332,000	100%
REVENUES (NDP)	0	0	NDP	-3,396,000	0	
CMS-DEBT	0	0	SCH	105,095,736	166,903,640	63%
TRAINING DIVISION - MANDATED (SHF)	7	0	SHF	1,103,097	1,103,097	100%
<b>TOTAL:</b>	<b>7</b>	<b>0</b>		<b>242,123,841</b>	<b>436,069,461</b>	<b>56%</b>

Another layer to consider and that supports a pilot approach, is the identification of those priority services in the accounting structure such as vegetation management activities occurring in multiple departments and tracking costs to the same service identifier for flexible reporting. This type of coordination will be more efficient when rolled out in phases, adjusting for lessons learned and front-loading the bulk of adjustments needed through a pilot approach. This project will require new budget mapping and crosswalks at the lowest to highest levels of the department’s accounting structure.

As a part of the budget development for FY 2019-20, the first round of departments developing a service inventory were those in the following two functional areas: 1) Administrative and Fiscal Services Functional Area and 2) Developmental Services Functional Area. The service-level exercise leveraged the essential/mandated services identified in the Continuity of Operations Plan (COOP) update.

The pilot department(s) will build their budget for FY 2020-21 using the inventory completed in FY 2019-20 and priority countywide service types. Staff is seeking the Board's direction on service types to be tracked at the countywide level and will return to the Board with recommendations when bringing forward the FY 2020-21 budget framework.

One way of helping the County identify community and organization priorities is to survey. The survey data can inform the organization of areas that need focus for example, a resident's feeling of safety walking around their neighborhood and what elements could be contributing to a low rating. Some factors that may contribute to a low rating could include graffiti, lack of lighting, low maintenance of infrastructure, or higher levels of crime. By identifying these underlying contributing factors, the organization can then identify the service to track and build a baseline. When service-level budgets combine with survey inputs and performance measures, the ability for the organization to target issues and track success is achievable and measurable. In this example, the organization could have all departments track costs of graffiti abatement, community investment, or staff presence. There is software available such as the City of Baltimore's CityStat that track these type of service metrics visually through Geographic Information System (GIS) down to the street level to help inform operational and funding decisions. The value of these data sets to quality of services is innumerable.



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Budget Reporting										Service Authority										
#	Dept ID	Dept Name	Service	Division	County Program Area (As Published in Budget Narrative)	Funding Source(s)	Federal or State Program Title	Estimated Service Budget*	Budgeted FTEs*	Federal / State Mandated?	County Ordinance?	Board Direction or Priority?	Alternate Authority Direction?	Mandated Services Category	Describe Level of Service Mandated (Threshold, Quality, Volume)	Explanation for Choosing Selected Mandated Service Category	Indirectly Supports Mandated Service?	Recovery Plan Action Items	Is it included Continuity of Operations Plan Essential Service?	Additional Information
1	34010300	Countywide Traffic Mitigation	Countywide road improvement projects needed due to development.	Roads	Roads	Fees	N/A	\$ 1,000,000	-	Gov't Code 6606(a)	County Ordinance 5877, County Code 26-98-605(b)	N/A	N/A	No Program Choice – No Funding Choice	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	Mandated by State and local codes to mitigate impacts of development.	Yes	N/A	No	
2	34010400	Sonoma Valley Traffic Mitigation	Sonoma Valley road improvement projects needed due to development.	Roads	Roads	Fees	N/A	\$ 300,000	-	Gov't Code 6606(a)	County Ordinance 5877, County Code 26-98-010	N/A	N/A	No Program Choice – No Funding Choice	Road improvement projects needed due to development. If money is not earmarked or used on a specific project within 5 years it must be returned to the Developer.	Mandated by State and local codes to mitigate impacts of development.	Yes	N/A	No	
3	34010101	Road Administration	Supports administrative costs associated with Road Maintenance and Capital Projects, including position costs.	Roads	Roads	Road Fund, HUTA	N/A	\$ 9,256,130	132.0	State	N/A	Yes	Highway tax code sections 2103-2106	No Program Choice – No Funding Choice	Road Fund general operational costs.	Must be used for Roads, bridges and related purposes.	Yes	CP 4.1.10	Yes	
4	34010102	Road Maintenance	Cost for repair or replacement of infrastructure projects.	Roads	Roads	HUTA, General Fund contribution, SB1, Measure M, Grants	N/A	\$ 33,842,830	-	State	N/A	Yes	Streets and Highways Code	No Program Choice – No Funding Choice	Costs associated with maintaining road infrastructure.	Must be used for Roads, bridges and related purposes.	Yes	CP 4.5.1, NR 1.1.3	Yes	
5	34010103	Road Capital Improvements	Projects for installation or upgrade of infrastructure.	Roads	Roads	Construction/Building Permits, Federal Construction, Disaster (CalOES, FEMA), Measure M, Measure L, General Fund contribution, SB1	N/A	\$ 26,323,600	-	State, Federal	N/A	Yes	Streets and Highways Code	No Program Choice – No Funding Choice	Project costs for Capital Improvements.	Must be used for Roads, bridges and related purposes.	Yes	N/A	No	
6	34020100	PW Special Projects	A general fund supported Section with operating revenue allocated by the County Administrator's Office on an annual basis.	Special Projects	Other Services	General Fund	N/A	\$ 116,908	-	N/A	N/A	Yes		Program Choice – Funding Choice		Supports video and archiving services but is not mandated.	Yes	N/A	No	
7	34020200	District Formation	A pass-through fund for revenue and expenditures associated with approved projects and Districts.	Special Projects	Other Services	General fund contribution.	N/A	\$ 48,500	-	N/A	N/A	Yes		Program Choice – Funding Choice		Pass-through fund, not mandated.	Yes	N/A	No	
8	34020500	PW PEG Fund	Cable franchise system operator fee collected in exchange for use of County Right of Way. These funds may be used for capital projects that upgrade public, educational, or governmental media equipment and facilities.	Special Projects	Other Services	PEG Fees	N/A	\$ -	-	Ordinance 5851 ref. to Federal Law	N/A	Yes		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	No	
9	34020600	Cal-Am Franchise Fees	Water system franchise fees collected from California American Water Company, serving the Larkfield/Wikiup area, for use of County right of ways, and to be reinvested in the same community.	Special Projects	Other Services	Cal Am Franchise Fees	N/A	\$ 39,900	-	N/A	Ordinance No. 5861, BOS Resolution No. 09-1089	Yes		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	No	
10	34030200	Passenger Facility Charges	Designated for approved capital improvement projects which enhance safety, security, or capacity, reduce noise, or increase air carrier competition.	Airport	Airport	Per passenger enplanement fees.	N/A	\$ 967,225	-	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
11	34030300	Airport Wetlands Mitigation	Maintenance of Sonoma County Consolidated Wetland Mitigation Area (SACMA).	Airport	Airport	FAA grant	N/A	\$ 2,500	-	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
12	34030101	Airport Operations	Aeronautical activities occurring at the Airport including general aviation and commercial airline operations.	Airport	Airport	Rents, Fees, Fuel sales	N/A	\$ 10,519,441	18.0	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		Revenue generated by rents, fees, and sales must be used to support general and administrative costs to manage the Airport.	No	N/A	Yes	
13	34030102	Airport Non Aero Operations	Non-aeronautical activities occurring at the Airport including rental car services, short and long term parking, commercial real estate, and advertising.	Airport	Airport	Fees, rent	N/A	\$ 517,343	-	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		Revenue generated by rents, fees, and sales must be used to support general and administrative costs to manage the Airport.	No	N/A	No	
14	34030103	Airport Industrial Park	Utility reimbursements for tenants in the Airport Industrial Park.	Airport	Airport	Rent, Charges for services	N/A	\$ 218,090	-	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		Revenue generated by rents, fees, and sales must be used to support general and administrative costs to manage the Airport.	No	N/A	No	
15	34030104	Airport Capital Improvements	Costs associated with construction projects at the Airport.	Airport	Airport	Federal Grants	N/A	\$ 4,948,275	-	Federal Aviation Administration	N/A	No		Program Choice – No Funding Choice		Grant funds must be spent on capital projects associated with the Airport.	No	N/A	No	

#	Dept ID	Dept Name	Service	Division	County Program Area (As Published in Budget Narrative)	Funding Source(s)	Federal or State Program Title	Estimated Service Budget*	Budgeted FTEs*	Federal / State Mandated?	County Ordinance?	Board Direction or Priority?	Alternate Authority Direction?	Mandated Services Category	Describe Level of Service Mandated (Threshold, Quality, Volume)	Explanation for Choosing Selected Mandated Service Category	Indirectly Supports Mandated Service?	Recovery Plan Action Items	Is it included Continuity of Operations Plan Essential Service?	Additional Information
16	34040200	Transit-Article 8	Paratransit services for individuals with disabilities.	Transit	Transit	Transportation Development Act, State Grants, Federal Grants, Measure M	Transportation Development Act	\$ 3,941,592	-	Transportation Development Act	N/A	No		No Program Choice – No Funding Choice		Funding must be used to support mandated paratransit services.	N/A	E 1.3.1, E 1.3.2	Yes	
17	34040100	Transit - Article 4 Gen Administration	Administrative costs associated with fixed route bus services.	Transit	Transit	Transportation Development Act, State Grants, Federal Grants, Measure M	Transportation Development Act	\$ 16,985,481	5.0	Transportation Development Act	N/A	No		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	E 1.3.1, E 1.3.2	Yes	
18	34040102	Transit Maintenance	Costs to maintain transit facilities.	Transit	Transit	Federal Grants	Transportation Development Act	\$ 762,000	-	Transportation Development Act	N/A	No		Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	No	
19	34050100	Integrated Waste Admin	Administrative costs to provide environmentally sound and cost effective solid waste disposal for the County.	Integrated Waste	Integrated Waste	Solid Waste Franchise Fees, Concession Fees	N/A	\$ 4,693,695	11.0	Federal, State	N/A	Yes	Local Enforcement Agency, Hazardous Waste Handling and Disposal (Title 22 CCR Sect. 66260)	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	Yes	
20	34050200	Former Rural Landfills	Ongoing costs for long term, post closure maintenance of three closed landfills (Annapolis, Guerneville, and Occidental).	Integrated Waste	Integrated Waste	Solid Waste Franchise Fees	N/A	\$ 1,513,428	-	Federal, State	N/A	Yes	Local Enforcement Agency	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
21	34050300	Former Urban Landfills	Ongoing costs for long term, post closure maintenance of four closed landfills (Airport, Healdsburg, Roblar, and Sonoma).	Integrated Waste	Integrated Waste	Solid Waste Franchise Fees	N/A	\$ 4,496,569	-	Federal, State	N/A	Yes	Local Enforcement Agency	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
22	34060100	Heavy Equipment ISF	Records, reports, and budgets the usage, maintenance, depreciation, acquisition, and administration for TPWs heavy equipment fleet.	Roads	Other Services	Rates paid by Road Maintenance and Capital Improvement Projects	N/A	\$ 3,334,259	-	N/A	N/A	No	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	No	
23	34090100	CSA #41 Countywide Lighting	Costs to maintain countywide lighting systems.	Lighting Districts	Other Services	Property Tax	N/A	\$ 2,114,029	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	Yes	N/A	No	
24	34120000	CSA #41 Fitch Mountain Water District	Water system maintenance for the Fitch Mountain County Service Area.	Water Districts	Other Services	Water sales	N/A	\$ 364,886	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
25	34130000	CSA #41 Freestone Water District	Water system maintenance for the Freestone County Service Area.	Water Districts	Other Services	Water sales	N/A	\$ 79,327	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
26	34140000	CSA #41 Jenner Water District	Water system maintenance for the Jenner County Service Area.	Water Districts	Other Services	Water sales	N/A	\$ 148,128	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
27	34150000	CSA #41 Salmon Creek Water District	Water system maintenance for the Salmon Creek County Service Area.	Water Districts	Other Services	Water sales	N/A	\$ 30,575	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
28	34170000	Permanent Road Districts	Costs to maintain various permanent road districts located within the County.	Permanent Roads	Other Services	Property Tax	N/A	\$ 95,135	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	
29	34180000	Rio Nido Geo Hazardous Abatement District	Funding for long term maintenance and improvements to the Rio Nido catchment area.	N/A	Other Services	Interest on pooled cash	N/A	\$ 10,000	-	N/A	N/A	Yes	N/A	Program Choice – No Funding Choice		While there are restrictions on use of the funds, the services are not mandated by law.	No	N/A	No	

\*Include if known, organization is working toward incorporating phased service level budgeting beginning in FY 2020/21 and will use this inventory as a basis.



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

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 DEPUTY COUNTY ADMINISTRATOR

**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

May 31, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: FY 2019-20 Budget: Annual Capital Projects Budget

I am pleased to present the annual Capital Projects Budget for your Board's consideration. The Board adopts the Annual Capital Budget each year as part of the budget process. The recommended Capital Projects budget includes funding for both new and continued funding of projects contained in the Fiscal Year 2019-20 through Fiscal Year 2023-24 Capital Improvement Plan (CIP). The budget includes projects funded by the General Fund, the Regional Parks budget, grant funds, and other sources such as the Criminal Justice Construction Fund and departmental budgets. Each year funding needs greatly exceed available funds and therefore projects are prioritized following existing Board policy.

The Capital Budget includes prioritized capital infrastructure needs that are vetted through the Five Year Capital Improvement Planning process involving all County departments, evaluated by General Services and Regional Parks using Administrative Policy 5-2 criteria, and then subsequently evaluated by the County Administrator's Office. Project needs are often identified by departments, but may also be identified by the community, or through the Board of Supervisors. Examples of community led projects are those identified via the Recovery and Resiliency Plan or through Veterans Service organizations.

The FY 2019-20 Capital Budget is described in the Recommended Budget on Pages 203 – 222. Publicly accessible detailed information about each project is also available on the SoCo Budget website at [http://budget.sonomacounty.ca.gov/#!/year/2019/capital/0/project\\_name](http://budget.sonomacounty.ca.gov/#!/year/2019/capital/0/project_name).

The Capital Budget contains General Government projects and Regional Parks projects. The annual General Fund contribution for the General Government projects in the Capital Budget is \$5.5 million and has remained constant over the past 10 years. This year an additional \$1.9 million in funding from either previously authorized appropriations proposed for one-time reallocation, redirected funding from Transit Occupancy Tax (Measure L) for Veterans Buildings, or use of Permit Sonoma Technology Upgrades fund balance, brings the total FY 2019-20 Capital Budget new funding to \$7.4 million. Of the \$5.5 million General Fund, \$1.75 million is set aside for accessibility improvements, which includes \$150,000 for a consulting study of all unincorporated areas in Sonoma County to evaluate further accessibility improvement needs. The General Government projects described in the following table are recommended for funding FY 2019-20.

## Annual Capital Projects

Project Title	Project Description	Annual General Fund Contribution	Other Funding Sources	Total New Funding
<b><u>County Administration Center</u></b>				
Sheriff's Office Generator	Replace the existing generator, uninterruptible power supply (UPS), and transfer switching equipment serving the Sheriff's office	\$ 650,500	\$ 591,500	\$ 1,242,000
Replace Sheriff's Power System	Replace and upgrade existing, aging, and obsolete systems that provide primary direct current (DC) power to base-radios, microwave, and network systems that support the Sheriff's Office and Fire/Emergency Service Dispatch Centers.	\$ -	\$ 100,000	\$ 100,000
Replace Sheriff Base Radios	Replace aging, end of life cycle base-radios to ensure continuance of daily public-safety operations and reliable support through emergency situations.	\$ -	\$ 250,000	\$ 250,000
County Government Center Development Phase 1a	Consulting services and staff support to evaluate and plan for the design and construction of new administration buildings, and to conduct outreach to employees and the community.	\$ 300,500	\$ -	\$ 300,500
Permit Sonoma - Reconfiguration	Reconfigure the Permit Sonoma conference room into an open office model, facilitating the colocation of the Fire Prevention and Hazmat program with Permit Sonoma, thus increasing collaboration and efficiency. Includes assigned General Fund of \$250,000 collected for Permit Sonoma Technology Upgrades.	\$ 746,300	\$ 265,000	\$ 1,011,300
<b><u>Adult Detention Facilities</u></b>				
Main Adult Detention Facility Housing Safety and Security	Targeted replacement of high priority wood doors with steel doors and installation of new locks and controls in the housing modules to allow for better management of the inmate population and to provide safety and security for inmates and staff.	\$ 200,000	\$ -	\$ 200,000
Main Adult Detention Facility (MADF) Roof Expansion	Replacement of the MADF Expansion building roof. This section of the building roof is experiencing leaks and needs complete replacement.	\$ 1,093,848	\$ 43,702	\$ 1,137,550
Courthouse Construction Set Aside	The County utilized Courthouse Construction funds as part of the Board approved funding of the Inmate Connector. Staff are working with the State Judicial Council to address a claim from the Court to return \$1.1 million in Courthouse Construction funding. Although staff believe this request may be resolved, it is prudent to set aside \$500,000 from the General Fund to allocate for repayment, if necessary.	\$ 500,000	\$ -	\$ 500,000
<b><u>Veterans' Memorial/Community Svc. Bldgs.</u></b>				
Vets Buildings Repairs	Various repairs at Veterans Buildings and complete design for seismic retrofit at the Petaluma Veteran's Building in order to bring the building to current code requirements has combined funding of \$518,362 with \$258,852 from the General Fund and \$259,510 in funding from the FY 2019-20 Transit Occupancy Tax (Measure L) to support.	\$ 258,852	\$ 259,510	\$ 518,362
<b><u>Other Facilities</u></b>				
2009 Accessibility (ADA) SETP Improvements	Remove physical barriers per the approved County of Sonoma 2009 updated Accessibility (ADA) Transition Plan and conduct survey for ADA Unincorporated Sonoma County area SETP Phase 1.	\$ 1,750,000	\$ -	\$ 1,750,000
Communications-Towers	Replace and upgrade the existing microwave system links between Mt. Jackson to Mt. Geysler and Mt. Oakridge to Mt. Geysler, a critical infrastructure priority. These systems support the Sheriff's Office and the Fire/Emergency Services dispatch center	\$ -	\$ 378,000	\$ 378,000
<b>TOTAL FY 2019-20 GENERAL GOVERNMENT CAPITAL PROJECT BUDGET</b>		<b>\$ 5,500,000</b>	<b>\$ 1,887,712</b>	<b>\$ 7,387,712</b>



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**MICHAEL GOSSMAN**  
 DEPUTY COUNTY ADMINISTRATOR

Date: June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Recommendations to Adopt Additional and Amend Current Financial Policies

The Board has a number of financial policies in place to provide a sufficient financial base and the resources necessary to support and sustain adequate and responsible levels of community services. The cornerstone of Sonoma County's financial policies is "fiscal integrity." The current set of financial policies can be found in the FY 2019-20 Recommended Budget book (starting at page 3), as well as the County's website at <http://sonomacounty.ca.gov/CAO/Public-Reports/Budget-Reports/>.

I am recommending that the Board adopt the following additional financial policies to strengthen our ability to remain fiscally sustainable and to help us prepare for the future:

- Unfunded Pension Liability Pre-Payment Policy
- Shared Service Contract Cost Recovery Policy
- Fund Balance language clean up

In addition, policies related to Government Accounting Standards were reviewed by staff in the Auditor-Controller-Treasurer-Tax Collector's Office and the County Administrator's Office, and certain revisions are suggested to clarify accounting practices. There are no substantive policy changes associated with these additional edits.

### **Unfunded Pension Liability Pre-Payment Policy**

On September 11, 2018, the Board of Supervisors approved its Ad-Hoc Pension Committee's recommended strategies for reducing the County's unfunded pension liability. One of the strategies addressed was making accelerated payments toward the Retirement System's Unfunded Actuarial Accrued Liability (UAAL). The report called for the County to:

*Implement a structured approach for making recurring accelerated UAAL payments annually, financed with a baseline employer contribution equal to 0.5% of pensionable payroll, and*

*supplemented by ad hoc prepayments approved by the Board during annual Budget Hearings, and potentially financed by available year-end funds.*

In accordance with this recommendation, staff recommend the following policy be added to the financial policies:

*In order to further the Board's pension reform goals, the County will implement an ongoing, structured approach for pre-paying unfunded pension liabilities on an annual basis. Effective Fiscal Year 2019-20 a baseline annual pre-payment contribution equivalent to 0.5% of pensionable payroll will be made (above and beyond the required employer contribution rate). In order to maximize employer cost avoidance as a result of pension discount costs, the pre-payment will be applied to the longest outstanding layers of the County's share of Unfunded Actuarial Accrued Liability, as determined by annual actuarial valuations of the Sonoma County Employees' Retirement Association. In addition, the Board will consider use of available one-time funding to make additional pre-payments as funding is available.*

The most recent actuarial reports on the status of the Other Post-Employment Benefits funding indicate that the full budgeted rate of collections toward this funding is not needed. If approved, 0.5% budgeted for payment of OPEB will be redirected toward prepayment of the pension UAAL. This will allow implementation of this policy without further impact to departments in the FY 2019-20 budget.

For further information on unfunded liabilities, see Tab 3.

### **Shared Service Contract Cost Recovery Policy**

From time to time, the County enters into agreements with other public agencies to provide shared services. Examples of such agreements include those with the Town of Windsor and the City of Sonoma for the Sheriff's Office to provide police services and agreements to provide staffing to the Local Area Formation Commission. In the past, there has not been a clear financial policy regarding cost recovery in these contracts, and at times they have not achieved full cost recovery either through explicit discounts or through failure to capture the full cost of services, including costs associated with unfunded pension liabilities.

In order to clarify the expectations for Departments and outside entities that may be considering such contracts in the future staff recommend that the following policy be adopted:

*Shared service contracts with other political jurisdictions should include full cost recovery for any portion of services provided by the County, including recovery of full future retirement costs of County employees who act as employees for the other jurisdiction, unless otherwise directed by the Board of Supervisors. Any contract being brought to the Board that does not achieve full cost recovery should be accompanied by specific information about what level of subsidy is being provided and a justification for doing so.*

This policy would not affect existing agreements, but would guide any future agreements, including extensions of current agreements. At their discretion, the Board of Supervisors could approve an agreement for less than full cost recovery if it was found to be in the public interest and was supported

by the board, but the onus would be on the requesting Department to explain and justify any subsidy being provided to the Board, so that the such a decision would be made through informed deliberation.

### **Additional Technical Modifications**

In addition to the Basic Fiscal Principles, the Financial Policies lay out a number of more technical items, such as the accounting basis used in the budget and the way the County classifies funds in accordance with Government Accounting Standards. These policies are periodically reviewed by the Auditor-Controller-Treasurer-Tax Collector's Office as well as County Administrator Staff in order to ensure that they are clear and accurately reflect the County's compliance with current standards. This year staff are recommending significant reorganization of these sections, to include proper elements under the "Government Accounting Standards" section rather than the "Other Policies and Methodologies" section and clarification of some language in the items.

In addition, these edits update the schedule for capitalization and depreciation/amortization of capital assets to bring it in line with current standards. The changes to this include:

- 1) Reduction of the capitalization threshold for software from \$100,000 to \$25,000
- 2) Removal of the \$5,000 threshold for capitalizing Non-Amortizable Intangibles
- 3) Change of the depreciation/amortization schedule for:
  - a. Buildings from 50 years fixed to 15-50 years
  - b. Infrastructure from 30-50 year to 25-50 years
  - c. Software from 7 years to 3-10 years.

Staff recommend adoption of these modifications, which do not significantly change county financial operations and clarify the policies and bring them in line with current standards.

# FINANCIAL POLICIES FOR FY 2019-20 BUDGET DEVELOPMENT

Annually, the Board of Supervisors/Board of Directors provide policy direction to guide the County Administrator in the development of the Recommended Budget. The policy document is organized into basic fiscal principles and general government accounting standards.

## BASIC FISCAL PRINCIPLES

### Balanced Budget and Fiscal Discipline

- The budget must balance resources with expenditure appropriations. The County must live within its own means and avoid disturbing other local jurisdictions' revenue sources to resolve its deficiencies. Furthermore, any deviation from a balanced budget is not permitted by the California State Government Code, which states: "In the recommended, adopted, and final budgets the funding sources shall equal the financing uses." (Government Code §29009).
- Per the State's County Budget Act, the Board of Supervisors must adopt a "statutorily" balanced budget; however, to ensure ongoing sustainability, the County of Sonoma should strive to adopt a "structurally" balanced budget. A budget is statutorily balanced when total estimated financing sources (beginning fund balance plus revenues) equal the total appropriation (expenditures plus ending fund balance). At no time shall spending in a given year exceed total current revenues plus any fund balance carryover from the prior year. A statutorily balanced budget utilizes beginning fund balance as a financing source. In contrast, a structurally balanced budget matches total ongoing expenditures to the annual estimated revenues. In a structurally balanced budget, beginning fund balance may not be used as a financing source for ongoing expenditures. As noted in the Long Range Planning section below, the County's goals are to maintain annual expenditure increases at a conservative growth rate, and to limit expenditures to anticipated annual revenues. Ongoing expenditures shall be provided based on sound anticipated ongoing revenue and not include "one-time" items such as capital outlay, projects, or temporary program funding. Sound anticipated ongoing revenue is recurring revenue, such as, taxes and fees. As part of the FY 2017-18 Budget Adoption, the Board established a new fiscal objective of reducing reliance on fund balance for operating purposes. Therefore, by FY 2020-21 the recommended budget will align annual operating expenditures with annual operating revenues.
- All County departments/agencies must, when directed by the County Administrator, submit recommended options for reducing their net county costs as part of their annual budget submittal. These reduction options will be the primary source for balancing the County Administrator's recommended budget as submitted to the Board of Supervisors during difficult financial times. Reduction options will be accompanied by each department's analysis of the impact on services. Depending upon state budgetary impacts on Sonoma County, additional reductions may be requested from the County departments.
- Mid-year and third quarter reports of actual revenues and expenditures, with projections for the remainder of the year compared to revised budget, will be submitted by departments to the County Administrator, and on to the Board of Supervisors with recommendations, if necessary, for current year budget adjustments.
- In response to declining property tax and other revenues resulting from the "Great Recession", the County had been operating under a Board of Supervisors approved hiring freeze, which required the County Administrator's approval for filling any permanent or extra-help vacant positions. The hiring freeze policy will

- be inactive for FY 201~~97~~-2018. In addition, all positions held vacant for 12 months or more will be deleted as part of the annual recommended budget.

### Long Range Planning

- Recognizing cyclical economic downturns will occur in the future, and to maintain fiscal sustainability, program budgets will not be automatically restored as a result of fiscal recovery and/or discretionary revenue growth. Instead, a review of the current public needs compared to efficiencies implemented must be completed before program and/or service expansion is considered.
- Annual budgets will not be increased or changed to the point that ongoing operating costs become overly reliant on one-time or cyclical, unreliable revenues.
- Annual budgets will be compiled with long-term sustainability in mind to operate within available ongoing revenues, except as part of a Board of Supervisors approved plan in response to unilateral state budgeting actions that may include reducing costs over a specified number of years.
- Proposed new services, public facilities, significant infrastructure and system changes, and major strategy changes should/will be analyzed for their long term impacts on operations, funding, liability and maintenance before seeking Board of Supervisors approval. New programs or services will generally not be recommended unless they further Strategic Plan goals, objectives, or strategies; are provided with a reliable funding stream sufficient to finance their costs; and the Board of Supervisors can be assured the County can control both the quality and level of services provided.
- The County Administrator, in conjunction with the County Auditor-Controller, will submit a 5 year, multi-year financial projection and solicit budget policy direction prior to compiling the recommended budget.
- One-time funding sources (i.e. fund balance, cyclical increases to revenues, grants) will be used to fund one-time expenditures (i.e. fixed assets, infrastructure, grant programs, Economic Uncertainty Reserves, and special one-time needs programs). An exception to this policy will be when reducing ongoing costs in accordance with a Board of Supervisors approved multi-year plan to reach a new reduced ongoing financing base as a result of state budgetary action. This plan will be called out separately in the budget message.
- The County and other Government Agencies governed by the Board of Supervisors support the funding of the employee retirement system each year at a ratio of between 95%-105% actuarial assets to liabilities. The County Administrator shall work with the Retirement System Administrator to develop a forecast of financing required for the County (and other Government Agencies governed by the Board of Supervisors) and will include options to achieve the desired funding levels along with each recommended budget.
- In order to further the Board's pension reform goals, the County will implement an ongoing, structured approach for pre-paying unfunded pension liabilities on an annual basis. Effective Fiscal Year 2019-20 a baseline annual pre-payment contribution equivalent to 0.50% of pensionable payroll will be made (above and beyond the required employer contribution rate). In order to maximize employer cost avoidance as a result of pension discount costs, the pre-payment will be applied to the longest outstanding layers of the County's share of Unfunded Actuarial Accrued Liability, as determined by annual actuarial valuations of the Sonoma County Employees' Retirement Association. In addition, the Board will consider use of available one-time funding to make additional pre-payments as funding is available.
- In order to avoid significant increases in deferred maintenance costs for County facilities, the Board of Supervisors will appropriate, for a 5 year period commencing with FY 2017-18, forty percent (40%) of all new property tax growth—which is above the growth needed to keep up with inflation for existing levels of General Fund services—to the Capital Projects Budget to be used towards addressing deferred maintenance of County facilities.

### Expenditure Management and Control

- Sonoma County, in conjunction with employee groups, will consider temporary salary and benefit cost saving programs (e.g. Mandatory Time Off, Voluntary Time Off) in lieu of service reductions or layoffs when the fiscal problem is of a temporary nature where one can reasonably predict when the fiscal problem will end.
- Federal and state program reductions will not be backfilled with County discretionary revenues except by Board of Supervisors direction. The Board of Supervisors typically does not backfill these programs due to their sheer size and magnitude on the County's financial position.

- Board policy direction is required prior to changing one-time expenses into ongoing expenses. In addition, departments will not engage in internal cost shifting to the County General Fund.

### Treasury Management

- Other than amounts held with trustees under bond indenture or other restrictive agreements, the County's cash and investments shall be invested by the County Treasurer. The Treasury Oversight Committee has regulatory oversight for all monies deposited in the Treasury Pool. Such amounts are invested in accordance with investment policy guidelines established by the County Treasurer and reviewed by the Board of Supervisors. The objectives of the policy are, in order of priority, safety of principal, liquidity, and yield. The policy addresses the soundness of financial institutions in which the County will deposit funds, types of investment instruments as permitted by the California Government Code, and the percentage of the portfolio that may be invested in certain instruments with longer terms to maturity.
- Debt is incurred for the purpose of spreading capital project costs to the years in which the improvement will benefit. Debt is also incurred to reduce future costs such as refinancing (pension obligation bonds, general obligation bonds, certificates of participation) at lower interest rates.
- Sonoma County will not exceed its legal maximum debt amount. This amount is calculated annually based on 2% of the County's total assessed valuation. Sonoma County currently has no debt applicable to the legal maximum debt, leaving a 100% debt margin.
- Debt issuance and management is also subject to a separate set of policies established by the Board of Supervisors and available from the Auditor-Controller-Treasurer-Tax Collector's office.

### Revenue Management

- Sonoma County will continue to advocate for more discretion over its revenue sources and to diversify and maximize discretionary revenue sources in order to resist state erosion to local revenues and improve the County's ability to manage individual revenue fluctuations.
- Programs financed by charges for services, fees, grants, and special revenue fund sources shall pay their full and fair share of all direct and indirect costs to the extent feasible and legally permitted. Including cost recovery towards future assets and/or system replacement.
- Departments requesting new or increased revenues from fees, permits and user charges shall submit these requests to the Board of Supervisors for consideration during the Board's annual fee hearing process. Requested fee increases shall include annual service improvement plans to identify efficiency and productivity measures taken or planned to minimize the level of rate increases, while improving customer service. If permissible by law, fees and charges should cover all costs of the services provided, unless otherwise directed by the Board of Supervisors, to provide for public benefit.
- Staff will use conservative but defensible estimates for major revenue sources and not unduly anticipate changes in revenue trends.
- Proposition 172 Public Safety Distribution – Annually, the baseline growth shall be determined as the Consumer Price Index for All Urban Consumers-San Francisco-Oakland-San Jose for the 12-month period ending the previous December 31. This will be applied to the prior year budget for each department that received funds in the previous fiscal year, to establish the new adjusted base. Growth will be any funds projected or received that exceed the adjusted base. Growth shall be split 50% fire services and 50% law enforcement, until the point in time that fire services is receiving 8% of the funding. At that point in time, growth will be allocated in a similar manner until Probation reaches a desired share. Thereafter, growth will be provided on a proportional basis and become the annual adjusted base. If there is a decline in funding (negative growth), this will be allocated proportionally using the current year adjusted base allocation ratios.
- Shared service contracts with other political jurisdictions should include full cost recovery for any portion of services provided by the County, including recovery of full future retirement costs of County employees who act as employees for the other jurisdiction, unless otherwise explicitly directed by the Board of Supervisors. Any contract being brought to the Board that does not achieve full cost recovery should be accompanied by specific information about what level of subsidy is being provided and a justification for doing so.

### Minimum Fund Balance Policies

- Sonoma County will create and maintain a prudent level of financial resources to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Funds will be assigned and balances will be maintained to finance anticipated future one-time expenditure needs and to allow time for the County to respond to major actions of the State of California that materially affect the County's financial position. Periodic review and updates of the County's Directory of Funds balances in excess of \$3 million, not including non-cash assets, as of prior fiscal year end, will be incorporated as part of the Board of Supervisors Budget Policy Workshop. Also, disposition of accumulated year-end fund balances will occur when there has been no activity in the past year and the County Administrator and Auditor-Controller-Treasurer-Tax Collector have identified them as no longer needed for their original purpose.

**General Fund Reserve** – The Board will maintain a minimum level of unassigned General Fund Reserve balance equal to 1/12 (8.3%) or 1 month of annual General Fund revenues. Consistent with best practice recommendations from the Government Finance Officers Association of the United States and Canada, the County will strive to maintain a total unassigned General Fund Reserve balance equal to 1/6 or 2 months of annual General Fund operating revenues.

- **Replenishing General Fund Reserve**- Anytime the Board authorizes drawdown of Reserves, staff will present a re-payment schedule which shall include the amount of state/federal reimbursements expected to be received.
- **FEMA Audit Reserve** - Specific to the 2017 wildfires to ensure that the County has adequate resources set aside to pay for any claims that are deemed ineligible by the Office of Inspector General. Based on a preliminary risk assessment, staff recommends a reserve equal to 20% of total FEMA reimbursements. The FEMA Audit Reserve will be categorized as assigned fund balance for the funding source of each project.
- **Fund balance**, created as a result of actual revenue and expenditure deviations from the budget, will be used to achieve and maintain the County's reserve fiscal goals, and to balance the next year's budget. Reliance upon fund balance for budget balancing will be managed judiciously, taking into account its volatility and past actual activity.
- **Tax Loss Reserve Fund (TLRF)** shall maintain as a restricted reserve an amount equal to 2% of the levy. The County Administrator in conjunction with the Auditor-Controller-Treasurer-Tax Collector may recommend the use of funds in excess of the established reserve to the Board of Supervisors for the purpose of balancing the budget. In order to finance an additional one-time Roads Pavement preservation investment on November 3, 2015, the Board temporarily reduced the reserve target to 1.25% and will re-establish the 2% reserve from the future collection of penalties.
- **Tobacco Securitization** proceeds shall be maintained in two separate funds. The first shall contain the portion of the proceeds to be used only for capital improvements and shall be used for those improvements that exceed the normal level of repair and replacement needed to maintain County facilities with priority funding for improvements to the Veteran's Memorial Buildings and the completion of the Americans with Disabilities Act Transition projects. On the latter, funding will be available only AFTER all other funding sources have been exhausted. The second shall contain the portion of the proceeds that, once de-allocated, can be used for general government purposes. Given the one-time nature of these funds, the latter shall only be used for one-time investments as opposed to financing any on-going operating costs.
- **Refuse Franchise Fees** shall be accounted for in the same manner as other franchise fees in the County General Fund revenues. They shall be recorded in a separate account in order to ensure that any fund balance does not roll into County General Fund carryover balance at year-end so that the County can designate use of the funds for solid waste obligations, roads infrastructure preservation, and other Board of Supervisors priorities. If used for road infrastructure preservation, these funds are not intended to supplant on-going County General Fund contributions nor are they intended to increase any external maintenance of effort requirements imposed by outside funding sources, but may be used to satisfy previously established maintenance of effort levels.
- **Tribal Development Impact Mitigation** funds shall be accounted for separately, so that when budgeting, only those monies received in the current year shall be relied upon for financing costs in the coming budget. The Board of Supervisors shall make a determination, as new tribal developments occur, on the best uses of these funds to mitigate impacts and maintain the high quality of life in surrounding or affected communities.

- **Health Services-Medical System Expansion** funds minimum reserve level is established at \$1 million. The Board of Supervisors recognized and confirmed the remainder of the fund balance will be spent in accordance with the Partnership Health Plan of California Memorandum of Understanding spending plan agreement. Health Services staff will coordinate with the County Administrator's Office and the Partnership Health Plan to review and update the spending plan as a part of the annual budget.
- **County Health Plan-Economic Uncertainty Reserve** is established based on actuarial valuation to cover unforeseen changes in expenditures and/or revenues, Human Resources staff will provide fund balance use recommendations as part of the annual recommended budget while maintaining a minimum level of economic uncertainty reserve consistent with Actuary's valuation and as recommended by the County Administrator.
- **Water Agency - Flood Zone 2A** (Petaluma) will maintain a minimum of 6 months of operating expenditures. Funds in excess of the minimum required may accumulate to address future capital needs as approved by the Board of Directors in the annual Capital Project Plan.
- **Water Agency - Water Transmission System** is to maintain a minimum of 3-4 months of operating expenditures. Funds in excess of the minimum required may accumulate to address future capital needs as approved by the Board of Directors in the annual Capital Project Plan.
- **Reinvest and Revitalization** funds accumulated from dissolved redevelopment project areas residual funds and asset liquidation distribution proceeds are segregated into a separate committed fund for specific investment purposes guided by the Reinvest & Revitalization Funds Use Policy pending approval. Accumulated use of resources will be presented as part of the annual recommended budget. Funding should be considered first to continue or complete the public benefit originally intended by the former redevelopment project, second to benefit the community where the former project area was located, and third for economic development investments.
- **Roads** – One of the program's main sources of funding for maintenance services comes from gas tax. As a result of the frequent state formula allocation changes over the last five years, and to protect the County's General Fund resources, an operating reserve by way of year-end unrestricted fund balance equivalent to a minimum of 3 to 4 months of baseline operating expenses will be maintained within the Roads special revenue fund. The amount for FY 2014-15 was established at \$5,000,000 which will be reviewed periodically against annual baseline operating budget.

## GOVERNMENT ACCOUNTING STANDARDS

The accounting policies of the County conform to accounting principles generally accepted in the United States of America as applicable to governmental entities. Noted below are several accounting policies considered in budget development.

### **Fund Balance Classifications**

Government Accounting Standards Board (GASB) pronouncements aim to improve the usefulness and understandability of governmental fund balance information. Presentation requirements provide clearly defined categories to make the nature and extent of the constraints placed on a government's fund balance more transparent. This requirement only impacts governmental fund types (General, Special Revenue, Capital Projects and Debt Service). The following defines fund balance classifications and provides examples of fund balance amounts that would generally be reported within these classifications.

**•Non-Spendable Fund Balance** – Amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact. Examples include inventory, prepaid amounts, deposits, and any other amounts not expected to be converted to cash.

**•Restricted Fund Balance** – Amounts with constraints placed on use that are either (a) externally imposed by creditors, grantors, contributors or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation. Several of the County's Special Revenue Funds and the Debt Service Fund have restricted fund balances.

•**Committed Fund Balance** – Amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance or resolution of the County’s highest decision-making authority (Board of Supervisors) and that remain binding unless removed by an equally binding action.

•**Assigned Fund Balance** – Amounts that are constrained by the County’s intent to be used for specific purposes. The intent can be established by the County’s highest level of decision-making authority (Board of Supervisors) or by a body or an official to which the Board has delegated the authority (i.e. County Administrator). The Board has delegated the authority to assign fund balance to the County Administrator. This is also the classification for the Capital Project Fund and a portion of the General Fund.

•**Unassigned Fund Balance** – The residual classification for the General Fund that includes amounts not contained in the other classifications. In other funds the unassigned classification is used only if the expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes (i.e. negative fund balance). The General Fund is the only governmental fund that should report a positive unassigned fund balance amount.

Government Accounting Standards Board (GASB) Statement #54 was issued to improve the usefulness and understandability of governmental fund balance information. The statement provides more clearly defined categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent. The statement only impacts governmental fund types (General, Special Revenue, Capital Projects and Debt Service). The following more clearly defines the new fund balance classifications and examples of fund balance amounts that would generally be reported within these classifications.

- **Non-Spendable Fund Balance** – amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact. Examples include inventory, prepaid amounts, long-term accounts receivable, and any other amounts that are not expected to be converted to cash.
- **Restricted Fund Balance** – amounts are restricted by external parties (i.e. creditors, grantors, contributors or laws/regulations of other governments) or restricted by law through constitutional provisions or enabling legislation. The majority of the County’s Special Revenue Funds (i.e. Health & Human Services, Child Support Services, Road Fund, etc.) and Debt Service Funds have restricted fund balances.
- **Committed Fund Balance** – amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority. An example of committed fund balance is the Board of Supervisors’ commitment to use 67% of the first 9% of Transient Occupancy Tax (TOT) revenues to provide funding to promote County economic development and tourism.
- **Assigned Fund Balance** – amounts constrained by the government’s intent to be used for specific purposes that are neither restricted nor committed. Assigned fund balance can also be used to eliminate the projected budgetary deficit in the subsequent year’s budget. The intent can be expressed by a) the governing body itself or b) a body or official to which the governing body has delegated the authority. General Fund carryover fund balance, Accumulated Capital Outlay (ACO) funds, and Capital Project Funds are examples of balances that can be assigned for specific purposes.
- **Unassigned Fund Balance** – a residual classification for the General Fund. The total fund balance, less restricted, committed or assigned funds, equals unassigned fund balance. The general fund is the only fund that should report a positive unassigned fund balance amount. A negative fund balance is possible in other governmental funds. Examples of unassigned fund balance include the general reserve fund and other discretionary general fund economic uncertainty funds.

### **Asset Inventory/Protection**

Sonoma County will regularly assess the condition of its assets that support delivery of County services (i.e. public facilities, infrastructure, technology, vehicle fleet, etc.) and plan for their maintenance and eventual replacement.

Normal maintenance and repairs are charged to operations when incurred. Betterments and major improvements that significantly increase values, change capacities, or extend useful lives are capitalized.

Capital assets include land, land improvements, buildings and improvements, machinery and equipment, infrastructure (e.g. roads, bridges, sidewalks), and intangible assets (e.g. land easements and computer software). Assets purchased or constructed are reported at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are valued at estimated acquisition value on the date of donation.

- Assets ~~with an initial cost of more than \$5,000 to \$100,000~~ will be capitalized as summarized in the table below:

Capital Asset Type	Capitalization Threshold	Depreciation/Amortization Period
Land	All Costs	Non-Depreciable
Buildings	\$25,000	<del>15</del> -50 Years
Building Improvements	\$25,000	50 Years
Infrastructure	\$100,000	<del>25</del> 30-50 Years
Software	<del>\$100,000</del> <u>\$25,000</u>	<del>3</del> -107 Years
Non-Amortizable Intangibles	<del>\$5,000</del> <u>All Costs</u>	Non-Amortizable
Machinery and Equipment	\$5,000	5 Years

- ~~Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available.~~ Capital assets used in operations will be depreciated or amortized using the straight-line method over the lesser of the capital lease period or their estimated useful lives.
- The Board of Supervisors requires all departments to certify a detailed listing of all fixed asset inventory within their possession no later than ~~December 15~~May 31 of every ~~other~~ year.
- Capital replacement funds will be used to accumulate financial resources for future replacement of assets that will be retired from service. In addition, when feasible, replacement funding contributions will be included in applicable service charges from all system users. Specifically, the policy covers the following major system categories:
  - Building & Fixed Facilities - As part of the annual Capital Project Plan and no less than every 5 years, and guided by Comprehensive County Facilities Plan, the General Services Director will regularly assess and adjust funding requests for each facility. The funding contributions would be placed in separate funds for each set of facilities and managed by the assigned department or agency director in conjunction with the County Administrator. Contributions for these funds will be included in service charge rates (including outside partner agencies) and grant costs where feasible and would be prioritized for available discretionary funding in the annual budget process. Consideration will always be given to annual operational maintenance funding (as opposed to contributions for future major repairs) necessary to preserve health and safety and overall asset life. Project funding recommendations will follow the priority criteria in the current Administrative Policy 5-2 which includes:
    - Required to meet compelling health, safety, legal or code compliance, a mandate of the Board of Supervisors, or a court order.
    - Previously approved phases of a project, which are integral to completing its initial scope.
    - Required to keep an existing building, facility, or complex operational. Provides measurable economic benefit or avoids economic loss to the County. Serves to maintain or improve infrastructure of the County as a general benefit to County operations and services.
    - Alleviates constraints and impediments to effective public access and service such as improvements regarding space limitations or inefficient layout of space in County buildings or facilities, provisions for expanded or changed programs or services, or improvements to heating, ventilation or other work environment conditions.
    - Improves the environmental quality or aesthetics of County facilities and complexes.
  - Information Technology Assets
    - The policy directs the Director of Information Systems in conjunction with the County Administrator’s office to develop a plan to replace system components with the infrastructure contribution funding stream and potential one-time contributions within the remaining useful life of each component. The policy also directs a full infrastructure valuation of the computer and telephone communication systems every 5 years.
    - b. The Public Safety radio infrastructure replacement review and funding request is the responsibility of the Sheriff’s Office in conjunction with General Services, Information Systems, and the County Administrator.

## **Fund Types Used by the County**

### **Governmental Fund Types:**

- **General Fund:** The General Fund is the general operating fund of the County. All financial resources except for those required to be accounted for in other funds are included in the General Fund. Accounts for all revenues and expenditures necessary to carry out basic governmental activities of the County that are not accounted for through other funds.
- **Special Revenue Funds:** A Special Revenue Funds accounts for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Sonoma County Special Revenue Funds include: Advertising, Fish & Wildlife, Road, Health Services, State Realignment, and various other restricted and committed funds Human Services, Health and Sanitation, Open Space Special Tax Account, and Roads, among other funds.
- **Debt Service Funds:** Debt Service Funds are used to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.
- **Capital Projects Funds:** Capital Projects Funds account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (other than those in Proprietary Fund Types).

### **Proprietary Fund Types**

- **Enterprise Funds:** Enterprise Funds account for operations: (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the Board is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed primarily through user charges; or (b) where the Board has decided that periodic determination of revenues earned, expenses incurred, and net income or loss is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

### **Internal Service Funds**

- **Internal Service Funds:** Internal Service Funds (ISF) account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or other governmental units on a cost reimbursement basis. A common use of these fund types is to account for the County's self insurance programs. The following describes the funding and budgeting methodologies the County uses for some of the self insurance programs:

### **The Accounting Basis Used in the Budget**

The budget is developed on a modified accrual basis for governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds), adjusted for encumbrance accounting. Appropriations for encumbrances are included and appropriations for expenditures against prior year encumbrances are excluded.

Under the modified accrual basis, obligations are generally budgeted as expenses when incurred, while revenues are recognized when they become both measurable and available to finance current year obligations. Proprietary fund types (e.g., Transit and Refuse) are budgeted on a full accrual basis. Not only are obligations recognized when incurred, but revenues are also recognized when they are incurred or owed to the County.

The government-wide, proprietary and investment trust fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the County gives (or receives) value without directly receiving (or giving) equal value in exchange, include property and sales taxes, grants, entitlements, and donations. On an accrual basis, revenues from property tax are recognized in the year for which the taxes are levied. Revenues from sales tax are recognized when the underlying transactions take place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

For business-type activities and enterprise funds, the County has elected under GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Property Fund Accounting, to apply applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board, the Accounting Principles Board or any Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

## OTHER POLICIES AND METHODOLOGIES

Other policies and methodologies that may be helpful for understanding the County's budget:

### Budgetary Amendments

After the budget is adopted it becomes necessary to amend the budget from time to time. Department heads have the authority to amend budgets for changes within a category (e.g., Services & Supplies). County Administrator approval is required for adjustments between categories (e.g., Services & Supplies to Fixed Assets) or between program budgets within the department.

Budgetary amendments that change total revenues or appropriations for a department require Board of Supervisors approval. These include: (1) the appropriation of revenues not included in the adopted budget; (2) reductions to estimated revenues and related appropriations when it is determined that the revenues will not be received; (3) appropriation increases supported by use of available fund balance or Appropriations for Contingencies; and (4) the transfer of monies or appropriations from one fund or department to another.

### Use of General Fund Contingencies

The County will commit a portion of the General Fund general purpose revenues as a Contingency Reserve to provide the Board of Supervisors: (1) for unforeseen events causing increased County costs during the fiscal year; (2) funding to invest one-time funds into potential opportunities that support the Board's Strategic Priorities; and (3) fee waivers. The Contingency Reserve should not be used to support recurring operating expenditures outside of the current fiscal year. Unless there is a justified unavoidable timing need, any decision to use Contingencies should only occur at the Board's annual budget hearing, and during mid-year budget updates

### ~~The Accounting Basis Used in the Budget~~

~~The budget is developed on a modified accrual basis for governmental fund types (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds), adjusted for encumbrance accounting. Appropriations for encumbrances are included and appropriations for expenditures against prior year encumbrances are excluded.~~

~~Under the modified accrual basis, obligations are generally budgeted as expenses when incurred, while revenues are recognized when they become both measurable and available to finance current year obligations. Proprietary fund types (e.g., Transit and Refuse) are budgeted on a full accrual basis. Not only are obligations recognized when incurred, but revenues are also recognized when they are incurred or owed to the County.~~

~~The government-wide, proprietary and investment trust fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the County gives (or receives) value without directly receiving (or giving) equal value in exchange, include property and sales taxes, grants, entitlements, and donations. On an accrual basis, revenues from property tax are recognized in the year for which the taxes are levied. Revenues from sales tax are recognized when the underlying transactions take place. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.~~

For business-type activities and enterprise funds, the County has elected under GASB Statement No. 20, Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Property Fund Accounting, to apply applicable GASB pronouncements as well as any applicable pronouncements of the Financial Accounting Standards Board, the Accounting Principles Board or any Accounting Research Bulletins issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

### **Fund Types Used by the County**

#### **Governmental Fund Types:**

- **General Fund:** The General Fund is the general operating fund of the County. All financial resources except for those required to be accounted for in other funds are included in the General Fund.
- **Special Revenue Funds:** Special Revenue Funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. Sonoma County Special Revenue Funds include: Advertising, Fish & Wildlife, Road, Health Services, State Realignment, and various other restricted and committed funds.
- **Debt Service Funds:** Debt Service Funds are used to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.
- **Capital Projects Funds:** Capital Projects Funds account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets (other than those in Proprietary Fund Types).

#### **Proprietary Fund Types**

- **Enterprise Funds:** Enterprise Funds account for operations: (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the Board is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis are financed primarily through user charges; or (b) where the Board has decided that periodic determination of revenues earned, expenses incurred, and net income or loss is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

#### **Internal Service Funds**

- **Internal Service Funds:** Internal Service Funds (ISF) account for the financing of goods or services provided by one department or agency to other departments or agencies of the County or other governmental units on a cost reimbursement basis. A common use of these fund types is to account for the County's self-insurance programs. The following describes the funding and budgeting methodologies the County uses for some of the self-insurance programs.

#### **Funding Methodology for Self-Insurance Program**

The following describes the funding and budgeting methodologies the County uses for some of the self-insurance programs.

The funding methodology for the workers' compensation and the liability insurance programs is designed to establish charges to departments to finance the current year costs at the 70% confidence level as estimated annually by an actuary. The Health ISF (county medical insurance plan) is funded based on actuarially determined trends in claims payments with the intent of maintaining a year-end fund balance equivalent to anticipated costs necessary to close out each year's activity and to cover expenses in excess of projected levels due to unexpected increases in the number or size of claims. For workers' compensation and liability insurance programs, cash reserves above and below the 70% confidence levels for outstanding liabilities for individual insurance funds are amortized on a rolling three-year basis, by decreasing or increasing rates by one-third of the difference, in accordance with Board policy. The rolling three-year amortization policy was implemented to: 1) alleviate large fluctuations in rates caused by changes in actuarial estimates or funding status; 2) facilitate long-term rate planning; and 3) provide consistent financial policy for the internal service funds.

For budgeting purposes, claims expense for the workers' compensation and liability funds are based on the actuary's estimated loss for the budget year at the 70% confidence level. In situations where this is not expected to

provide sufficient appropriations to cover actual cash payments, additional funds are budgeted under Excess Claims Expense. Claims expense for the Health ISF is based on the actuary's estimated loss for the budget year.

At the time the budget is prepared, the total year-end outstanding liability for the budget year is not known. When this information becomes available from the actuary during the budget year, the change in the total outstanding liability is recorded to the budgeted sub-object Accrued Benefit Adjustment in order to conform to accounting principles. This budgetary figure is used merely to designate cash reserves to cover the outstanding liability and does not represent a cash revenue or expenditure. The Accrued Benefit Adjustment for liability and workers' compensation is budgeted at 10% of the total liability. The accrued benefit adjustment for the County Health Plan is budgeted using the most recent 1-year trend and 10% of the total liability. The total liability is based on the prior year estimate of total liability projected forward using the most recent claims expense trend.

Within the ISF insurance funds, the budgetary information presented is not readily comparable on a year-to-year basis because expenditures and use of cash reserves are related to past years' claims experience, as well as the fiscal year for which the budget is presented. Claims payments fluctuate depending on year of settlement, rather than occurrence of the claim, so payments may be made in excess of a current year's expected claims costs. In addition, actuarial estimates of total liability may vary substantially from year to year, depending on claims history, population changes, legislation, and other factors.

<b>Department<sup>1</sup></b>	<b>FY 18-19 Adopted</b>	<b>FY 18-19 Revised</b>	<b>FY 19-20 Recommended<sup>2</sup></b>	<b>FY 19-20 Supplemental changes</b>	<b>FY 19-20 Supplemental</b>	<b>FY 19-20 CAO Recommended changes</b>	<b>FY 19-20 CAO Recommendations</b>
ACTTC	101.00	103.00	102.00	0.00	102.00	0.00	102.00
Ag Pres/Open Space District	27.50	28.50	28.50	0.00	28.50	0.00	28.50
Agricultural Commissioner	36.50	36.50	36.50	0.00	36.50	1.00	37.50
BOS/CAO	51.20	51.20	49.20	2.00	51.20	0.00	51.20
Child Support Services	96.50	96.50	96.50	0.00	96.50	0.00	96.50
Clerk-Recorder-Assessor	110.75	110.75	102.25	-1.00	101.25	5.00	106.25
Community Development	47.50	48.50	48.50	0.00	48.50	5.00	53.50
County Counsel	44.50	44.50	42.50	0.00	42.50	0.00	42.50
District Attorney	130.25	130.55	112.55	0.00	112.55	16.00	128.55
Emergency Management	0.00	12.00	12.00	0.00	12.00	0.00	12.00
Economic Develop Board	13.50	13.50	13.50	0.00	13.50	0.00	13.50
Fire and Emergency Services <sup>3</sup>	25.25	6.00	0.00	0.00	0.00	0.00	0.00
General Services	113.00	112.50	110.50	0.00	110.50	5.00	115.50
Health Services	571.93	573.43	528.98	-4.20	524.78	3.75	528.53
Human Resources	63.00	63.00	62.00	0.00	62.00	0.00	62.00
Human Services	877.30	882.30	876.30	2.00	878.30	11.25	889.55
IHSS Public Authority	1.00	1.00	1.00	0.00	1.00	0.00	1.00
Ind Office Law Enf & Out	2.00	2.00	2.00	0.00	2.00	0.00	2.00
Information Systems	116.50	116.50	116.50	0.00	116.50	0.00	116.50
Permit and Resource Mgmt	133.00	148.50	148.50	0.00	148.50	0.00	148.50
Probation	285.00	285.00	268.00	0.00	268.00	7.00	275.00
Public Defender	51.00	51.00	45.00	0.00	45.00	7.00	52.00
Regional Parks	92.00	92.00	123.00	0.00	123.00	0.00	123.00
Sheriff/Adult Detention	634.50	634.50	625.50	4.00	629.50	3.00	632.50
Transport & Public Works	168.00	168.00	168.00	0.00	168.00	1.00	169.00
UC Cooperative Extension	5.00	5.00	5.00	0.00	5.00	0.00	5.00
Water Agency	231.75	233.75	233.75	0.00	233.75	0.00	233.75
<b>TOTALS (FTE)</b>	<b>4,029.43</b>	<b>4,049.98</b>	<b>3,958.03</b>	<b>2.80</b>	<b>3,960.83</b>	<b>65.00</b>	<b>4,025.83</b>

<sup>1</sup> Sonoma County Fair and Exposition, Inc. has been removed from the Permanent Position Summary table in FY 19-20. The Operating and Capital Improvement budget and County Employee Position allocation are approved by the Board of Supervisors in January of each year to conform with the Fairgrounds calendar year reporting period.

<sup>2</sup> The FY 19-20 Recommended column reflects department's allocation totals after vacant allocations have been deleted effective July 1, 2019, and filled allocations have been deleted effective October 8, 2019

<sup>3</sup> The Fire and Emergency Services Department is disbanded effective July 1, 2019.



EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
<b>AGRICULTURAL COMMISSIONER'S OFFICE</b>			
100101	0002	OFFICE ASSISTANT II	0.80
	0003	SENIOR OFFICE ASSISTANT	2.00
	0100	RECEPTIONIST	1.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0810	ADMINISTRATIVE AIDE	1.00
	0820	DEPARTMENT ANALYST	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	1125	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	8.70
	1120	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	3.00
	1137	DEPUTY AGRICULTURAL COMMISSIONER	3.00
	1138	CHIEF DEPUTY AGRICULTURAL COMMISSIONER	1.00
	1140	ASSISTANT AGRICULTURAL COMMISSIONER	1.00
	1142	AGRICULTURAL COMMISSIONER-SEALER	1.00
	4320	WILDLIFE SPECIALIST	1.00
<i>100101 Total</i>			<i>27.50</i>
100102	1108	CHIEF DEPUTY SEALER	1.00
	1125	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	4.00
	1120	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	1.00
<i>100102 Total</i>			<i>6.00</i>
100100	0988	ENVIRONMENTAL SPECIALIST	1.00
	1008	ENGINEERING TECHNICIAN IV	1.00
	1014	SENIOR ENGINEER	1.00
<i>100106 Total</i>			<i>3.00</i>
<b>AGRICULTURAL COMMISSIONER'S OFFICE Total</b>			<b>36.50</b>
<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR</b>			
110101	0101	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0403	SENIOR ACCOUNT CLERK	3.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0405	ACCOUNTING ASSISTANT	4.00
	0409	ENTERPRISE FINANCIAL SYSTEM MANAGER	1.00
	0410	ACCOUNTANT II	3.00
	0417	ACCOUNTANT III	1.00
	0419	SUPERVISING ACCOUNTANT	3.00
	0421	ACCOUNTANT-AUDITOR II	4.00
	0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00
	0440	ASSISTANT AUDITOR-CONTROLLER	1.00
	7150	BUSINESS SYSTEMS ANALYST - CONFIDENTIAL	2.00
	7159	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	1.00
	7103	SENIOR BUSINESS SYSTEMS ANALYST - CONFIDENTIAL	1.00
	0402	ACCOUNT CLERK II	1.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0405	ACCOUNTING ASSISTANT	2.00
	0410	ACCOUNTANT II	5.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0421	ACCOUNTANT-AUDITOR II	1.00
	0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0405	ACCOUNTING ASSISTANT	1.00
	0410	ACCOUNTANT II	2.00
	0417	ACCOUNTANT III	1.00
	0421	ACCOUNTANT-AUDITOR II	1.00
	0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00
	0100	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00
	0419	SUPERVISING ACCOUNTANT	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0421	ACCOUNTANT-AUDITOR II	1.00
	0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00
	7159	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	2.00
	7384	AUDITORS PAYROLL TECHNICIAN CONFIDENTIAL	0.00
	7410	ACCOUNTANT II CONFIDENTIAL	2.00
<b>110101 Total</b>			<b>62.00</b>
110102	0404	ACCOUNTING TECHNICIAN	1.00
	0421	ACCOUNTANT-AUDITOR II	1.00
	0420	INVESTMENT AND DEBT OFFICER	1.00
	0429	TREASURY MANAGER	1.00
	0440	ASSISTANT AUDITOR-CONTROLLER	1.00
	0820	DEPARTMENT ANALYST	1.00
	0402	ACCOUNT CLERK II	2.00
	0403	SENIOR ACCOUNT CLERK	5.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0405	ACCOUNTING ASSISTANT	2.00
	0421	ACCOUNTANT-AUDITOR II	1.00
	0438	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00
	0498	CENTRAL COLLECTION MANAGER	1.00
	0403	SENIOR ACCOUNT CLERK	3.00
	0405	ACCOUNTING ASSISTANT	1.00
	0410	ACCOUNTANT II	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0421	ACCOUNTANT-AUDITOR II	1.00
	0810	ADMINISTRATIVE AIDE	1.00
<b>110102 Total</b>			<b>27.00</b>
110103	0419	SUPERVISING ACCOUNTANT	2.00
	0421	ACCOUNTANT-AUDITOR II	5.00
	0427	AUDIT MANAGER	1.00
<b>110103 Total</b>			<b>8.00</b>
110104	0100	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00
	0820	DEPARTMENT ANALYST	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	8108	AUDITOR CONTROLLER-TREASURER-TAX COLLECTOR	1.00
<b>110104 Total</b>			<b>5.00</b>
<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR TOTAL</b>			<b>102.00</b>
<b>DEPARTMENT OF CHILD SUPPORT SERVICES</b>			
120101	0021	LEGAL SECRETARY II	1.00
	0049	LEGAL PROCESSOR II	11.00
	0050	SENIOR LEGAL PROCESSOR	10.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.00
	0382	PAYROLL CLERK	1.00
	0402	ACCOUNT CLERK II	1.00
	0412	CHILD SUPPORT FINANCIAL WORKER II	4.00
	0413	SENIOR CHILD SUPPORT FINANCIAL WORKER	1.00
	0584	CHILD SUPPORT OFFICER II	32.00
	0580	CHILD SUPPORT OFFICER III	12.50
	0588	CHILD SUPPORT SERVICES SUPERVISOR	9.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0875	ASSISTANT DIRECTOR CHILD SUPPORT SERVICES	1.00
	0870	DIRECTOR OF CHILD SUPPORT SERVICES	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00

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	3087	HUMAN SERVICES SECTION MANAGER	2.00
	4044	CHILD SUPPORT ATTORNEY IV	4.00
	7022	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00
<i>120101 Total</i>			<i>96.50</i>
<b>DEPARTMENT OF CHILD SUPPORT SERVICES TOTAL</b>			<b>96.50</b>
<b>CLERK-RECORDER-ASSESSOR</b>			
130101	0100	RECEPTIONIST	0.00
	0217	CHIEF DEPUTY COUNTY CLERK-RECORDER	1.00
	0387	CLERK RECORDER ASSESSOR SPECIALIST II	3.00
	0388	SENIOR CLERK RECORDER ASSESSOR SPECIALIST	0.00
	0389	CLERK RECORDER ASSESSOR SUPERVISOR	1.00
<i>130101 Total</i>			<i>11.00</i>
130102	0387	CLERK RECORDER ASSESSOR SPECIALIST II	3.00
	0388	SENIOR CLERK RECORDER ASSESSOR SPECIALIST	1.00
	0389	CLERK RECORDER ASSESSOR SUPERVISOR	1.00
<i>130102 Total</i>			<i>5.00</i>
130201	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.75
	0387	CLERK RECORDER ASSESSOR SPECIALIST II	4.00
	0391	ASSESSMENT CLERK	5.00
	0392	ASSESSMENT PROCESS SPECIALIST	9.00
	0393	ASSESSMENT PROCESS SUPERVISOR	2.00
	0394	ASSESSORS CHANGE OF OWNERSHIP SUPERVISOR	1.00
	0390	ASSESSMENT PROCESS MANAGER	1.00
	0457	AUDITOR-PPRISER II	0.00
	0400	SUPERVISING AUDITOR-PPRISER	1.00
	1500	PPRISER AIDE	4.00
	1512	PPRISER III	19.00
	1513	PPRISER IV	4.00
	1520	CHIEF PPRISER	1.00
	1522	CHIEF OF ASSESSMENT STANDARDS	0.00
	1525	CHIEF DEPUTY ASSESSOR	1.00
	1531	CONTROL MAPPING TECHNICIAN II	3.00
	1533	CONTROL MAPPING SUPERVISOR	1.00
<i>130201 Total</i>			<i>63.75</i>
130202	0101	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0402	ACCOUNT CLERK II	1.00
	0410	ACCOUNTANT II	0.50
	0827	ADMINISTRATIVE SERVICES OFFICER I	2.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	7410	ACCOUNTANT II CONFIDENTIAL	1.00
	8105	COUNTY CLERK-RECORDER-ASSESSOR	1.00
<i>130202 Total</i>			<i>7.50</i>
130301	0057	CHIEF DEPUTY REGISTRAR OF VOTERS	1.00
	0157	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00
	0100	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00
	0203	ELECTION SPECIALIST II	5.00
	0204	SENIOR ELECTION SPECIALIST	3.00
	0311	STOREKEEPER	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0849	SPECIAL PROJECTS DIRECTOR PROJECT	1.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
<i>130301 Total</i>			<i>15.00</i>
<b>CLERK-RECORDER-ASSESSOR TOTAL</b>			<b>102.25</b>

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<b>COMMUNITY DEVELOPMENT COMMISSION</b>			
140101	0002	OFFICE ASSISTANT II	4.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0009	SENIOR OFFICE SUPPORT SUPERVISOR	1.50
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0402	ACCOUNT CLERK II	1.00
	0404	ACCOUNTING TECHNICIAN	2.00
	0410	ACCOUNTANT II	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0810	ADMINISTRATIVE AIDE	2.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	2.00
	0849	SPECIAL PROJECTS DIRECTOR PROJECT	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	9101	EXECUTIVE DIRECTOR SONOMA COUNTY CDC	1.00
	9102	COMMUNITY DEVELOPMENT MANAGER	1.00
	9105	CONTROLLER-CDC	1.00
	9112	HOUSING REHABILITATION SPECIAL	2.00
	9113	HOUSING NEGOTIATOR-INSPECTOR	2.00
	9124	AFFORDABLE HOUSING ASSISTANT MANAGER	1.00
	9125	COMMUNITY DEVELOPMENT ASSISTANT MANAGER	1.00
	9120	ASSISTANT EXECUTIVE DIRECTOR CDC	1.00
	9127	EMPLOYMENT HOUSING COUNSELOR	1.00
	9135	COMMUNITY DEVELOPMENT ASSOCIATE	0.00
	9130	SUPERVISING COMMUNITY DEVELOPMENT SPECIALIST	1.00
	9137	SENIOR COMMUNITY DEVELOPMENT SPECIALIST	5.00
	9138	COMMUNITY DEVELOPMENT SPEC II	7.00
<i>140101 Total</i>			48.50
<b>COMMUNITY DEVELOPMENT COMMISSION TOTAL</b>			<b>48.50</b>
<b>BOARD OF SUPERVISORS &amp; COUNTY ADMINISTRATOR</b>			
150101	0851	BOARD OF SUPERVISORS AIDE	2.00
	0802	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00
	8000	SUPERVISOR	1.00
	0851	BOARD OF SUPERVISORS AIDE	2.00
	0802	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00
	8000	SUPERVISOR	1.00
	0851	BOARD OF SUPERVISORS AIDE	2.00
	0802	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00
	8000	SUPERVISOR	1.00
	0851	BOARD OF SUPERVISORS AIDE	2.00
	0802	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00
	8000	SUPERVISOR	1.00
	0031	CHIEF DEPUTY CLERK OF THE BOARD	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	2.00
	7023	SECRETARY CONFIDENTIAL	3.00
<i>150101 Total</i>			26.00
150201	0032	ASSISTANT TO THE COUNTY ADMINISTRATOR	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	3.00
	0837	DEPUTY COUNTY ADMINISTRATOR	2.00
	0838	ADMINISTRATIVE ANALYST III	5.00
	0839	PRINCIPAL ADMINISTRATIVE ANALYST	3.00
	0840	ASSISTANT COUNTY ADMINISTRATOR	1.00
	0845	COUNTY ADMINISTRATOR	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0903	COUNTY PUBLIC INFORMATION OFFICER	1.00
	0810	ADMINISTRATIVE AIDE	0.50
	0838	ADMINISTRATIVE ANALYST III	1.70
	0844	INFO EXECUTIVE OFFICER	1.00
<i>150201 Total</i>			<i>20.20</i>
15990	0838	ADMINISTRATIVE ANALYST III	2.00
	085	ADMINISTRATIVE ANALYST III - PROJECT	1.00
<i>159906 Total</i>			<i>3.00</i>
<b>BOARD OF SUPERVISORS &amp; COUNTY ADMINISTRATOR TOTAL</b>			<b>49.20</b>
<b>COUNTY COUNSEL</b>			
170101	082	DEPARTMENT ANALYST	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	4028	CHIEF DEPUTY COUNTY COUNSEL	4.00
	4030	ASSISTANT COUNTY COUNSEL	1.00
	4034	DEPUTY COUNTY COUNSEL IV	24.75
	4035	COUNTY COUNSEL	1.00
	7019	LEGAL ASSISTANT CONFIDENTIAL	7.75
	7021	LEGAL SECRETARY II CONFIDENTIAL	0.00
	7101	RECEPTIONIST CONFIDENTIAL	1.00
	7403	SENIOR ACCOUNT CLERK CONFIDENTIAL	1.00
<i>170101 Total</i>			<i>42.50</i>
<b>COUNTY COUNSEL TOTAL</b>			<b>42.50</b>
<b>DISTRICT ATTORNEY'S OFFICE</b>			
180101	0019	LEGAL ASSISTANT	1.00
	0019	LEGAL ASSISTANT	1.00
	0019	LEGAL ASSISTANT	1.00
	0021	LEGAL SECRETARY II	1.00
	0021	LEGAL SECRETARY II	1.00
	0021	LEGAL SECRETARY II	3.00
	0023	SECRETARY	0.75
	0049	LEGAL PROCESSOR II	1.00
	0049	LEGAL PROCESSOR II	13.00
	0050	SENIOR LEGAL PROCESSOR	4.00
	0052	LEGAL STAFF SUPERVISOR	2.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0403	SENIOR ACCOUNT CLERK	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	082	DEPARTMENT ANALYST	1.00
	082	DEPARTMENT ANALYST	2.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	4020	DEPUTY DISTRICT ATTORNEY IV	34.00
	4020	DEPUTY DISTRICT ATTORNEY IV	5.00
	4020	DEPUTY DISTRICT ATTORNEY IV	2.00
	4025	CHIEF DEPUTY DISTRICT ATTORNEY	4.00
	4039	ASSISTANT DISTRICT ATTORNEY LIMITED TERM	1.00
	4212	DISTRICT ATTORNEY INVESTIGATOR II	10.00
	4215	SENIOR DISTRICT ATTORNEY INVESTIGATOR	1.00
	4225	CHIEF CRIMINAL INVESTIGATOR	1.00
	7022	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	0.00
	7404	ACCOUNTING TECHNICIAN CONFIDENTIAL	1.00
	8101	DISTRICT ATTORNEY	1.00
	0019	LEGAL ASSISTANT	1.00
	0049	LEGAL PROCESSOR II	1.00
	0571	VICTIM CLAIMS SPECIALIST II	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0575	VICTIM CLAIMS SUPERVISOR	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	3219	SENIOR VICTIM WITNESS ADVOCATE	1.00
	3222	VICTIM WITNESS ADVOCATE II	7.00
<i>180101 Total</i>			<i>110.75</i>
18010	0810	ADMINISTRATIVE AIDE	1.80
	0850	BUSINESS DEVELOPMENT MANAGER	0.00
<i>180106 Total</i>			<i>1.80</i>
<b>DISTRICT ATTORNEY'S OFFICE TOTAL</b>			<b>112.55</b>
<b>ECONOMIC DEVELOPMENT BOARD</b>			
190101	0741	EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT BOARD	1.00
	0810	ADMINISTRATIVE AIDE	3.75
	0820	DEPARTMENT ANALYST	1.00
	0850	BUSINESS DEVELOPMENT MANAGER	2.00
	3085	DEPARTMENT PROGRAM MANAGER	3.75
<i>190101 Total</i>			<i>11.50</i>
190103	0820	DEPARTMENT ANALYST	1.00
	0850	BUSINESS DEVELOPMENT MANAGER	1.00
<i>190103 Total</i>			<i>2.00</i>
<b>ECONOMIC DEVELOPMENT BOARD TOTAL</b>			<b>13.50</b>
<b>FIRE &amp; EMERGENCY SERVICES</b>			
200201	0820	DEPARTMENT ANALYST	0.00
	0310	MATERIALS HANDLER	0.00
	0312	SENIOR STOREKEEPER	0.00
	4513	SENIOR FIRE INSPECTOR	0.00
	4518	ASSISTANT FIRE CHIEF	0.00
	4520	DIRECTOR OF FIRE AND EMERGENCY SERVICES	0.00
<i>200201 Total</i>			<i>0.00</i>
<b>FIRE &amp; EMERGENCY SERVICES TOTAL</b>			<b>0.00</b>
<b>GENERAL SERVICES</b>			
210101	0810	ADMINISTRATIVE AIDE	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0808	GENERAL SERVICES DEPUTY DIRECTOR	0.00
	0870	GENERAL SERVICES DIRECTOR	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	0402	ACCOUNT CLERK II	2.00
	0403	SENIOR ACCOUNT CLERK	1.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	7382	PAYROLL CLERK CONFIDENTIAL	1.00
<i>210101 Total</i>			<i>12.00</i>
210201	0810	ADMINISTRATIVE AIDE	2.00
	0808	GENERAL SERVICES DEPUTY DIRECTOR	1.00
	1035	ASSISTANT PROJECT SPECIALIST	1.00
	1030	PROJECT SPECIALIST	0.00
	1037	SENIOR PROJECT SPECIALIST	3.00
	1038	CAPITAL PROJECT MANAGER	2.00
	1048	SENIOR CAPITAL PROJECT MANAGER	1.00
	5301	ASSISTANT BUILDING SUPERINTENDENT	1.00
<i>210201 Total</i>			<i>17.00</i>

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210203	0702	REAL ESTATE PROJECT SPECIALIST	3.00
	0703	REAL ESTATE MANAGER	1.00
<i>210203 Total</i>			<i>4.00</i>
210204	0003	SENIOR OFFICE ASSISTANT	3.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	3397	COMMUNITY SERVICES OFFICER II	1.50
	5327	JUNIOR LEVEL SERVICES SUPERVISOR	1.00
	5335	BUILDING MECHANIC II	23.00
	5301	ASSISTANT BUILDING SUPERINTENDENT	2.00
	5302	ASSISTANT FACILITY MANAGER	1.00
<i>210204 Total</i>			<i>33.50</i>
210301	0335	BUYER	4.00
	0337	ASSISTANT PURCHASING AGENT	2.00
	0339	PURCHASING AGENT	1.00
	0820	DEPARTMENT ANALYST	1.00
<i>210301 Total</i>			<i>8.00</i>
210302	0003	SENIOR OFFICE ASSISTANT	0.50
	1273	EVENT SERVICES WORKER	0.50
	1275	EVENTS SERVICES SUPERVISOR	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
<i>210302 Total</i>			<i>3.00</i>
210303	0003	SENIOR OFFICE ASSISTANT	1.00
	0810	ADMINISTRATIVE AIDE	3.00
	0820	DEPARTMENT ANALYST	4.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	5304	ENERGY SUSTAINABILITY PROGRAM MANAGER	1.00
<i>210303 Total</i>			<i>10.00</i>
210304	0003	SENIOR OFFICE ASSISTANT	3.00
	0820	DEPARTMENT ANALYST	1.00
	5235	ASSISTANT FLEET MANAGER	1.00
	5240	FLEET MANAGER	1.00
	5213	MOTOR POOL ATTENDANT	1.00
	5223	AUTOMOTIVE TECHNICIAN	5.00
	5224	LEAD AUTOMOTIVE TECHNICIAN	1.00
	5230	AUTO FLEET MAINTENANCE SUPERVISOR	1.00
	5210	WELDER	1.00
	5220	HEAVY EQUIPMENT TECHNICIAN	0.00
	5228	LEAD HEAVY EQUIPMENT TECHNICIAN	1.00
	5229	HEAVY EQUIPMENT FLEET MAINTENANCE SUPERVISOR	1.00
<i>210304 Total</i>			<i>23.00</i>
<b>GENERAL SERVICES TOTAL</b>			<b>110.50</b>
<b>DEPARTMENT OF HEALTH SERVICES</b>			
220101	0003	SENIOR OFFICE ASSISTANT	3.00
	0023	SECRETARY	1.00
	0100	RECEPTIONIST	0.00
	0118	SYSTEMS SOFTWARE ANALYST	3.00
	0311	STOREKEEPER	2.00
	0382	PAYROLL CLERK	3.00
	0402	ACCOUNT CLERK II	2.00
	0403	SENIOR ACCOUNT CLERK	5.50
	0404	ACCOUNTING TECHNICIAN	4.00
	0410	ACCOUNTANT II	10.00
	0417	ACCOUNTANT III	1.00
	0419	SUPERVISING ACCOUNTANT	2.00

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	0437	DEPARTMENT ACCOUNTING MANAGER	1.00
	0810	ADMINISTRATIVE AIDE	7.00
	0820	DEPARTMENT ANALYST	11.80
	0827	ADMINISTRATIVE SERVICES OFFICER I	0.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	3.00
	0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00
	0848	HEALTH CARE COMPLIANCE/PRIVACY SECURITY OFFICER	2.00
	0849	SPECIAL PROJECTS DIRECTOR PROJECT	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	7.00
	2420	PATIENT CARE ANALYST	3.00
	2030	BIOSTATISTICIAN	4.00
	2034	HEALTH PROGRAM MANAGER	1.80
	2075	HEALTH OFFICER	1.00
	2070	ASSISTANT DIRECTOR OF HEALTH SERVICES	1.00
	2077	DIRECTOR OF HEALTH SERVICES	1.00
	7023	SECRETARY CONFIDENTIAL	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	2034	HEALTH PROGRAM MANAGER	1.00
	<i>220101 Total</i>		<i>91.10</i>
220103	0003	SENIOR OFFICE ASSISTANT	0.00
	0810	ADMINISTRATIVE AIDE	0.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	0.00
	2032	HEALTH INFORMATION SPECIALIST II	0.00
	2037	FIRST 5 SECTION MANAGER	0.00
	<i>220103 Total</i>		<i>0.00</i>
220201	0003	SENIOR OFFICE ASSISTANT	0.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	0.00
	2541	HEALTH SERVICES DIVISION DIRECTOR	1.00
	0003	SENIOR OFFICE ASSISTANT	3.00
	0402	ACCOUNT CLERK II	0.00
	0403	SENIOR ACCOUNT CLERK	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0820	DEPARTMENT ANALYST	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	2012	ENVIRONMENTAL HEALTH SPECIALIST II	0.72
	2014	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.20
	2015	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	0.09
	2010	ENVIRONMENTAL HEALTH PROGRAM MANAGER	1.00
	2020	DIRECTOR OF ENVIRONMENTAL HEALTH	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	0810	ADMINISTRATIVE AIDE	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	2504	PUBLIC HEALTH NURSE II	12.00
	2505	SENIOR PUBLIC HEALTH NURSE	1.00
	2570	SUPERVISING PUBLIC HEALTH NURSE	3.00
	2032	HEALTH INFORMATION SPECIALIST II	0.00
	2034	HEALTH PROGRAM MANAGER	1.00
	3003	SOCIAL SERVICE WORKER III	1.00
	3383	COMMUNITY HEALTH WORKER SPECIALIST	0.00
	0003	SENIOR OFFICE ASSISTANT	0.90
	2185	NUTRITIONIST	3.10
	2187	SUPERVISING NUTRITIONIST	1.00
	2029	SENIOR LECTURE CONSULTANT	0.90
	2034	HEALTH PROGRAM MANAGER	1.00
	3382	COMMUNITY HEALTH WORKER II	2.50

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	3383	COMMUNITY HEALTH WORKER SPECIALIST	0.90
	0003	SENIOR OFFICE ASSISTANT	3.00
	0023	SECRETARY	1.00
	0403	SENIOR ACCOUNT CLERK	0.00
	2203	MEDICAL RECORD CLERK III	0.00
	2307	OCCUP THERAPIST II CHILD THERAPY PROGRAM	5.00
	2317	PHYS THERAPIST II CHILD THERAPY PROGRAM	5.35
	2318	SUPERVISING PEDIATRIC THERAPIST	2.00
	2320	MEDICAL THERAPY PROGRAM MANAGER	1.00
	2535	PUBLIC HEALTH PHYSICIAN	0.70
	2504	PUBLIC HEALTH NURSE II	5.25
	2505	SENIOR PUBLIC HEALTH NURSE	9.75
	2570	SUPERVISING PUBLIC HEALTH NURSE	2.00
	2034	HEALTH PROGRAM MANAGER	1.00
	3002	SOCIAL SERVICE WORKER II	1.00
	3004	SOCIAL SERVICE WORKER IV	0.00
	3010	SOCIAL SERVICE SUPERVISOR I	1.00
	3383	COMMUNITY HEALTH WORKER SPECIALIST	3.55
	0402	ACCOUNT CLERK II	4.00
	0810	ADMINISTRATIVE AIDE	2.00
	2034	HEALTH PROGRAM MANAGER	1.00
	4301	ANIMAL CONTROL OFFICER II	11.00
	4303	ANIMAL HEALTH TECHNICIAN	5.50
	4304	ANIMAL CARE ASSISTANT	0.00
	4300	SUPERVISING ANIMAL CONTROL OFFICER	2.00
	4310	ANIMAL CARE AND CONTROL DIRECTOR	0.00
	0003	SENIOR OFFICE ASSISTANT	1.37
	0542	VITAL STATISTICS TECHNICIAN	3.00
	0810	ADMINISTRATIVE AIDE	0.25
	2504	PUBLIC HEALTH NURSE II	3.90
	2505	SENIOR PUBLIC HEALTH NURSE	1.00
	2570	SUPERVISING PUBLIC HEALTH NURSE	0.25
	2575	DIRECTOR OF PUBLIC HEALTH NURSING	1.00
	2005	PUBLIC HEALTH INVESTIGATOR	2.00
	2034	HEALTH PROGRAM MANAGER	1.00
	2073	DEPUTY PUBLIC HEALTH OFFICER	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	1910	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	1.00
	2012	STAFF NURSE II	3.55
	2503	BEHAVIORAL HEALTH CLINICIAN	2.75
	2537	FORENSIC PSYCHIATRIST	0.00
	2034	HEALTH PROGRAM MANAGER	1.00
	0810	ADMINISTRATIVE AIDE	0.75
	2002	EMERGENCY MEDICAL SERVICES COORDINATOR	3.00
	2003	ADVANCED LIFE SUPPORT COORDINATOR	1.00
	2005	REGIONAL EMERGENCY MEDICAL SERVICES MANAGER	1.00
	0003	SENIOR OFFICE ASSISTANT	0.80
	2105	PUBLIC HEALTH LABORATORY TECHNICIAN II	2.00
	2122	PUBLIC HEALTH MICROBIOLOGIST II	2.50
	2125	PUBLIC HEALTH LABORATORY DIRECTOR	1.00
	0810	ADMINISTRATIVE AIDE	0.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	2122	PUBLIC HEALTH MICROBIOLOGIST II	1.50
	2032	HEALTH INFORMATION SPECIALIST II	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	2032	HEALTH INFORMATION SPECIALIST II	5.00
	2034	HEALTH PROGRAM MANAGER	2.00
	2035	SENIOR HEALTH INFORMATION SPECIALIST	1.00
	2038	SUPERVISING HEALTH INFORMATION SPECIALIST	1.00
	2071	HEALTHY COMMUNITIES SECTION MANAGER	1.00
	3382	COMMUNITY HEALTH WORKER II	1.00
<i>220201 Total</i>			<i>178.69</i>
220204	2012	ENVIRONMENTAL HEALTH SPECIALIST II	13.28
	2014	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	0.74
	2015	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	2.31
	2010	ENVIRONMENTAL HEALTH PROGRAM MANAGER	1.00
	2025	Dairy Inspector	1.50
<i>220204 Total</i>			<i>24.83</i>
220301	0003	SENIOR OFFICE ASSISTANT	1.00
	0023	SECRETARY	2.00
	0402	ACCOUNT CLERK II	1.00
	0402	ACCOUNT CLERK II	1.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0403	SENIOR ACCOUNT CLERK	1.50
	0404	ACCOUNTING TECHNICIAN	1.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0820	DEPARTMENT ANALYST	2.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	2203	MEDICAL RECORD CLERK III	1.00
	2420	PATIENT CARE ANALYST	4.00
	2505	BEHAVIORAL HEALTH CLINICAL SPECIALIST	5.00
	2540	MENTAL HEALTH MEDICAL DIRECTOR	1.00
	2541	HEALTH SERVICES DIVISION DIRECTOR	1.00
	0003	SENIOR OFFICE ASSISTANT	3.00
	0505	MEDICAL UNIT CLERK	1.00
	1910	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	0.50
	2007	LICENSED VOCATIONAL NURSE II	2.00
	2015	CLIENT CARE MANAGER	1.00
	2082	PSYCHIATRIC TECHNICIAN	2.00
	2091	PSYCHIATRIC NURSE	5.50
	2503	BEHAVIORAL HEALTH CLINICIAN	10.98
	2505	BEHAVIORAL HEALTH CLINICAL SPECIALIST	1.00
	2532	CUTE FORENSICS SECTION MANAGER	1.00
	2534	STAFF PSYCHIATRIST	0.50
	0003	SENIOR OFFICE ASSISTANT	4.00
	0023	SECRETARY	1.00
	1910	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	0.80
	2013	SUPERVISING STAFF NURSE	1.00
	2091	PSYCHIATRIC NURSE	5.00
	2400	CLIENT SUPPORT SPECIALIST	1.20
	2470	SENIOR CLIENT SUPPORT SPECIALIST	10.00
	2503	BEHAVIORAL HEALTH CLINICIAN	4.00
	2505	BEHAVIORAL HEALTH CLINICAL SPECIALIST	2.00
	2534	STAFF PSYCHIATRIST	1.70
	2034	HEALTH PROGRAM MANAGER	2.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	2007	LICENSED VOCATIONAL NURSE II	1.00
	2091	PSYCHIATRIC NURSE	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	2470	SENIOR CLIENT SUPPORT SPECIALIST	1.00
	2503	BEHAVIORAL HEALTH CLINICIAN	13.80
	2530	ADULT YOUTH AND FAMILY SERVICES SECTION MANAGER	1.00
	2534	STAFF PSYCHIATRIST	2.70
	234	HEALTH PROGRAM MANAGER	3.00
	283	ODS COUNSELOR II	0.75
	0003	SENIOR OFFICE ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	0.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	2015	CLIENT CARE MANAGER	1.00
	2015	CLIENT CARE MANAGER	1.00
	2091	PSYCHIATRIC NURSE	2.00
	2420	PATIENT CARE ANALYST	1.00
	2400	CLIENT SUPPORT SPECIALIST	0.80
	2470	SENIOR CLIENT SUPPORT SPECIALIST	10.00
	2503	BEHAVIORAL HEALTH CLINICIAN	3.00
	2503	BEHAVIORAL HEALTH CLINICIAN	32.90
	2505	BEHAVIORAL HEALTH CLINICAL SPECIALIST	3.00
	2534	STAFF PSYCHIATRIST	1.38
	234	HEALTH PROGRAM MANAGER	1.00
	234	HEALTH PROGRAM MANAGER	4.00
	283	ODS COUNSELOR II	2.00
	284	ODS SPECIALIST	1.00
	3002	SOCIAL SERVICE WORKER II	3.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	2420	PATIENT CARE ANALYST	1.00
	2503	BEHAVIORAL HEALTH CLINICIAN	1.00
	2505	BEHAVIORAL HEALTH CLINICAL SPECIALIST	1.00
	232	HEALTH INFORMATION SPECIALIST II	1.00
	238	SUPERVISING HEALTH INFORMATION SPECIALIST	1.00
	280	ODS ASSISTANT II	1.00
	281	ODS ASSISTANT III	1.00
	283	ODS COUNSELOR II	0.05
	284	ODS SPECIALIST	0.00
	294	SUBSTANCE USE DISORDER COMM RECVRY SVCS SECT MGR	1.00
	3002	SOCIAL SERVICE WORKER II	1.00
<b>220301 Total</b>			<b>219.66</b>
220302	0002	OFFICE ASSISTANT II	2.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0402	ACCOUNT CLERK II	1.00
	240	ODS INTAKE INTERVIEWER	2.00
	234	HEALTH PROGRAM MANAGER	1.00
	283	ODS COUNSELOR II	0.70
	284	ODS SPECIALIST	1.00
<b>220302 Total</b>			<b>14.70</b>
<b>DEPARTMENT OF HEALTH SERVICES TOTAL</b>			<b>528.98</b>
<b>HUMAN RESOURCES</b>			
230101	0801	DEPUTY HUMAN RESOURCES DIRECTOR	1.00
	0810	DIRECTOR HUMAN RESOURCES	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	7003	SENIOR OFFICE ASSISTANT CONFIDENTIAL	0.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	2.00
	0807	HUMAN RESOURCES ANALYST III	0.00
	0808	SUPERVISING HUMAN RESOURCES ANALYST	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0813	RECRUITMENT CLASSIFICATION MANAGER	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	3.00
	0807	HUMAN RESOURCES ANALYST III	1.00
	0809	TRAINING MANAGER	1.00
	7003	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00
	0114	HUMAN RESOURCES INFORMATION SYSTEMS MANAGER	1.00
	7159	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	4.00
	0807	HUMAN RESOURCES ANALYST III	3.00
	0814	EMPLOYEE RELATIONS MANAGER	1.00
	7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	1.00
<i>230101 Total</i>			<i>32.00</i>
230110	0807	HUMAN RESOURCES ANALYST III	1.00
<i>230110 Total</i>			<i>1.00</i>
230201	0417	ACCOUNTANT III	1.00
	0715	RISK MANAGER	1.00
	0717	RISK MANAGEMENT ANALYST II	11.00
	0718	RISK MANAGEMENT ANALYST III	3.00
	0801	DEPUTY HUMAN RESOURCES DIRECTOR	1.00
	0811	EQUAL EMPLOYMENT OPPORTUNITY MANAGER	1.00
	0821	DEPARTMENT ANALYST	1.00
	0858	EMPLOYEE BENEFITS MANAGER	1.00
	7003	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00
	7403	SENIOR ACCOUNT CLERK CONFIDENTIAL	2.00
	7803	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	0.00
<i>230201 Total</i>			<i>29.00</i>
<b>HUMAN RESOURCES TOTAL</b>			<b>62.00</b>
<b>HUMAN SERVICES &amp; IHHS</b>			
240301	3088	ASSISTANT DIRECTOR HUMAN SERVICES	1.00
	3090	DIRECTOR OF HUMAN SERVICES	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0382	PAYROLL CLERK	3.00
	0477	PROGRAM SPECIALIST	3.00
	0810	ADMINISTRATIVE AIDE	2.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00
	0821	DEPARTMENT ANALYST	0.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	2.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	3.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
	7382	PAYROLL CLERK CONFIDENTIAL	1.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0157	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	0.00
	0111	DEPARTMENT INFORMATION SYSTEMS MANAGER	3.00
	0170	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0172	HUMAN SERVICES NETWORK ANALYST	3.00
	0173	HUMAN SERVICES SYSTEMS PROGRAMMING ANALYST	0.00
	0175	PUBLIC ASSISTANCE SYSTEMS MANAGER	1.00
	0171	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	3.00
	0178	SUPERVISING PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0179	PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	3.00
	0204	MICROGRAPHIC TECHNICIAN I	4.00
	0205	MICROGRAPHIC TECHNICIAN II	5.00
	0810	ADMINISTRATIVE AIDE	1.00
	0023	SECRETARY	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	7.75
	3084	PROGRAM DEVELOPMENT MANAGER	2.00
	3088	ASSISTANT DIRECTOR HUMAN SERVICES	1.00
	0002	OFFICE ASSISTANT II	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0474	ELIGIBILITY WORKER III	9.00
	0474	ELIGIBILITY SUPERVISOR	2.00
	3004	SOCIAL SERVICE WORKER IV	1.00
	4244	WELFARE FRAUD INVESTIGATOR II	4.00
	4249	CHIEF WELFARE FRAUD INVESTIGATOR	1.00
	4251	SENIOR WELFARE FRAUD INVESTIGATOR	1.00
	0003	SENIOR OFFICE ASSISTANT	4.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0402	ACCOUNT CLERK II	3.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0403	SENIOR ACCOUNT CLERK	4.00
	0403	SENIOR ACCOUNT CLERK	1.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0404	ACCOUNTING TECHNICIAN	2.00
	0414	ACCOUNTANT II	2.00
	0417	ACCOUNTANT III	2.00
	0417	ACCOUNTANT III	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0437	DEPARTMENT ACCOUNTING MANAGER	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0311	STOREKEEPER	1.00
	0312	SENIOR STOREKEEPER	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0002	OFFICE ASSISTANT II	18.00
	0003	SENIOR OFFICE ASSISTANT	11.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0023	SECRETARY	1.00
	0310	MATERIALS HANDLER	2.00
	0311	STOREKEEPER	1.00
	0482	ELIGIBILITY SPECIALIST II	133.00
	0484	SENIOR ELIGIBILITY SPECIALIST	33.00
	0485	ELIGIBILITY SPECIALIST SUPERVISOR	21.00
	0810	ADMINISTRATIVE AIDE	2.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	5.00
	3002	SOCIAL SERVICE WORKER II	1.00
	3003	SOCIAL SERVICE WORKER III	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	3011	SOCI□L SERVICE SUPERVISOR II	1.00
	3084	PROGR□M DEVELOPMENT M□N□GER	2.00
	3087	HUM□N SERVICES SECTION M□N□GER	3.00
	3089	HUM□N SERVICES DIVISION DIRECTOR	1.00
	3352	HUM□N SERVICES □IDE II	14.00
	0002	OFFICE □SSIST□NT II	4.00
	0003	SENIOR OFFICE □SSIST□NT	□.00
	0003	SENIOR OFFICE □SSIST□NT	1.00
	0007	OFFICE SUPPORT SUPERVISOR	2.00
	0023	SECRET□RY	1.00
	0174	COMPUTER L□B SUPPORT SPECI□LIST	1.00
	017□	PUBLIC □SSIST□NCE SYSTEMS SPECI□LIST	1.00
	0402	□CCOUNT CLERK II	3.00
	0403	SENIOR □CCOUNT CLERK	2.00
	041□	□CCOUNT□NT II	1.00
	0472	ELIGIBILITY WORKER II	0.00
	0810	□ADMINISTR□TIVE □IDE	1.00
	0880	PROGR□M PL□NNING □ND EV□LU□TION □N□LYST	□.00
	3030	EMPLOYMENT □ TR□INING SPECI□LIST	30.50
	3031	SENIOR EMPLOYMENT □ TR□INING SPECI□LIST	5.00
	3032	SUPERVISING EMPLOYMENT □ TR□INING SPECI□LIST	5.00
	3037	EMPLOYMENT □ TR□INING COUNSELOR II	21.00
	3038	EMPLOYMENT □ TR□INING COORDIN□TOR	1.00
	3038	EMPLOYMENT □ TR□INING COORDIN□TOR	9.00
	3039	SUPERVISING EMPLOYMENT □ TR□INING COUNSELOR	5.00
	3084	PROGR□M DEVELOPMENT M□N□GER	1.00
	3087	HUM□N SERVICES SECTION M□N□GER	2.00
	3089	HUM□N SERVICES DIVISION DIRECTOR	1.00
	3352	HUM□N SERVICES □IDE II	3.00
	0003	SENIOR OFFICE □SSIST□NT	3.00
	0003	SENIOR OFFICE □SSIST□NT	21.00
	0007	OFFICE SUPPORT SUPERVISOR	2.00
	0023	SECRET□RY	1.00
	0050	SENIOR LEG□L PROCESSOR	5.00
	0052	LEG□L ST□FF SUPERVISOR	1.00
	017□	PUBLIC □SSIST□NCE SYSTEMS SPECI□LIST	1.00
	0472	ELIGIBILITY WORKER II	3.75
	047□	ELIGIBILITY SUPERVISOR	1.00
	0810	□ADMINISTR□TIVE □IDE	1.00
	0810	□ADMINISTR□TIVE □IDE	2.00
	0810	□ADMINISTR□TIVE □IDE	1.00
	0880	PROGR□M PL□NNING □ND EV□LU□TION □N□LYST	3.00
	3002	SOCI□L SERVICE WORKER II	1.00
	3003	SOCI□L SERVICE WORKER III	1.00
	300□	CHILD PROTECTIVE SERVICES SOCI□L WORKER	100.50
	3010	SOCI□L SERVICE SUPERVISOR I	1.00
	3012	CHILD PROTECTIVE SERVICES SOCI□L WORK SUPERVISOR	17.00
	3084	PROGR□M DEVELOPMENT M□N□GER	2.00
	3087	HUM□N SERVICES SECTION M□N□GER	1.00
	3087	HUM□N SERVICES SECTION M□N□GER	4.00
	3089	HUM□N SERVICES DIVISION DIRECTOR	1.00
	3353	SOCI□L WORK □SSIST□NT	8.00
	3021	CHILDREN'S RESIDENTI□L C□RE COUNSELOR II	20.00
	3024	SUPERV CHILD RESIDENTI□L C□RE COUNSELOR	□.00
	302□	V□LLEY OF THE MOON CHILDREN'S HOME M□N□GER	1.00
	3112	JUVENILE CORRECTION□L COUNSELOR II	3.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	3114	JUVENILE CORRECTIONAL COUNSELOR IV	1.00
	5370	RESIDENTIAL SERVICE WORKER	3.00
	230	CHEF	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0170	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	2.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
	3087	HUMAN SERVICES SECTION MANAGER	1.00
	3089	HUMAN SERVICES DIVISION DIRECTOR	1.00
	7023	SECRETARY CONFIDENTIAL	1.00
	0003	SENIOR OFFICE ASSISTANT	0.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0402	ACCOUNT CLERK II	7.00
	0810	ADMINISTRATIVE AIDE	1.00
	3003	SOCIAL SERVICE WORKER III	38.50
	3004	SOCIAL SERVICE WORKER IV	8.00
	3010	SOCIAL SERVICE SUPERVISOR I	0.00
	3011	SOCIAL SERVICE SUPERVISOR II	1.00
	3348	HOME CARE SUPPORT ASSISTANT	2.00
	3350	HOME CARE SUPPORT SPECIALIST	4.00
	3350	HOME CARE SUPPORT SPECIALIST	1.00
	3353	SOCIAL WORK ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	3004	SOCIAL SERVICE WORKER IV	28.00
	3011	SOCIAL SERVICE SUPERVISOR II	4.00
	3087	HUMAN SERVICES SECTION MANAGER	1.00
	0417	ACCOUNTANT III	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	1.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	0.50
	0403	SENIOR ACCOUNT CLERK	1.00
	3004	SOCIAL SERVICE WORKER IV	7.00
	3004	SOCIAL SERVICE WORKER IV	1.00
	3011	SOCIAL SERVICE SUPERVISOR II	2.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0008	VETERANS SERVICE SPECIALIST III	5.00
	0010	VETERANS SERVICE OFFICER	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	0009	DEPUTY PUBLIC ADMINISTRATOR-GUARDIAN-CONSERVATOR	5.00
	0070	SUPERVISING PUBLIC ADMIN-GUARDIAN-CONSERVATOR	1.00
	0071	CHIEF DEPUTY PUBLIC ADMIN-GUARDIAN-CONSERVATOR	1.00
	0403	SENIOR ACCOUNT CLERK	0.80
	<i>240301 Total</i>		<i>876.30</i>
	370101	9300 IHSS PUBLIC AUTHORITY MANAGER	1.00
	<i>370101 Total</i>		<i>1.00</i>
<b>HUMAN SERVICES &amp; IHSS TOTAL</b>			<b>877.30</b>
<b>INFORMATION SYSTEMS DEPT</b>			
	250101	0150 INFORMATION SYSTEM DIRECTOR	1.00
		0152 INFORMATION TECHNOLOGY ANALYST II	1.00
		0154 INFORMATION TECHNOLOGY ANALYST III	1.00
		0810 ADMINISTRATIVE AIDE	7.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0820	DEPARTMENT ANALYST	2.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	2.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0129	SENIOR PROGRAMMER ANALYST	8.00
	0130	PROGRAMMER ANALYST	1.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0149	INFORMATION SYSTEM DIVISION DIRECTOR	1.00
	0129	SENIOR PROGRAMMER ANALYST	1.00
	0130	PROGRAMMER ANALYST	1.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0103	SENIOR BUSINESS SYSTEMS ANALYST	1.00
	1222	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00
	0118	SYSTEMS SOFTWARE ANALYST	1.50
	0129	SENIOR PROGRAMMER ANALYST	5.50
	0130	PROGRAMMER ANALYST	2.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	2.00
	0154	INFORMATION TECHNOLOGY ANALYST III	1.00
	0103	SENIOR BUSINESS SYSTEMS ANALYST	1.00
	0129	SENIOR PROGRAMMER ANALYST	2.00
	0130	PROGRAMMER ANALYST	2.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	3.00
	0149	INFORMATION SYSTEM DIVISION DIRECTOR	1.00
	0152	INFORMATION TECHNOLOGY ANALYST II	3.00
	0103	SENIOR BUSINESS SYSTEMS ANALYST	1.00
	0232	GRAPHICS DESIGNER PHOTOGRAPHER	1.00
	0118	SYSTEMS SOFTWARE ANALYST	10.50
	0140	SENIOR NETWORK ANALYST	1.00
	0141	NETWORK ANALYST	2.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0149	INFORMATION SYSTEM DIVISION DIRECTOR	1.00
	0152	INFORMATION TECHNOLOGY ANALYST II	2.00
	0140	SENIOR NETWORK ANALYST	2.00
	0141	NETWORK ANALYST	3.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0152	INFORMATION TECHNOLOGY ANALYST II	11.00
	0154	INFORMATION TECHNOLOGY ANALYST III	3.00
	0318	MATERIALS EQUIPMENT SPECIALIST	1.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0118	SYSTEMS SOFTWARE ANALYST	2.00
	0129	SENIOR PROGRAMMER ANALYST	1.00
	0130	PROGRAMMER ANALYST	1.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	1222	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00
	0143	INFORMATION SYSTEMS PROJECT MANAGER	1.00
	0058	RECORDS AND INFORMATION MANAGER	1.00
	0155	BUSINESS SYSTEMS ANALYST	1.00
	0307	MAIL MATERIALS AND RECORDS HANDLER II	0.00
	0309	MAIL MATERIALS AND RECORDS SUPERVISOR	1.00
	0318	MATERIALS EQUIPMENT SPECIALIST	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	1710	SENIOR COMMUNICATIONS TECHNICIAN	1.00
<i>250101 Total</i>			<i>116.50</i>
<b>INFORMATION SYSTEMS DEPT TOTAL</b>			<b>116.50</b>

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
<b>PERMIT &amp; RESOURCE MANAGEMENT DEPT</b>			
20101	0002	OFFICE ASSISTANT II	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0098	TELEPHONE OPERATOR	1.00
	0552	PERMIT TECHNICIAN II	0.00
	1240	CUSTOMER SERVICE SUPERVISOR	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	4.00
	0101	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	1222	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00
	1223	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00
	0023	SECRETARY	1.00
	0382	PAYROLL CLERK	1.00
	0402	ACCOUNT CLERK II	1.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0404	ACCOUNTING TECHNICIAN	2.00
	0410	ACCOUNTANT II	1.00
	0417	ACCOUNTANT III	1.00
	0810	ADMINISTRATIVE AIDE	2.00
	0820	DEPARTMENT ANALYST	2.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	1210	PRMD DIVISION MANAGER	1.00
	1215	DIRECTOR PRMD	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	0023	SECRETARY	1.00
	1010	DEPUTY DIRECTOR ENGINEERING CONSTRUCTION	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	1007	ENGINEERING TECHNICIAN III	4.00
	1008	ENGINEERING TECHNICIAN IV	1.00
	1012	ENGINEER	2.00
	1014	SENIOR ENGINEER	1.00
	1015	ENGINEERING DIVISION MANAGER	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	1007	ENGINEERING TECHNICIAN III	2.00
	2012	ENVIRONMENTAL HEALTH SPECIALIST II	4.00
	2014	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	4.00
	2015	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	1.00
	1000	LICENSED LAND SURVEYOR	1.00
	1007	ENGINEERING TECHNICIAN III	2.00
	1012	ENGINEER	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	1012	ENGINEER	2.00
	1014	SENIOR ENGINEER	1.00
	1209	BUILDING DIVISION MANAGER	1.00
	1405	BUILDING INSPECTOR II	7.00
	1407	SENIOR BUILDING INSPECTOR	3.00
	1420	BUILDING PLANS EXAMINER II	3.00
	1428	SENIOR BUILDING PLANS EXAMINER	3.00
	1440	SUPERVISING BUILDING INSPECTOR	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0023	SECRETARY	1.00
	1192	CODE ENFORCEMENT INSPECTOR II	5.00
	1193	SENIOR CODE ENFORCEMENT INSPECTOR	3.00
	1194	CODE ENFORCEMENT SUPERVISOR	1.00
	1210	PRMD DIVISION MANAGER	1.00
	0023	SECRETARY	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	1213	DEPUTY DIRECTOR-PLANNING	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0023	SECRETARY	1.00
	1200	PLANNING TECHNICIAN	1.00
	1203	PLANNER III	14.00
	1210	PRMD DIVISION MANAGER	1.00
	1401	SUPERVISING PLANNER	2.00
	2014	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.00
	0990	SENIOR ENVIRONMENTAL SPECIALIST	5.00
	1081	PROFESSIONAL GEOLOGIST	1.00
	1210	PRMD DIVISION MANAGER	1.00
	1203	PLANNER III	3.00
	1210	PRMD DIVISION MANAGER	1.00
	1401	SUPERVISING PLANNER	1.00
<b>260101 Total</b>			<b>136.00</b>
20301	0003	SENIOR OFFICE ASSISTANT	1.00
	4513	SENIOR FIRE INSPECTOR	1.00
	4518	ASSISTANT FIRE CHIEF	1.00
	4519	FIRE INSPECTOR II	2.00
<b>260301 Total</b>			<b>5.00</b>
20302	0003	SENIOR OFFICE ASSISTANT	1.00
	4510	FIRE SERVICES OFFICER	1.00
	4519	FIRE INSPECTOR II	4.00
<b>260302 Total</b>			<b>6.00</b>
20303	5015	MAINTENANCE WORKER II	1.50
<b>260303 Total</b>			<b>1.50</b>
<b>PERMIT &amp; RESOURCE MANAGEMENT DEPT TOTAL</b>			<b>148.50</b>
<b>PROBATION DEPT</b>			
270101	0820	DEPARTMENT ANALYST	1.00
	0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00
	3227	PROBATION OFFICER III	0.00
	3234	PROBATION DIVISION DIRECTOR II	1.00
	3238	DEPUTY CHIEF PROBATION OFFICER	2.00
	3240	CHIEF PROBATION OFFICER	1.00
	7022	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00
	0402	ACCOUNT CLERK II	4.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0410	ACCOUNTANT II	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0155	BUSINESS SYSTEMS ANALYST	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0101	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0880	PROGRAM PLANNING AND EVALUATION ANALYST	3.00
	3084	PROGRAM DEVELOPMENT MANAGER	1.00
<b>270101 Total</b>			<b>26.00</b>
270110	3225	PROBATION OFFICER II	2.00
	3227	PROBATION OFFICER III	3.00
	3229	PROBATION OFFICER IV	2.00
	3225	PROBATION OFFICER II	3.00
	3227	PROBATION OFFICER III	3.00
<b>270110 Total</b>			<b>13.00</b>

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
270111	0023	SECRETARY	1.00
	0049	LEGAL PROCESSOR II	3.00
	0050	SENIOR LEGAL PROCESSOR	4.00
	0052	LEGAL STAFF SUPERVISOR	1.00
	3220	PROBATION ASSISTANT	1.00
	3234	PROBATION DIVISION DIRECTOR II	2.00
	0050	SENIOR LEGAL PROCESSOR	1.00
	3220	PROBATION ASSISTANT	1.00
	3225	PROBATION OFFICER II	9.00
	3227	PROBATION OFFICER III	15.00
	3229	PROBATION OFFICER IV	4.00
	3227	PROBATION OFFICER III	1.00
	3225	PROBATION OFFICER II	3.00
	3227	PROBATION OFFICER III	4.00
	3229	PROBATION OFFICER IV	1.00
<i>270111 Total</i>			<i>51.00</i>
270112	0820	DEPARTMENT MANAGER	1.00
	0050	SENIOR LEGAL PROCESSOR	1.00
	3225	PROBATION OFFICER II	1.00
	3227	PROBATION OFFICER III	9.00
	3229	PROBATION OFFICER IV	2.00
	0050	SENIOR LEGAL PROCESSOR	1.00
	3227	PROBATION OFFICER III	4.00
	3227	PROBATION OFFICER III	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	3220	PROBATION ASSISTANT	3.00
	3225	PROBATION OFFICER II	4.00
	3227	PROBATION OFFICER III	2.00
	3229	PROBATION OFFICER IV	1.00
<i>270112 Total</i>			<i>31.00</i>
270113	3227	PROBATION OFFICER III	1.00
	3227	PROBATION OFFICER III	1.00
<i>270113 Total</i>			<i>2.00</i>
270120	0050	SENIOR LEGAL PROCESSOR	2.00
	0052	LEGAL STAFF SUPERVISOR	1.00
	3227	PROBATION OFFICER III	1.00
	3225	PROBATION OFFICER II	1.00
	3227	PROBATION OFFICER III	0.00
	3229	PROBATION OFFICER IV	1.00
	3227	PROBATION OFFICER III	1.00
<i>270120 Total</i>			<i>13.00</i>
270121	0023	SECRETARY	1.00
	0049	LEGAL PROCESSOR II	0.00
	0050	SENIOR LEGAL PROCESSOR	3.00
	0820	DEPARTMENT MANAGER	1.00
	3234	PROBATION DIVISION DIRECTOR II	1.00
	3225	PROBATION OFFICER II	0.00
	3227	PROBATION OFFICER III	7.00
	3229	PROBATION OFFICER IV	2.00
	3227	PROBATION OFFICER III	5.00
	3229	PROBATION OFFICER IV	1.00
<i>270121 Total</i>			<i>21.00</i>

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
270122	0810	ADMINISTRATIVE AIDE	1.00
	3225	PROBATION OFFICER II	4.00
	3227	PROBATION OFFICER III	0.00
	3227	PROBATION OFFICER III	2.00
<i>270122 Total</i>			<i>7.00</i>
270123	3085	DEPARTMENT PROGRAM MANAGER	1.00
<i>270123 Total</i>			<i>1.00</i>
270130	3100	PROBATION INDUSTRIES CREW SUPERVISOR	7.00
	3107	PROBATION INDUSTRIES FIELD SUPERVISOR	1.00
	3232	PROBATION DIVISION DIRECTOR I	1.00
<i>270130 Total</i>			<i>9.00</i>
270140	0023	SECRETARY	1.00
	3232	PROBATION DIVISION DIRECTOR I	2.00
	3234	PROBATION DIVISION DIRECTOR II	1.00
	3112	JUVENILE CORRECTIONAL COUNSELOR II	0.00
	3113	JUVENILE CORRECTIONAL COUNSELOR III	9.00
	3112	JUVENILE CORRECTIONAL COUNSELOR II	25.50
	3114	JUVENILE CORRECTIONAL COUNSELOR IV	7.00
	3112	JUVENILE CORRECTIONAL COUNSELOR II	20.50
	5370	RESIDENTIAL SERVICE WORKER	1.00
	0228	COOK	4.00
	0230	CHEF	1.00
<i>270140 Total</i>			<i>78.00</i>
270145	0810	ADMINISTRATIVE AIDE	1.00
	3232	PROBATION DIVISION DIRECTOR I	1.00
	3113	JUVENILE CORRECTIONAL COUNSELOR III	1.00
	3112	JUVENILE CORRECTIONAL COUNSELOR II	1.00
	3113	JUVENILE CORRECTIONAL COUNSELOR III	4.00
	3114	JUVENILE CORRECTIONAL COUNSELOR IV	2.00
	3100	PROBATION INDUSTRIES CREW SUPERVISOR	1.00
	3112	JUVENILE CORRECTIONAL COUNSELOR II	4.00
	0230	CHEF	1.00
<i>270145 Total</i>			<i>16.00</i>
<b>PROBATION DEPT TOTAL</b>			<b>268.00</b>
<b>PUBLIC DEFENDER</b>			
280101	0021	LEGAL SECRETARY II	1.00
	0021	LEGAL SECRETARY II	5.00
	0049	LEGAL PROCESSOR II	3.00
	0052	LEGAL STAFF SUPERVISOR	1.00
	0402	ACCOUNT CLERK II	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	4048	CHIEF DEPUTY PUBLIC DEFENDER	1.00
	4049	ASSISTANT PUBLIC DEFENDER	1.00
	4050	PUBLIC DEFENDER	1.00
	4054	DEPUTY PUBLIC DEFENDER IV	1.00
	4054	DEPUTY PUBLIC DEFENDER IV	21.00
	4180	SENIOR PUBLIC DEFENDER INVESTIGATOR	1.00
	4190	PUBLIC DEFENDER INVESTIGATOR II	7.00
<i>280101 Total</i>			<i>45.00</i>
<b>PUBLIC DEFENDER TOTAL</b>			<b>45.00</b>
<b>REGIONAL PARKS</b>			
290101	0810	ADMINISTRATIVE AIDE	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00
	0820	DEPARTMENT ANALYST	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	1207	PARK MANAGER	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	4401	PARK GUIDE	5.00
	4402	PARK RANGER ASSISTANT	5.00
	4400	PARK RANGER I	11.00
	4408	PARK RANGER II	4.00
	4410	PARK RANGER III	3.00
	5405	PARKS GROUNDS MAINTENANCE WORKER II	21.00
	5412	PARKS GROUNDS MAINTENANCE SUPERVISOR	2.00
	<i>290101 Total</i>		<i>56.00</i>
290102	0003	SENIOR OFFICE ASSISTANT	1.00
	0820	DEPARTMENT ANALYST	1.00
	1200	PLANNING TECHNICIAN	1.00
	1253	PARK PLANNER II	4.00
	1254	SENIOR PARK PLANNER	2.00
	1258	PARK PLANNING MANAGER	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	<i>290102 Total</i>		<i>11.00</i>
290103	0850	BUSINESS DEVELOPMENT MANAGER	1.00
	0904	MARKETING SPECIALIST	4.00
	1259	RECREATION AND EDUCATION SERVICES MANAGER	1.00
	1274	PARK PROGRAM ASSISTANT	1.00
	3085	DEPARTMENT PROGRAM MANAGER	0.00
	1274	PARK PROGRAM ASSISTANT	3.00
	1279	PARK PROGRAM SUPERVISOR	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	5405	PARKS GROUNDS MAINTENANCE WORKER II	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	<i>290103 Total</i>		<i>14.00</i>
290104	0003	SENIOR OFFICE ASSISTANT	3.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0382	PAYROLL CLERK	1.00
	0402	ACCOUNT CLERK II	2.00
	0403	SENIOR ACCOUNT CLERK	3.00
	0417	ACCOUNTANT III	1.00
	0810	ADMINISTRATIVE GUIDE	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	1208	DEPUTY DIRECTOR REGIONAL PARKS	1.00
	1270	DIRECTOR OF REGIONAL PARKS	1.00
	1270	BOOKING AND RESERVATION COORDINATOR	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	<i>290104 Total</i>		<i>18.00</i>
290105	4401	PARK GUIDE	1.00
	4402	PARK RANGER ASSISTANT	1.00
	4400	PARK RANGER I	3.00
	4408	PARK RANGER II	1.00
	4410	PARK RANGER III	1.00
	5405	PARKS GROUNDS MAINTENANCE WORKER II	2.00
	5412	PARKS GROUNDS MAINTENANCE SUPERVISOR	1.00
	1274	PARK PROGRAM ASSISTANT	1.00
	1279	PARK PROGRAM SUPERVISOR	2.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	<i>290105 Total</i>		<i>14.00</i>
290115	0820	DEPARTMENT ANALYST	0.00
	1200	NATURAL RESOURCES MANAGER	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	1274	PARK PROGRAM ASSISTANT	2.00
	1279	PARK PROGRAM SUPERVISOR	2.00
<i>290115 Total</i>			<i>5.00</i>
290301	0023	SECRETARY	1.00
	5335	BUILDING MECHANIC II	1.00
	5500	MARINA ATTENDANT	1.00
	5507	SENIOR MARINA ATTENDANT	1.00
	5510	MARINA SUPERVISOR	1.00
<i>290301 Total</i>			<i>5.00</i>
<b>REGIONAL PARKS TOTAL</b>			<b>123.00</b>
<b>SHERIFF DEPT</b>			
300101	0003	SENIOR OFFICE ASSISTANT	1.00
	0023	SECRETARY	0.00
	0027	EXECUTIVE ASST TO SHERIFF	1.00
	0049	LEGAL PROCESSOR II	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	5.00
	0170	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0312	SENIOR STOREKEEPER	1.00
	0382	PAYROLL CLERK	2.00
	0402	ACCOUNT CLERK II	0.00
	0403	SENIOR ACCOUNT CLERK	3.00
	0410	ACCOUNTANT II	1.00
	0419	SUPERVISING ACCOUNTANT	1.00
	0810	ADMINISTRATIVE AIDE	3.00
	0820	DEPARTMENT ANALYST	7.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0842	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00
	0847	SHERIFFS CHIEF OF FINANCIAL AND ADMINISTRATIVE SERVICES	1.00
	0908	WATER AGENCY PUBLIC INFORMATION OFFICER	1.00
	4081	DEPUTY SHERIFF II	2.00
	4095	SHERIFFS SERGEANT	3.00
	4114	SHERIFFS LIEUTENANT	2.00
	4120	SHERIFFS COPTAIN	1.00
	4154	CORRECTIONAL DEPUTY II	1.00
	4157	CORRECTIONAL SERGEANT	1.00
	7023	SECRETARY CONFIDENTIAL	1.00
	8103	SHERIFF-CORONER	1.00
<i>300101 Total</i>			<i>44.00</i>
300102	0820	DEPARTMENT ANALYST	1.00
	3397	COMMUNITY SERVICES OFFICER II	1.00
	4124	ASSISTANT SHERIFF	1.00
<i>300102 Total</i>			<i>3.00</i>
300103	4070	DEPUTY SHERIFF TRAINEE	0.00
<i>300103 Total</i>			<i>0.00</i>
300120	1092	COMMUNICATIONS DISPATCHER II	19.50
	1094	SENIOR COMMUNICATIONS DISPATCHER	2.00
	1090	SUPERVISING COMMUNICATIONS DISPATCHER	4.00
	1098	COMMUNICATIONS DISPATCH MANAGER	1.00
<i>300120 Total</i>			<i>26.50</i>
300121	0028	CIVIL BUREAU SPECIALIST	1.00
	0049	LEGAL PROCESSOR II	2.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	3397	COMMUNITY SERVICES OFFICER II	1.00
<i>300121 Total</i>			<i>5.00</i>

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
300122	0049	LEGAL PROCESSOR II	0.00
	0050	SENIOR LEGAL PROCESSOR	4.00
	0052	LEGAL STAFF SUPERVISOR	3.00
	0000	SHERIFFS INFORMATION BUREAU MANAGER	1.00
	3397	COMMUNITY SERVICES OFFICER II	7.00
<i>300122 Total</i>			<i>21.00</i>
300123	1705	COMMUNICATIONS TECHNICIAN II	3.00
	1710	SENIOR COMMUNICATIONS TECHNICIAN	1.00
	1715	COMMUNICATIONS MANAGER	1.00
<i>300123 Total</i>			<i>5.00</i>
300140	3397	COMMUNITY SERVICES OFFICER II	1.00
	4081	DEPUTY SHERIFF II	99.00
	4095	SHERIFFS SERGEANT	8.00
	4114	SHERIFFS LIEUTENANT	4.00
	4120	SHERIFFS CAPTAIN	1.00
<i>300140 Total</i>			<i>113.00</i>
300141	0049	LEGAL PROCESSOR II	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	3397	COMMUNITY SERVICES OFFICER II	1.00
	4081	DEPUTY SHERIFF II	17.00
	4095	SHERIFFS SERGEANT	3.00
	4114	SHERIFFS LIEUTENANT	1.00
<i>300141 Total</i>			<i>24.00</i>
300142	0810	ADMINISTRATIVE AIDE	1.00
	3397	COMMUNITY SERVICES OFFICER II	2.00
	4081	DEPUTY SHERIFF II	10.00
	4095	SHERIFFS SERGEANT	2.00
	4114	SHERIFFS LIEUTENANT	1.00
<i>300142 Total</i>			<i>16.00</i>
300143	0701	HELICOPTER PILOT	2.00
	4081	DEPUTY SHERIFF II	1.00
	4095	SHERIFFS SERGEANT	1.00
<i>300143 Total</i>			<i>4.00</i>
300144	4081	DEPUTY SHERIFF II	2.00
	4095	SHERIFFS SERGEANT	1.00
<i>300144 Total</i>			<i>3.00</i>
300145	0023	SECRETARY	2.00
	4081	DEPUTY SHERIFF II	18.00
	4095	SHERIFFS SERGEANT	4.00
	4114	SHERIFFS LIEUTENANT	1.00
<i>300145 Total</i>			<i>25.00</i>
300146	2103	FORENSIC ASSISTANT	2.00
	4081	DEPUTY SHERIFF II	4.00
	4095	SHERIFFS SERGEANT	1.00
<i>300146 Total</i>			<i>7.00</i>
300147	4081	DEPUTY SHERIFF II	29.00
	4095	SHERIFFS SERGEANT	2.00
	4114	SHERIFFS LIEUTENANT	1.00
	4154	CORRECTIONAL DEPUTY II	0.00
<i>300147 Total</i>			<i>38.00</i>
300148	4081	DEPUTY SHERIFF II	5.00
	4095	SHERIFFS SERGEANT	1.00
<i>300148 Total</i>			<i>6.00</i>
300201	0023	SECRETARY	1.00
	0000	SHERIFFS INFORMATION BUREAU MANAGER	1.00
	0810	ADMINISTRATIVE AIDE	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	3388	DETENTION SPECIALIST II	2.00
	3391	DETENTION ASSISTANT	1.00
	3392	SUPERVISING DETENTION ASSISTANT	2.00
	4124	ASSISTANT SHERIFF	1.00
	4130	SHERIFFS CAPTAIN CORRECTIONS	1.00
	4154	CORRECTIONAL DEPUTY II	1.00
	4157	CORRECTIONAL SERGEANT	3.00
	4154	CORRECTIONAL LIEUTENANT	3.00
	5320	JANITOR	1.00
	228	COOK	13.00
	230	CHEF	2.00
<b>300201 Total</b>			<b>69.00</b>
300203	0023	SECRETARY	1.00
	3388	DETENTION SPECIALIST II	21.00
	3389	SENIOR DETENTION SPECIALIST	5.00
	3390	DETENTION SPECIALIST SUPERVISOR	4.00
	4130	SHERIFFS CAPTAIN CORRECTIONS	1.00
	4154	CORRECTIONAL DEPUTY II	135.00
	4157	CORRECTIONAL SERGEANT	14.00
	4154	CORRECTIONAL LIEUTENANT	4.00
<b>300203 Total</b>			<b>185.60</b>
300204	3388	DETENTION SPECIALIST II	3.40
	3389	SENIOR DETENTION SPECIALIST	1.00
	4154	CORRECTIONAL DEPUTY II	22.00
	4157	CORRECTIONAL SERGEANT	4.00
<b>300204 Total</b>			<b>30.40</b>
<b>SHERIFF DEPT TOTAL</b>			<b>625.50</b>
<b>AG PRESERVATION/OPEN SPACE DISTRICT</b>			
310101	0023	OSD SECRETARY	1.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0810	ADMINISTRATIVE AIDE	2.00
	1290	OSD GENERAL MANAGER	1.00
	1301	POSD ADMINISTRATIVE AND FISCAL SERVICES MANAGER	1.00
	7025	OSD EXECUTIVE SECRETARY CONFIDENTIAL	1.00
	1281	POSD SENIOR PLANNER	1.00
	1285	POSD PLANNER	1.00
	1287	POSD COMMUNITY RELATIONS ASSISTANT	1.00
	1297	POSD COMMUNITY RELATIONS SPECIALIST	1.00
	1302	POSD CONSERVATION PLANNING MANAGER	1.00
	1305	POSD GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	1.00
	1294	POSD ACQUISITIONS SPECIALIST	3.00
	1295	POSD SENIOR ACQUISITIONS SPECIALIST	1.00
	1298	POSD ACQUISITION ASSISTANT	1.00
	1304	POSD ACQUISITIONS MANAGER	1.00
	1284	POSD TECHNICIAN	4.00
	1285	POSD PLANNER	3.50
	1280	POSD STEWARDSHIP SUPERVISOR	1.00
	1303	POSD STEWARDSHIP MANAGER	1.00
<b>310101 Total</b>			<b>28.50</b>
<b>AG PRESERVATION/OPEN SPACE DISTRICT TOTAL</b>			<b>28.50</b>
<b>INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW &amp; OUTREACH</b>			
320101	0810	ADMINISTRATIVE AIDE	1.00
	400	DIRECTOR INDEPENDENT OFF OF LAW ENF REV & OUTREACH	1.00
<b>320101 Total</b>			<b>2.00</b>

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
<b>INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW &amp; OUTREACH TOTAL</b>			<b>2.00</b>
<b>WATER AGENCY</b>			
330101	0002	OFFICE ASSISTANT II	2.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	0003	SENIOR OFFICE ASSISTANT	3.00
	0023	SECRETARY	1.00
	0100	RECEPTIONIST	1.00
	0129	SENIOR PROGRAMMER ANALYST	1.00
	0130	ENGINEERING PROGRAMMING MANAGER	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.00
	0159	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00
	0101	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00
	0103	SENIOR BUSINESS SYSTEMS ANALYST	1.00
	0173	HUMAN SERVICES SYSTEMS PROGRAMMING ANALYST	1.00
	0318	MATERIALS EQUIPMENT SPECIALIST	1.00
	0382	PAYROLL CLERK	1.00
	0402	ACCOUNT CLERK II	2.00
	0403	SENIOR ACCOUNT CLERK	2.00
	0404	ACCOUNTING TECHNICIAN	1.00
	0410	ACCOUNTANT II	1.00
	0417	ACCOUNTANT III	1.00
	0707	RISK MANAGEMENT ANALYST II	1.00
	0708	RISK MANAGEMENT ANALYST III	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0823	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00
	0820	DEPARTMENT ANALYST	1.00
	0820	DEPARTMENT ANALYST	1.00
	0820	DEPARTMENT ANALYST	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	2.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0910	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	1.00
	0911	WATER AGENCY GOVERNMENTAL OFFICERS MANAGER	1.00
	0912	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00
	0912	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00
	0914	WATER AGENCY RESOURCE PROGRAMS TECHNICIAN II	4.00
	0917	WATER AGENCY ENVIRONMENTAL SPECIALIST II	5.00
	0918	WATER AGENCY SENIOR ENVIRONMENTAL SPECIALIST	7.00
	0919	WATER AGENCY PRINCIPAL ENVIRONMENTAL SPECIALIST	4.00
	0981	WATER AGENCY PROGRAMS SPECIALIST II	2.00
	0981	WATER AGENCY PROGRAMS SPECIALIST II	1.00
	0981	WATER AGENCY PROGRAMS SPECIALIST II	2.00
	0982	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00
	0982	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00
	0982	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00
	0984	WATER AGENCY SENIOR PROGRAMS SPECIALIST	1.00
	0984	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00
	0984	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00
	0984	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	0985	TECHNICIAN WRITING SPECIALIST	4.00
	0985	TECHNICIAN WRITING SPECIALIST	3.00
	0986	TECHNICIAN WRITING MANAGER	1.00
	0987	WATER AGENCY SENIOR TECHNICIAN WRITING SPECIALIST	1.75
	0994	WATER AGENCY DIV MGR - ENVIR RES & PUBLIC AFFAIRS	1.00
	0996	WATER AGENCY ENVIRONMENTAL RESOURCES MANAGER	2.00
	0999	WATER AGENCY LAND SURVEYOR	1.00
	1007	ENGINEERING TECHNICIAN III	2.00
	1007	ENGINEERING TECHNICIAN III	2.00
	1007	ENGINEERING TECHNICIAN III	3.00
	1007	ENGINEERING TECHNICIAN III	1.00
	1007	ENGINEERING TECHNICIAN III	1.00
	1008	ENGINEERING TECHNICIAN IV	1.00
	1017	DEPUTY CHIEF ENGINEER	1.00
	1019	WATER AGENCY CHIEF ENGINEER-DIR OF GRNDWATER MGT	1.00
	1020	WATER AGENCY GENERAL MANAGER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1024	WATER AGENCY PRINCIPAL ENGINEER	1.00
	1032	WATER AGENCY ENGINEER IV	2.00
	1032	WATER AGENCY ENGINEER IV	5.00
	1032	WATER AGENCY ENGINEER IV	1.00
	1032	WATER AGENCY ENGINEER IV	5.00
	1032	WATER AGENCY ENGINEER IV	1.00
	1032	WATER AGENCY ENGINEER IV	5.00
	1033	WATER AGENCY HYDROGEOLOGIST IV	1.00
	1033	WATER AGENCY HYDROGEOLOGIST IV	1.00
	1036	PROJECT SPECIALIST	2.00
	1036	PROJECT SPECIALIST	1.00
	1052	RIGHT OF WAY AGENT II	1.00
	1056	SUPERVISING RIGHT OF WAY AGENT	1.00
	1074	WATER AGENCY PRINCIPAL HYDROGEOLOGIST	1.00
	1219	WATER AGENCY CADD-GIS COORDINATOR	1.00
	1222	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00
	1223	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00
	5032	VEGETATION CONTROL ADVISOR	1.00
	5057	WATER AGENCY COORDINATOR	1.00
	5057	WATER AGENCY COORDINATOR	1.00
	5057	WATER AGENCY COORDINATOR	3.00
	5057	WATER AGENCY COORDINATOR	1.00
	5057	WATER AGENCY COORDINATOR	3.00
	5082	WATER AGENCY MAINTENANCE WORKER II	2.00
	5082	WATER AGENCY MAINTENANCE WORKER II	2.00
	5086	WATER AGENCY MAINTENANCE WORKER III	4.00
	5086	WATER AGENCY MAINTENANCE WORKER III	10.00
	5087	WATER AGENCY LEAD MAINTENANCE WORKER	1.00
	5087	WATER AGENCY LEAD MAINTENANCE WORKER	2.00
	5087	WATER AGENCY LEAD MAINTENANCE WORKER	1.00
	5091	WATER AGENCY SENIOR NETWORK ANALYST	2.00
	5098	WATER AGENCY ENVIRONMENTAL COMPLIANCE INSPECTOR	2.00
	5112	ELECTRICIAN-INSTRUMENTATION TECHNICIAN	7.00
	5126	WATER AGENCY SENIOR PLANT OPERATOR	1.00
	5129	WATER AGENCY MECHANIC	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	5129	WATER AGENCY MECHANIC	17.00
	5132	WATER AGENCY LEAD MECHANIC	0.00
	5142	WATER AGENCY CHEMIST	4.00
	5223	AUTOMOTIVE TECHNICIAN	1.00
	5220	HEAVY EQUIPMENT TECHNICIAN	1.00
	5228	LEAD HEAVY EQUIPMENT TECHNICIAN	1.00
<i>330101 Total</i>			233.75
<b>WATER AGENCY TOTAL</b>			<b>233.75</b>
<b>TRANSPORTATION &amp; PUBLIC WORKS</b>			
340101	0003	SENIOR OFFICE ASSISTANT	2.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0007	OFFICE SUPPORT SUPERVISOR	1.00
	0100	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00
	0318	MATERIALS EQUIPMENT SPECIALIST	1.00
	0320	YARD CLERK	1.00
	0382	PAYROLL CLERK	1.00
	0403	SENIOR ACCOUNT CLERK	4.00
	0820	DEPARTMENT ANALYST	4.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0828	ADMINISTRATIVE SERVICES OFFICER II	1.00
	0985	TECHNICAL WRITING SPECIALIST	1.00
	1000	LICENSED LAND SURVEYOR	1.00
	1007	ENGINEERING TECHNICIAN III	12.00
	1008	ENGINEERING TECHNICIAN IV	4.00
	1009	TRAFFIC SIGNAL TECHNICIAN	2.00
	1012	ENGINEER	7.00
	1014	SENIOR ENGINEER	4.00
	1015	ENGINEERING DIVISION MANAGER	1.00
	1039	DEPUTY DIRECTOR TRANSPORTATION OPERATIONS	1.00
	1041	DEPUTY DIRECTOR ENGINEERING MAINTENANCE	1.00
	1042	DIRECTOR OF TRANSPORTATION & PUBLIC WORKS	1.00
	1222	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00
	1373	ROAD OPERATIONS DIVISION MANAGER	1.00
	3085	DEPARTMENT PROGRAM MANAGER	1.00
	5015	MAINTENANCE WORKER II	0.00
	5015	MAINTENANCE WORKER II	1.00
	5015	MAINTENANCE WORKER II	3.00
	5015	MAINTENANCE WORKER II	0.00
	5015	MAINTENANCE WORKER II	0.00
	5015	MAINTENANCE WORKER II	0.00
	5015	MAINTENANCE WORKER II	2.00
	5017	MAINTENANCE WORKER III	4.00
	5017	MAINTENANCE WORKER III	2.00
	5017	MAINTENANCE WORKER III	1.00
	5017	MAINTENANCE WORKER III	4.00
	5017	MAINTENANCE WORKER III	3.50
	5017	MAINTENANCE WORKER III	4.00
	5017	MAINTENANCE WORKER III	3.00
	5030	VEGETATION SPECIALIST	1.00
	5032	VEGETATION CONTROL ADVISOR	1.00
	5050	MAINTENANCE SUPERVISOR	0.50
	5050	MAINTENANCE SUPERVISOR	1.00
	5050	MAINTENANCE SUPERVISOR	1.00
	5050	MAINTENANCE SUPERVISOR	1.00
	5050	MAINTENANCE SUPERVISOR	1.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
	5050	MAINTENANCE SUPERVISOR	1.00
	5055	PUBLIC WORKS FLEET EQUIPMENT MANAGER	1.00
	5058	PUBLIC WORKS OPERATIONS COORDINATOR	2.00
	5001	BRIDGE WORKER	4.00
	5003	SENIOR BRIDGE WORKER	3.00
	5000	BRIDGE SUPERVISOR	1.00
	5073	TRAFFIC POINT SIGN WORKER	4.00
	5070	TRAFFIC MAINTENANCE SUPERVISOR	1.00
	7025	EXECUTIVE SECRETARY CONFIDENTIAL	1.00
<b>340101 Total</b>			<b>132.00</b>
340301	0002	OFFICE ASSISTANT II	1.00
	0003	SENIOR OFFICE ASSISTANT	2.00
	0704	AIRPORT OPERATIONS SPECIALIST	8.00
	0712	AIRPORT OPERATIONS SUPERVISOR	1.00
	0713	ASSISTANT AIRPORT MANAGER	1.00
	0714	AIRPORT MANAGER	1.00
	0810	ADMINISTRATIVE AIDE	1.00
	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
	0904	MARKETING SPECIALIST	1.00
	1052	RIGHT OF WAY AGENT II	1.00
	5015	MAINTENANCE WORKER II	2.00
<b>340301 Total</b>			<b>20.00</b>
340401	0002	OFFICE ASSISTANT II	1.00
	0003	SENIOR OFFICE ASSISTANT	1.00
	1374	TRANSIT SPECIALIST II	2.00
	1377	TRANSIT SYSTEMS MANAGER	1.00
<b>340401 Total</b>			<b>5.00</b>
340501	0003	SENIOR OFFICE ASSISTANT	1.00
	0820	DEPARTMENT AID	1.00
	1081	PROFESSIONAL GEOLOGIST	1.00
	5180	INTEGRATED WASTE OPERATIONS DIVISION MGR	1.00
	5180	WASTE MANAGEMENT SPECIALIST II	4.00
	5188	REFUSE ENFORCEMENT SPECIALIST	1.00
	5191	WASTE MANAGEMENT AGENCY EXECUTIVE DIRECTOR	1.00
	5340	LANDFILL FACILITIES SPECIALIST	1.00
<b>340501 Total</b>			<b>11.00</b>
<b>TRANSPORTATION &amp; PUBLIC WORKS TOTAL</b>			<b>168.00</b>
<b>UCC COOPERATIVE EXTENSION</b>			
350101	0810	ADMINISTRATIVE AIDE	1.00
	0820	DEPARTMENT AID	1.00
	1122	SENIOR AGRICULTURAL PROGRAM ASSISTANT	1.00
	3085	DEPARTMENT PROGRAM MANAGER	2.00
<b>350101 Total</b>			<b>5.00</b>
<b>UCC COOPERATIVE EXTENSION TOTAL</b>			<b>5.00</b>
<b>EMERGENCY MANAGEMENT</b>			
380101	0023	SECRETARY	1.00
380101	0773	COMMUNITY PREPAREDNESS PROGRAM MANAGER	1.00
380101	0774	DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	1.00
380101	0775	DIRECTOR OF EMERGENCY MANAGEMENT	1.00
380101	0770	COMMUNITY ALERT AND WARNING PROGRAM MANAGER	1.00
380101	0777	DEPUTY EMERGENCY SERVICES COORDINATOR	1.00
380101	0777	DEPUTY EMERGENCY SERVICES COORDINATOR	3.00

EFS Section	Job Class Code	Job Classification	2019-2020 Recommended Budget
380101	0810	ADMINISTRATIVE AIDE	1.00
380101	0827	ADMINISTRATIVE SERVICES OFFICER I	1.00
380101	3085	DEPARTMENT PROGRAM MANAGER	1.00
<i>380101 Total</i>			12.00
<b>EMERGENCY MANAGEMENT TOTAL</b>			<b>12.00</b>
<b>Grand Total</b>			<b>3,958.03</b>



Description	FTE Impacts (+/-)	Gross Expenditure Change	Revenue and Reimbursement Change	Net Cost Change
<b><u>Administrative Support and Fiscal Services</u></b>				
<b>Clerk-Recorder-Assessor - Other Fund</b>				
Based on established Board policy eliminate over 12 months vacancy of 1.0 Clerk Recorder Assessor Specialist II position. Position has been unfunded and there is no reduction to appropriations for FY 2019-20 based on this deletion.	(1.00)	-	-	-
<b>County Administrator's Office - General Fund</b>				
Add 1.0 Time Limited Department Analyst to serve as the Russian River Ombudsperson and provide support to the Russian River area community with the implementation of the California Regional Water Quality Control Board's mandated Total Maximum Daily Load Program, funded with a previously identified allocation of Reinvestment and Revitalization funds.	1.00	155,577	155,577	-
Increase appropriations in the Office of Recovery and Resiliency to add 1.0 time-limited Administrative Analyst III, extra help, contract/legal services, and supplies to support the 2017 October Wildfire Debris Cleanup Insurance Collection program, funded through FEMA reimbursements. Consistent with periodic Recovery Update board updates.	1.00	500,000	500,000	-
<b>General Services - General Fund</b>				
Increase appropriations for Board-approved expenditures including \$95,920 for parking enforcement at the County Center (approved 2/26/2019), \$9,540 for Fire Watch Camera annual lease costs (12/11/18). Funded through a reduction of appropriations in Non-Departmental.	-	105,460	-	105,460
<b>Information Systems - General Fund</b>				
Increase appropriations in Technical Support Services to receive a \$330,000 operating transfer of General Fund Recovery & Resiliency Reserves to cover expenditures associated with IT Disaster Recovery/Business Continuity Planning Consultant and department resource support (4/30/19 #47). The funding is being transferred to Technical Support Services via IS Replacement A fund.	-	-	330,000	(330,000)
<b>Information Systems - Other Funds</b>				
Increase appropriations to receive a \$1.7 million operating transfer from General Fund Recovery & Resiliency Reserves to IS Replacement A fund to establish an Information Technology Resiliency Program; and program an operating transfer of \$330,000 of the resiliency funds from IS Replacement A Fund to Technical Support Services section to cover expenditures associated with IT Disaster Recovery/Business Continuity Planning Consultant and department resource support. (4/30/19 #47)	-	330,000	1,700,000	(1,370,000)
<b>Non-Departmental - General Fund</b>				
Increase appropriations for revenue Redevelopment Residual property tax based on increased expected collections matching prior year trends, and increase transfer to the Reinvestment and Revitalization fund to match this increased revenue.	-	300,000	300,000	-
Adjust appropriations to utilize \$200,000 of FY 2019-20 General Fund Contingencies to fund the Santa Rosa Plain Groundwater Sustainability agency (5/21/19), with no net change to appropriations, and reduce contingencies by \$228,346 to fund the Sheriff Body Worn Camera cost increases (3/12/19), and reduce other expenditures by \$105,000 to fund Fire Watch Camera annual lease costs (12/11/18) and Parking Enforcement in General Services (2/26/2019). Reduced expenditure appropriations offset increased appropriations in General Services and Sheriff Office General Fund sections.	-	(333,806)	-	(333,806)
<b>Non-Departmental - Other Funds</b>				
Reduce appropriations in services and supplies budgeted for the Russian River Total Maximum Daily Load in the Reinvestment and Revitalization fund by \$155,577 in order to transfer funds to the County Administrator to fund an Ombudsperson. Approved as part of the FY 2018-19 Reinvestment & Revitalization budget.	-	(155,577)	-	(155,577)
Increase appropriations to transfer \$155,577 to County Administrator's Office to fund Ombudsperson for the Russian River Total Maximum Daily Load.	-	155,577	-	155,577
Reduce expenditure appropriations in the Reinvestment and Revitalization Fund by \$2 million to reflect ongoing funding previously going toward the County Fund For Housing in the Community Development Commission, which is being freed for Board direction during Budget Hearings, and increase revenue by \$300,000 to reflect a transfer of Redevelopment Residual tax funding being transferred from the General Fund based on higher expected collections.	-	(2,000,000)	300,000	(2,300,000)
Reduce appropriations in earmarked for Disaster Recovery and Resiliency projects in General Fund Reserves by \$111,000 to account for expenditures on the alert and warning project which were approved 12/11/2018 which were originally budgeted to occur in FY 2019-20 but will now occur in FY 2018-19, leading to a reduction in funds to be spent in the coming fiscal year. Also make zero net adjustment of existing appropriations to transfer \$1.7 million of funds earmarked for Information Technology Disaster Recovery/Resiliency projects to the Information Systems Department (4/30/2019). Funds had already been appropriated, but adjustment is necessary to match revenues in Information Systems Division.	-	(111,000)	-	(111,000)
Increase appropriations in Graton Casino Mitigation funds to transfer \$1.1 million designated for improvements to roads in the vicinity of the Casino to Transportation and Public Works to fund repairs on Labath Avenue and Shistler Avenue (5/21/19) and to transfer an additional \$843,601 to the Sheriff's office to update based on increased staffing costs previously approved mitigation activities.	-	1,943,600	-	1,943,600
Increase appropriations in the Community Investment Fund to transfer \$175,000 to Transportation and Public Works - District Formation to provide funding to support communities seeking to establish special districts to provide self-generated funding for municipal challenges (4/16/2019).	-	175,000	-	175,000
Increase appropriations of Measure L funds by \$114,704 to transfer additional funding to Transportation and Public Works to align budget to revenue expectations in line with policy that 20% of measure L funds go toward roads capital improvements, and by \$103,557 to increase funding of affordable housing in line with increased revenue targets. Adjustment is consistent with FY 18-19 Budget Hearing actions programming new Measure L funds.	-	218,261	-	218,261

Description	FTE Impacts (+/-)	Gross Expenditure Change	Revenue and Reimbursement Change	Net Cost Change
<b>Justice Services</b>				
<b>Sheriff's Office - General Fund</b>				
Appropriate telecommunications capital project funds to the Sheriff's telecommunications operating budget as approved in the County's FY 19-20 Capital Project Plan. The appropriations for this capital project were inadvertently omitted from the Recommended Budget.	-	728,000	728,000	-
Appropriate funds for the ongoing General Fund expenses associated with Detention's body worn camera program, funded from contingencies. Board approval date: 3-12-19	-	228,346	-	228,346
True-up the Sheriff's revenue allocation from the Graton Tribal Mitigation Fund to align with ongoing expenditures for the Sheriff's previously approved Graton mitigation resources and activities. The Graton revenue true-up corrects the funding gap and allows the Sheriff's Office to restore its top four FY 19-20 add-backs without need for additional General Fund net cost: [1] Valley sub-station sergeant; [2] Valley sub-station community services officer; [3] River sub-station sergeant; and [4] River sub-station community services officer.	4.00	843,601	843,601	-
<b>Sheriff's Office - Other Funds</b>				
Add appropriations to the Telecommunications infrastructure fund, as approved by the County's FY 2019-20 Capital Project Plan. The County's Capital Project Funds are held in this infrastructure fund and then transferred to the Sheriff's telecommunications operational budget as projects are completed. This allows funding to remain available for multi-year projects. The appropriations for this capital project were inadvertently omitted from the Recommended Budget.	-	728,000	728,000	-
<b>Development Services</b>				
<b>Community Development Commission - Other Funds</b>				
Increase revenue appropriations from available Transient Occupancy Tax Measure L funds by \$103,557 based on final forecast amount dedicated to affordable housing projects (4/16/19 Item #37) and decrease appropriations for the County Fund for Housing by \$2,000,000 to release Reinvestment and Revitalization funds and make this funding source available for the FY 2019/20 budget hearing deliberations (4/30/19, #45).	-	(2,000,000)	(1,896,443)	(103,557)
<b>Transportation and Public Works - Other Funds</b>				
District Formation - Increase revenue appropriations for operating transfer from available Transient Occupancy Tax funds for professional services to establish Districts that will enable communities to provide self-generated funding to address municipal challenges. Expenditures will be added as specific uses are approved (4/16/19 Item #37).	-	-	175,000	(175,000)
Road Maintenance - Increase expenditure appropriations from Graton Mitigation funds for road repairs to Labath Avenue and Whistler Avenue, located in the vicinity of the Graton Casino as part of the FY 2019/20 Pavement Preservation Program (5/21/19 Item #37). Expenditure appropriations will be programmed in the budget for Summer 2020 roads projects.	-	-	1,100,000	(1,100,000)
Roads Capital - Increase revenue appropriations from available Transient Occupancy Tax Measure L funds. Roads Capital receives 20% of Measure L revenue for road repairs and improvements, and the final forecast is \$114,704 above the original budgeted amount (4/16/19 Item #37). Additional expenditure appropriations are not needed at this time.	-	-	114,704	(114,704)
<b>Health and Human Services</b>				
<b>Human Services - Other Funds</b>				
The Adult & Aging Division within HSD received a grant from the California Department of Social Services (CDSS) to run the HomeSafe program, which has been developed specifically to assist Sonoma county senior citizens at risk of homelessness. Two (2) Time-Limited FTE positions--a Social Service Worker IV and a Social Work Assistant--will administer the HomeSafe program. The State is matching half of the funding while HSD is matching with a mixture of both in-kind staffing cost and drawdown of 1991 Realignment fund balance. The board resolutions to accept the grant award and add the positions were approved by the Board of Supervisors on 05/21/2019.	2.00	453,333	241,026	212,307
<b>Health Services - Other Funds</b>				
Based on established Board policy eliminate positions vacant for over 12 months delete 1.0 Administrative Service Officer I, 1.2 Client Support Specialist, 1.0 Program Planning and Evaluation Analyst, and 1.0 Health Program Manager. Position has been unfunded and there is no reduction to appropriations for FY 2019-20 based on this deletion.	(4.20)	-	-	-
<b>Capital Projects</b>				
<b>Capital Projects - General Services - Other Funds</b>				
County Government Center Development Phase 1A - Increase revenue target and appropriations for necessary County Counsel and County Administrator Office staff costs associated with the potential new County Government Center. (1/29/19 #42 & 6/11/19)	-	110,000	110,000	-
Deferred Maintenance - Establish appropriations for operating transfer to County Government Center Development Phase 1A for necessary County Counsel and County Administrator Office staff costs associated with the potential new County Government Center. (1/29/19 #42 & 6/11/19)	-	110,000	-	110,000
<b>GRAND TOTAL ADJUSTMENTS</b>	<b>2.80</b>	<b>2,484,372</b>	<b>5,429,465</b>	<b>(2,945,093)</b>
<b>General Fund</b>	<b>6.00</b>	<b>2,527,178</b>	<b>2,857,178</b>	<b>(330,000)</b>
<b>Other Funds</b>	<b>(3.20)</b>	<b>(42,806)</b>	<b>2,572,287</b>	<b>(2,615,093)</b>
<b>All Funds</b>	<b>2.80</b>	<b>2,484,372</b>	<b>5,429,465</b>	<b>(2,945,093)</b>



# OFFICE OF THE COUNTY ADMINISTRATOR

## COUNTY OF SONOMA

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**SHERYL BRATTON**  
 COUNTY ADMINISTRATOR

**CHRISTINA RIVERA**  
 ASSISTANT COUNTY ADMINISTRATOR

**NICOLE BERROCAL**  
 DEPUTY COUNTY ADMINISTRATOR

June 11, 2019

To: Members of the Board of Supervisors

From: Sheryl Bratton, County Administrator

Re: Over 12-Months Vacancy Position Review and Management to Line Staff Ratio Review

The FY 2019-2020 Revised Recommended Budget includes 3,958.03 full-time equivalent position allocations. The full position allocation list is included as Exhibit C of the Resolution adopting the FY 2019-2020 Budget and Tab 21 of this binder. This list will be updated to reflect any Board actions during the Budget Hearings as well as supplemental actions.

### 12- Month Vacancy Review

One of the financial policies the Board of Supervisors adopted is to eliminate positions vacant for longer than 12 months. A total of 82.00 FTEs will have been vacant for more than 12 months as of July 1, 2019. Of that total, 23.80 FTEs are recommended for deletion in the Recommended Budget and an additional 5.20 FTE unfunded positions are recommended for deletion in the Supplemental Budget. Of the remaining 53.00 FTE, 19.50 positions are currently in recruitment. The remaining vacancies represent positions for which departments anticipate recruitment, a job class study, or the position is being filled at a different level/capacity. A summary of the vacant positions not in recruitment is enclosed.

### Management to Line Staff Ratio Review

The Board has also expressed an interest in maintaining an appropriate span of control for managers to meet best practices and maximize the organization's effectiveness. The attached table provides statistics by department and below is a summary of the current ratios. Over the last several years, the County has maintained a ratio of approximately 90/10 – with 90% of the County's work force being line staff and 10% being management. The FY 2019-20 Recommended Budget maintains this approximate ratio.

	FY 2018-2019 Adopted	FY 2018-2019 Recommended
Management*	445.55	444.55
Line Staff*	3,614.63	3,513.48
Total FTE	4,060.18	3,958.03
	10.97% / 89.03%	11.23% / 88.77%

\* NOTE: The adjusted line and management staff figures reflect the shifting of job classes that are management by virtue of their bargaining units, but routinely do not supervise other staff.

**Enclosures:** Over 12-Month Vacancy Review; Management to Line Staff Statistics



**Over 12 Months Position Vacancies Review  
June 2019**

<b>12-MONTH VACANCIES IDENTIFIED FOR DELETION IN RECOMMENDED BUDGET</b>		
<b>Department</b>	<b>FTE</b>	<b>Position</b>
Auditor-Controller-Treasurer-Tax Collector	1.00	ACCOUNT CLERK II
County Administrator's Office	1.00	DEPUTY COUNTY ADMINISTRATOR
District Attorney's Office	1.00	LEGAL PROCESSOR II
	1.00	LEGAL SECRETARY II
Department of Health Services	0.05	BEHAVIORAL HEALTH CLINICIAN
	0.50	FORENSIC PSYCHIATRIST
	1.00	HEALTH INFORMATION SPECIALIST II
	1.00	PUBLIC HEALTH NURSE II
	1.00	PUBLIC HEALTH NURSE II
	1.00	PUBLIC HEALTH NURSE II
	1.00	SECRETARY
	1.00	SENIOR OFFICE ASSISTANT
	0.25	SENIOR PUBLIC HEALTH NURSE
Fire and Emergency Services	1.00	DIRECTOR OF FIRE AND EMERGENCY SERVICES
	1.00	MATERIALS HANDLER
	1.00	SENIOR STOREKEEPER
General Services Department	1.00	CAPITAL PROJECT MANAGER
	1.00	GENERAL SERVICES DEPUTY DIRECTOR
Human Resources Department	1.00	SENIOR OFFICE ASSISTANT CONFIDENTIAL
Human Services Department	1.00	SENIOR OFFICE ASSISTANT
Probation Department	1.00	ACCOUNT CLERK II
	1.00	LEGAL PROCESSOR II
	1.00	PROBATION ASSISTANT
	1.00	PROBATION OFFICER II
	1.00	PROBATION OFFICER II
	1.00	PROBATION OFFICER III
	1.00	PROBATION OFFICER III
<b>Total FTEs</b>	<b>24.80</b>	

<b>FROZEN ALLOCATIONS NOT IDENTIFIED FOR DELETION IN RECOMMENDED BUDGET</b>			
<b>Department</b>	<b>FTE</b>	<b>Position</b>	<b>Comments</b>
Agricultural Commissioner Department	1.00	SENIOR OFFICE ASSISTANT	Position to support Cannabis Program - May be filled if sufficient need and revenue.
County Counsel Department	0.50	DEPUTY COUNTY COUNSEL IV	Time-Limited Position (through 6/30/2020) for PG&E Litigation. Will hold in case needed and let expire in 2020.
	0.75	LEGAL ASSISTANT CONFIDENTIAL	Time-Limited Position (through 6/30/2020) for PG&E Litigation. Will hold in case needed and let expire in 2020.
Clerk Recorder Assessor Department	1.00	SENIOR CLERK RECORDER ASSESSOR SPECIALIST	Unfunded Position recommended to be swept in supplemental adjustments.

**Over 12 Months Position Vacancies Review  
June 2019**

<b>FROZEN ALLOCATIONS NOT IDENTIFIED FOR DELETION IN RECOMMENDED BUDGET</b>			
<b>Department</b>	<b>FTE</b>	<b>Position</b>	<b>Comments</b>
Child Support Services Department	1.00	CHILD SUPPORT OFFICER II	State Allocation includes allocated FTE. Retain FTE to keep full grant to cover expenses.
	1.00	CHILD SUPPORT OFFICER III	State Allocation includes allocated FTE. Retain FTE to keep full grant to cover expenses.
	1.00	CHILD SUPPORT OFFICER III	State Allocation includes allocated FTE. Retain FTE to keep full grant to cover expenses.
	1.00	CHILD SUPPORT SERVICES SUPERVISOR	State Allocation includes allocated FTE. Retain FTE to keep full grant to cover expenses.
	1.00	LEGAL PROCESSOR II	Assessing needs and state budget changes, may fill early 19-20.
	1.00	SENIOR LEGAL PROCESSOR	Assessing needs and state budget changes, may fill early 19-20.
Department of Health Services	1.00	ADMINISTRATIVE SERVICES OFFICER I	Recommended to be swept in supplemental adjustments.
	0.70	CLIENT SUPPORT SPECIALIST	Recommended to be swept in supplemental adjustments.
	0.50	CLIENT SUPPORT SPECIALIST	Recommended to be swept in supplemental adjustments.
	0.25	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	Included as a position swap in Program Change Requests; not recommended for sweep.
	1.00	PROGRAM PLANNING AND EVALUATION ANALYST	Recommended to be swept in supplemental adjustments.
	1.00	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	Request to unfreeze included in Program Change Requests; not recommended for sweep.
Information Systems Department	1.00	MAIL MATERIALS AND RECORDS HANDLER II	Not recommended for sweep; Department may request recruitment in 2019-20.
Probation Department	0.50	JUVENILE CORRECTIONAL COUNSELOR II	Part time position needed for flexibility in workforce; not recommended for sweep.
Transportation & Public Works	1.00	REFUSE ENFORCEMENT SPECIALIST	Included as a position swap in Program Change Requests; not recommended for sweep.
	1.00	VEGETATION SPECIALIST	Department will seek approval from BOS to unfreeze position.
Sonoma County Water Agency	1.00	DEPUTY CHIEF ENGINEER	Position occupied with temporary promotion; not recommended for sweep.
	<b>18.20</b>		

**Over 12 Months Position Vacancies Review  
June 2019**

<b>12-MONTH VACANCIES NOT SUBJECT TO HIRING FREEZE</b>			
<b>Department Name</b>	<b>FTE</b>	<b>Position</b>	<b>Comments</b>
Auditor-Controller-Treasurer-Tax Collector	1.00	ACCOUNT CLERK II	Position planned for recruitment in FY 2019-20; not recommended for sweep.
County Administrator's Office	1.00	BOARD OF SUPERVISORS AIDE	Position planned for recruitment in FY 2019-20; not recommended for sweep.
	1.00	ADMINISTRATIVE ANALYST III - PROJECT	Position may be needed in FY 2019-20; not recommended for sweep.
Community Development Commission	0.50	SENIOR OFFICE SUPPORT SUPERVISOR	Position planned for recruitment in FY 2019-20; not recommended for sweep.
Child Support Services Department	1.00	SENIOR LEGAL PROCESSOR	Assessing needs and state budget changes, may fill early 19-20.
Department of Health Services	1.00	ACCOUNTANT II	Included as a position swap in Program Change Requests; not recommended for sweep.
	1.00	BEHAVIORAL HEALTH CLINICIAN	Position planned for recruitment in FY 2019-20; not recommended for sweep.
	1.00	HEALTH PROGRAM MANAGER	Recommended to be swept in supplemental adjustments.
	1.00	OCCUP THERAPIST II CHILD THERAPY PROGRAM	Position planned for recruitment in FY 2019-20; not recommended for sweep.
	1.00	PROGRAM PLANNING AND EVALUATION ANALYST	Position planned for recruitment in FY 2019-20; not recommended for sweep.
Economic Development Board	1.00	ADMINISTRATIVE AIDE	Time-limited position will expire in FY 2019-20; sweep not needed.
Human Services Department	1.00	ELIGIBILITY SPECIALIST II	Position planned for recruitment in FY 2019-20; not recommended for sweep.
Information Systems Department	1.00	INFORMATION SYSTEMS PROJECT MANAGER	Position being reviewed as part of planned restructuring; not recommended for sweep.
	1.00	SYSTEMS SOFTWARE ANALYST	Position being reviewed as part of planned restructuring; not recommended for sweep.

**Over 12 Months Position Vacancies Review  
June 2019**

<b>12-MONTH VACANCIES NOT SUBJECT TO HIRING FREEZE</b>			
<b>Department Name</b>	<b>FTE</b>	<b>Position</b>	<b>Comments</b>
Probation Department	1.00	PROBATION OFFICER III	Position may be needed as transfer for deleted position; not recommended for sweep.
	1.00	PROBATION OFFICER III	Position may be needed as transfer for deleted position; not recommended for sweep.
Transportation & Public Works	1.00	SENIOR ENGINEER	Position planned for recruitment in FY 2019-20; not recommended for sweep.
Sheriff's Office	1.00	COMMUNITY SERVICES OFFICER II	Position planned for recruitment in FY 2019-20; not recommended for sweep.
	1.00	CORRECTIONAL SERGEANT	Position planned for recruitment in FY 2019-20; not recommended for sweep.
	1.00	DEPUTY SHERIFF II	Position planned for recruitment in FY 2019-20; not recommended for sweep.
Sonoma County Water Agency	1.00	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	Position occupied with temporary promotion; not recommended for sweep.
<b>Total FTEs</b>	<b>20.50</b>		

### Management to Line Staff Statistics

Department*	Line 2018/2019 Adopted		MGT 2018/2019 Adopted		Total Alloc FTE 2018/19 Adopted	Line 2019/2020 Recommended		MGT 2019/2020 Recommended		Alloc FTE 2019/20 Recomm
	Alloc FTE	% Total	Alloc FTE	% Total		Alloc FTE	% Total	Alloc FTE	% Total	
Agricultural-Commissioners Office	27.50	75.34%	9.00	24.66%	36.50	27.50	75.34%	9.00	24.66%	36.50
Auditor-Controller	77.00	76.24%	24.00	23.76%	101.00	77.00	75.49%	25.00	24.51%	102.00
Department of Child Support Services	90.50	93.78%	6.00	6.22%	96.50	90.50	93.78%	6.00	6.22%	96.50
Clerk Recorder Assessor	97.75	88.26%	13.00	11.74%	110.75	90.25	88.26%	12.00	11.74%	102.25
Community Development Commission	37.50	78.95%	10.00	21.05%	47.50	38.50	79.38%	10.00	20.62%	48.50
Board of Supervisors	15.00	57.69%	11.00	42.31%	26.00	15.00	57.69%	11.00	42.31%	26.00
County Administrator's Office	18.20	72.22%	7.00	27.78%	25.20	17.20	74.14%	6.00	25.86%	23.20
County Counsel	37.50	84.27%	7.00	15.73%	44.50	35.50	83.53%	7.00	16.47%	42.50
District Attorneys Office	119.25	91.55%	11.00	8.45%	130.25	103.55	92.00%	9.00	8.00%	112.55
Emergency Management	N/A	N/A	N/A	N/A	N/A	6.00	50.00%	6.00	50.00%	12.00
Economic Development Board	5.75	42.59%	7.75	57.41%	13.50	5.75	42.59%	7.75	57.41%	13.50
Fire and Emergency Services Department	18.25	72.28%	7.00	27.72%	25.25	0.00	N/A	0.00	N/A	0.00
General Services Department	93.00	82.30%	20.00	17.70%	113.00	90.50	81.90%	20.00	18.10%	110.50
Department of Health Services	505.13	88.32%	66.80	11.68%	571.93	465.18	87.94%	63.80	12.06%	528.98
Human Resources Department	46.00	73.02%	17.00	26.98%	63.00	45.00	72.58%	17.00	27.42%	62.00
Human Services Department	826.30	94.19%	51.00	5.81%	877.30	819.30	93.50%	57.00	6.50%	876.30
IHSS Public Authority	0.00	0.00%	1.00	100.00%	1.00	0.00	0.00%	1.00	100.00%	1.00
Ind Office of Law Enf Review & Outreach	1.00	50.00%	1.00	50.00%	2.00	1.00	50.00%	1.00	50.00%	2.00
Information Systems Department	96.50	82.83%	20.00	17.17%	116.50	96.50	82.83%	20.00	17.17%	116.50
Permit Sonoma	120.00	90.23%	13.00	9.77%	133.00	133.50	89.90%	15.00	10.10%	148.50
Probation Department	267.00	93.68%	18.00	6.32%	285.00	250.00	93.28%	18.00	6.72%	268.00
Public Defender's Office	47.00	92.16%	4.00	7.84%	51.00	41.00	91.11%	4.00	8.89%	45.00
Regional Parks Department	82.00	89.13%	10.00	10.87%	92.00	109.00	88.62%	14.00	11.38%	123.00
Sheriff	598.50	94.33%	36.00	5.67%	634.50	589.50	94.24%	36.00	5.76%	625.50
So Co Ag Preserv and Open Space District	22.50	81.82%	5.00	18.18%	27.50	23.50	82.46%	5.00	17.54%	28.50
Water Agency	188.75	81.45%	43.00	18.55%	231.75	189.75	81.18%	44.00	18.82%	233.75
Transportation and Public Works	150.00	89.29%	18.00	10.71%	168.00	150.00	89.29%	18.00	10.71%	168.00
UC Cooperative Extension	3.00	60.00%	2.00	40.00%	5.00	3.00	60.00%	2.00	40.00%	5.00

<b>Total FTE</b>	<b>3,614.63</b>	<b>89.03%</b>	<b>445.55</b>	<b>10.97%</b>	<b>4,060.18</b>	<b>3,513.48</b>	<b>88.77%</b>	<b>444.55</b>	<b>11.23%</b>	<b>3,958.03</b>
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**FY 2019-20  
RESTORATION/ADD-BACK  
AND PROGRAM CHANGE  
REQUESTS  
ONGOING and 1x**

								General Fund Ongoing Set Aside	Tribal Ongoing - Justice (Tab 6)	Tribal Ongoing - Socio-Economic (Tab 6)	Reinvestment and Revitalization Ongoing (Tab7)	Gen. Fund Contingency	General Fund Ongoing Set Aside for 1x Use	Release of Discretionary \$ from Fund Balances (Tab 5)	Reinvestment and Revitalization One-Time (Tab 7)	Recovery and Resiliency Reserve (Tabs 4 & 12)	Teeter One-Time (Tab 5)	Graton Mitigation One-Time (subject to limitations) (Tabs 5 & 6)	Cannabis (Tabs 5 & 8)	Total			
								Available	\$ 6,480,000	\$ 1,156,399	\$ 600,000	\$ 2,300,000	\$ 4,571,654	\$ 1,620,000	\$ 2,781,661	\$ 1,722,804	\$ 1,200,000	\$ 2,000,000	\$ 18,900,000	\$ 2,600,000	\$ 45,932,518		
								Recommended	\$ 6,480,000	\$ 1,156,399	\$ 600,000	\$ 2,300,000	\$ -	\$ 1,469,852	\$ 1,200,000	\$ 1,451,148	\$ 200,000	\$ 1,452,035	\$ 867,600	\$ 750,000	\$ 17,927,034		
								Balance	\$ -	\$ -	\$ -	\$ -	\$ 4,571,654	\$ 150,148	\$ 1,581,661	\$ 271,656	\$ 1,000,000	\$ 547,965	\$ 18,032,400	\$ 1,850,000	\$ 28,005,484		
Item #	Department	Description	Add-Back, PCR	Add-Back, PCR Score	Amount of Request	1x or Ongoing	FTE	Funding Note	ON - GOING											Total			
1	District Attorney	Critical DA Prosecution Staff	Add Back	11	205,676	Ongoing	1	Graton Ongoing - \$285,825 Annual Cost														\$ 205,676	
2	District Attorney	Critical DA Prosecution Staff	Add Back	11	205,676	Ongoing	1		205,676														\$ 205,676
3	District Attorney	Critical DA Prosecution Staff	Add Back	11	1,275,693	Ongoing	10	Fund 10 of 10	1,275,693														\$ 1,275,693
4	Public Defender	Attorney	Add Back	11	185,433	Ongoing	1	Graton Ongoing - \$185,433 Annual Cost															\$ 185,433
5	Public Defender	Attorney Team 2	Add Back	11	321,554	Ongoing	2		321,554														\$ 321,554
6	Public Defender	Attorney Team 3	Add Back	11	281,738	Ongoing	2		281,738														\$ 281,738
7	Probation	Adult Court Support	Add Back	10	248,347	Ongoing	2	Graton Ongoing - \$297,882															\$ 248,347
8	Sheriff's Office	Add Back 1 FTE River Sergeant	Add Back	9	316,655	Ongoing	1	Supplemental - Graton True Up															\$ -
9	Sheriff's Office	Add Back 1 FTE Valley Sergeant	Add Back	9	316,655	Ongoing	1	Supplemental - Graton True Up															\$ -
10	Public Defender	Attorney	Add Back	8	185,433	Ongoing	1		185,433														\$ 185,433
11	Probation	Adult Court Support	Add Back	8	133,373	Ongoing	1	Graton Ongoing - \$168,709															\$ 133,373
12	Sheriff's Office	Restructure Investigations - Add back 2 FTE Detectives	Add Back	8	544,079	Ongoing	2		544,079														\$ 544,079
13	Clerk Recorder Assessor	Add back Assessor Chief of Assessment Standards	Add Back	8	158,560	Ongoing	1		158,560														\$ 158,560
14	District Attorney	Family Justice Center	Add Back	8	156,843	Ongoing	1	Graton Ongoing - \$205,526															\$ 156,843
15	Probation	Juvenile Investigations	Add Back	7	156,208	Ongoing	1		148,188														\$ 148,188
16	District Attorney	Essential DA Prosecution Staff	Add Back	8	267,750	Ongoing	3		267,750														\$ 267,750
17	Health Services	Add-Back Adult Services (Residential Care Facility)	Add Back	7	3,800,840	Ongoing	0	\$2.358 Million Revitalization and Reinvestment				2,000,000		\$ 400,000	\$ 250,000								\$ 2,650,000
18	Sheriff's Office	Add Back 1 FTE CSO Support	Add Back	7	105,935	Ongoing	1	Supplemental - Graton True Up															\$ -
19	Sheriff's Office	Add Back 1 FTE CSO Support	Add Back	7	104,356	Ongoing	1	Supplemental - Graton True Up															\$ -
20	Probation	Camp Welding Instructor	Add Back	7	160,000	Ongoing	1		160,000														\$ 160,000
21	Probation	Hall Health Svcs	Add Back	7	150,000	Ongoing	1		150,000														\$ 150,000
22	Probation	Juvenile Supervision	Add Back	7	174,334	Ongoing	1		174,334														\$ 174,334
23	Clerk Recorder Assessor	Add back Assessor DIS II	Add Back	6	124,021	Ongoing	1		124,021														\$ 124,021
24	Public Defender	Extra Help	Add Back	6	155,426	Ongoing	0		155,426														\$ 155,426
25	Sheriff's Office	Add back Public Information Officer/Social Media Sergeant	Add Back	6	195,235	Ongoing	1		195,235														\$ 195,235
26	Health Services	Add-Back Adult Services	Add Back	5	1,773,178	Ongoing	0	If restored, the funding is leveraged and will only require \$1,133,059.				600,000		300,000									\$ 900,000
27	Clerk Recorder Assessor	Add back Assessor Appraiser III Fire	Add Back	5	79,578	Ongoing	1		79,578														\$ 79,578
28	Clerk Recorder Assessor	Add back Assessor Appraiser III Fire	Add Back	5	79,578	Ongoing	1		79,578														\$ 79,578
29	Clerk Recorder Assessor	Add back Assessor Appraiser III Fire	Add Back	5	79,578	Ongoing	1		79,578														\$ 79,578
30	Probation	FTO Probation Officer	Add Back	4	195,000	Ongoing	1		195,000														\$ 195,000
31	General Services	Janitorial	Add Back	1	252,352	Ongoing	0		252,352														\$ 252,352
32	Probation	DUI Court Support	Program Change Request	10	187,130	Ongoing	0		187,130														\$ 187,130
33	Human Services	FTE Add EconAssist	Program Change Request	7	21,481	Ongoing	6		21,481														\$ 21,481
34	Agriculture/Weights and Measures	UGT / MOE	Program Change Request	7	184,899	Ongoing	1		184,899														\$ 184,899
35	Probation	Day Reporting Center Staffing	Program Change Request	7	419,906	Ongoing	0		419,906														\$ 419,906
36	Community Development Commission	Central Compliance Specialist	Program Change Request	7	112,240	Ongoing	1		112,240														\$ 112,240
37	Community Development Commission	Housing Ombudsperson	Program Change Request	4	123,546	Ongoing	1		123,546														\$ 123,546
38	General Services	Veterans Buildings	Program Change Request	2	337,025	Ongoing	4		337,025														\$ 337,025
								Tribal ongoing justice withheld for annualized costs				226,727											\$ 226,727
								Ongoing Sub-Total	\$ 13,775,311	54	\$ 6,480,000	\$ 1,156,399	\$ 600,000	\$ 2,300,000									Above the line Ongoing \$ 10,536,399
39	Health Services	Add-Back Adult Contracts	Add Back	6	631,000	1x	0	If restored, the funding is leveraged and will only require \$400,840.						631,000									\$ 631,000
40	County Administrators Office	Community Response Needs*	Program Change Request	7	500,000	1x	0		60,000										440,000				\$ 500,000
41	General Services	Chanate Surplus - Transition Funding through Oct.	Program Change Request	7	362,035	1x	0												362,035				\$ 362,035
42	Capital Projects	MADF Door Replacement	Program Change Request	6	650,000	1x	0												650,000				\$ 650,000
43	Community Development Commission	Fund for Housing 1x Backfill	Program Change Request	6	2,000,000	1x	0							798,852	1,201,148								\$ 2,000,000
44	County Administrators Office	Cannabis Ordinance Phase 2 EIR	Program Change Request	6	750,000	1x	0													750,000			\$ 750,000
45	County Administrators Office	Housing Site ID Project	Program Change Request	6	200,000	1x	0										200,000						\$ 200,000
46	County Administrators Office	Internal Services - Centralized Service Review	Program Change Request	6	800,000	1x	0								800,000								\$ 800,000
47	Health Services	Access Sonoma database ISD support	Program Change Request	6	867,600	1x	0													867,600			\$ 867,600
48	IOLERO	Community Engagement Coordinator	Program Change Request	5	40,000	1x	0							40,000									\$ 40,000
								1x Sub-Total	\$ 6,800,635	0	\$ -	\$ 1,469,852	\$ 1,200,000	\$ 1,451,148	\$ 200,000	\$ 1,452,035	\$ 867,600	\$ 750,000			Above the line 1xs \$ 7,390,635		
								Above															

\*If BOS approves the community plan, will require \$60k of ongoing General Fund.



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Date: June 14, 2019

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

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

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2/3 Vote Required

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**Resolution Of The Board Of Directors Of The Sonoma Valley County Sanitation District Adopting the Fiscal Year 2019-2020 Budget and Authorizing the County Administrator and Auditor-Controller-Treasurer-Tax Collector to Make Necessary Budgetary Adjustments.**

**Whereas**, the Board of Directors has completed Budget Hearings as required by Sections 29080 and 29081 of the Government Code, State of California, and

**Whereas**, it is the desire of the Board of Directors to approve the Fiscal Year 2019-2020 Budget by reference for the Sonoma Valley County Sanitation District,

**Now, Therefore, Be It Resolved** and ordered that the Fiscal Year 2019-2020 Recommended Budget, adjusted for (1) any increases/decreases listed in the Budget Hearings materials, and (2) in attached Exhibit "A", be adopted by reference as the Fiscal Year 2019-2020 Budget, for the Sonoma Valley County Sanitation District in accordance with Sections 29088 through 29091 of the Government Code, State of California.

**Be It Further Resolved** that after the adoption of the budget and the end of the 2017-2018 fiscal year, the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting transfers and adjustments necessary to close the FY 2018-2019 transactions budget and to re-establish valid prior year encumbrances in FY 2019-2020. Such adjustments shall include, but not be limited to, adjusting appropriations for any and all funds associated with projects, budgetary, and accounting adjustments necessary to assign year end actual fund balances. This authority applies to FY 2018-2019 and includes adjustments made during the year-end close period as well as to post audit adjustments as the Comprehensive Annual Financial Report (CAFR) is being compiled.

**Directors:**

Gorin:

Rabbit:

Harrington:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

Resolution #

Date:

Page 1

Date: June 14, 2019

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

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

4/5 Vote Required

**Concurrent Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, and all Public Entities for which the Board Of Supervisors Acts as the Board Of Directors or Commissioners; Adopting the Fiscal Year 2019-20 Budget for all Governmental Entities within its Jurisdiction; Addressing ADA Requirements;**

(1) Authorizing the County Administrator and Human Resources Director to make technical changes to departmental position allocation; (2) authorizing the County Administrator and Auditor-Controller-Treasurer-Tax Collector to complete any necessary budgetary and accounting transfers and adjustments to implement the Adopted FY 2019-20 budget, re-establish valid prior year encumbrances; and adjustments in the Capital Projects fund to match actual year-end available balances (3) complete any necessary budgetary and accounting adjustments necessary to assign year-end actual fund balances, and to close out the fiscal year; (4) temporarily transfer funds during the last thirty days of Fiscal Year 2018-19 to ensure service delivery continuation for mandated services; (5) transfer funds to the Sonoma County Employee Retirement Association (SCERA ) up to the maximum annual amount allowed to prepay Fiscal Year 2019-20 and future year FY 2020-21 employer contributions; (6) implement the Fiscal Year 2019-20 employer and employee contribution rates, to at a minimum, be equal to the rates as adopted by SCERA; and (7) establish payroll rates necessary to make the annual payment on Pension Obligation Bonds (POB) issued by the County, and to, at a minimum, meet annual Other Post-Employment Benefits (OPEB) annual contribution. And, the Sonoma County Water Agency Board making findings and issuing orders as it relates to the Warm Springs Dam/Russian River Project; (8) authorize the County Administrator to distribute any year-end General Fund balance that is not assigned in line with guidance in the Adopted Budget resolution as follows: the first 50% up to \$5 million will be used to increase General Fund Reserves and the next 50% up to \$5 million will be used for pre-payment of unfunded pension liabilities, should year-end General Fund balance be greater than \$10 million, any additional balance will be made available for one-time needs as determined by the Board of Supervisors.

**Whereas**, the Board of Supervisors of the County of Sonoma ("Board"), as the governing body of the County and as the Directors and Commissioners of its Internal Service and Enterprise Funds, Special Districts, and Community Development Commission, has made available for public review the recommended budget for Fiscal Year 2019-20 for the governmental entities within its jurisdiction ("Fiscal Year 2019-20 Recommended Budget"), in accordance with

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Section 29080 of the Government Code, State of California, and

**Whereas**, the Board has completed Budget Hearings, as required by Sections 29080 and 29081 of the Government Code, State of California, and

**Whereas**, the Board has reviewed the Recommended Fiscal Year 2019-20 Budget and made recommendations and revisions thereto as authorized by Section 29088 of the Government Code, State of California, and

**Whereas**, at this time, it is the desire of the Board to adopt a Fiscal Year 2019-20 Budget by reference for all governmental entities within its jurisdiction, and

**Whereas**, the Federal Americans with Disabilities Act of 1990 (ADA) is wide-ranging legislation intended to make American Society more accessible to people with disabilities, and

**Whereas**, the County has an updated ADA Transition Plan with a multi-year schedule for additional ADA barrier removal that is addressed in the Fiscal Year 2019-20 Recommended Budget reviewed in the Budget Hearings.

**Now, Therefore, Be It Resolved and Ordered** that the Fiscal Year 2019-20 Recommended Budget, adjusted for 1) the attached increases/decreases changes and direction listed in Exhibit A, and 2) Supplemental Adjustments - Tab 22, of the Budget Hearing Materials and Reports Materials, be adopted by reference as the Fiscal Year 2019-2020 Adopted Budget for the governmental entities listed in Exhibit B, in accordance with Sections 29088 through 29092 of the Government Code, State of California.

**Be It Further Resolved** that the Human Resources Director, with the concurrence of the County Administrator, is authorized to make technical changes to departmental position allocation lists to conform to the position allocation changes included in Exhibit C, as updated by Board direction in the Budget Hearings, and all previous Board actions. Such changes shall also include the adjustment of the term of any time limited positions necessary to deliver services and complete projects continued into the 2019-20 fiscal year per the adopted budget and authorized adjustments thereto.

**Be It Further Resolved** that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to make changes and adjustments to the Recommended 2019-20 Fiscal Year Budget and related appropriations resolution to conform the Adopted Fiscal Year 2019-20 Budget to the recommendations and revisions made by the Board during the hearing process in

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accordance with Section 29088 of the Government Code.

**Be It Further Resolved** that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting transfers and adjustments to implement the adopted FY 2019-20 budget and to re-establish valid prior year encumbrances in FY 2019-20. Such adjustments shall include but not be limited to decreasing appropriations in any and all funds associated with projects initiated prior to the 2018-19 fiscal year-end to meet actual available resources. Authority includes budgetary adjustments necessary to the FY 2019-20 appropriations in the Capital Projects fund to match actual year-end available balances once the FY 2018-19 fiscal year is closed.

**Be It Further Resolved** that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to complete any necessary budgetary and accounting adjustments necessary to assign year-end actual fund balances, and increasing or decreasing appropriations to close out the FY 2018-19 fiscal year for previously approved projects, operations and maintenance expenses.

**Be It Further Resolved** that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to establish new funds and complete any necessary budgetary and accounting transfers and adjustments to comply with Generally Accepted Accounting principles (GAAP). This authority applies to FY 2018-19 and includes adjustments made during the year-end close period as well as to post audit adjustments as the Comprehensive Annual Financial Report (CAFR) is being compiled.

**Be It Further Resolved** that the County Auditor-Controller-Treasurer-Tax Collector and the County Administrator are authorized to temporarily transfer cash between certain County funds during the last thirty days of the current fiscal year subject to all applicable laws and government accounting standards and principles as necessary in order to maintain appropriate levels of working capital to ensure service delivery continuation for mandated services. This authorization covers permissible temporary cash transfers within the governmental fund types of the general fund, enterprise funds, internal service funds and special revenue funds as well as from any of the first three of these fund types to any of the other specified fund types, to the extent allowable under law.

**Be It Further Resolved** that the Board authorizes County Administrator and the Auditor-Controller-Treasurer-Tax Collector to transfer to the Sonoma County Employee Retirement Association (SCERA) up to the maximum annual amount

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allowed to prepay Fiscal Year 2019-20 and future Fiscal Year 2020-21 employer contributions covering normal and unfunded liability costs per the SCERA policy to be retained on deposit.

**Be It Further Resolved** that the Board, in accordance with California Government Code Section 31454, authorizes County payroll to implement the Fiscal Year 2019-20 employer and employee retirement system contribution, to be equal to at least to the rates previously adopted by the Sonoma County Employees' Retirement Association (SCERA) Board of Retirement on March 28, 2019, via Resolution #145.

**Be It Further Resolved** that the Board directs that the future rates established by the County Administrator and the Auditor-Controller-Treasurer-Tax Collector to collect the necessary appropriations to make the annual payment on Pension Obligation Bonds (POB) issued by the County, and authorizes County Payroll to collect appropriations to meet annual Other Post-Employment Benefits (OPEB) obligations, be adopted through their inclusion in the annual Budget.

**Be It Further Resolved** that the Board authorizes County Payroll to collect appropriations equal to 0.5% of pensionable payroll in order to make pre-payment contributions toward the County's share of the retirement system's Unfunded Actuarial Accrued Liability, and that these payments be directed toward the longest outstanding layers of the County's share of Unfunded Actuarial Accrued Liability as determined by annual actuarial valuation of the Sonoma County Employees' Retirement Association.

**Be It Further Resolved** that the Board declares its intent to continue allocating funds in future years to identify and remove physical and programmatic barriers to County services, and

**Be It Further Resolved** that the Board directs all department and agency heads of the County to examine all possible programmatic and operational means to ensure accessibility of their programs and services to avoid more costly and time-consuming construction or remodeling projects to remove barriers.

**Be It Further Resolved** that the Board authorize the County Administrator to distribute any year-end General Fund balance that is not assigned in line with guidance in the Adopted Budget resolution as follows: the first 50% up to \$5 million will be used to increase General Fund Reserves and the next 50% up to \$5 million will be used for pre-payment of unfunded pension liabilities, should year-end General Fund balance be greater than \$10 million, any additional balance will be made available for one-time needs as determined by the Board of Supervisors.

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**Be it Further Resolved** that with respect to the Sonoma County Water Agency (“Water Agency”) this Board hereby finds, determines, declares and orders as follows:

1. The Warm Springs Dam/Russian River Project (“the Project”) was approved by the United States Congress (Public Law 516, 81<sup>st</sup> Congress, 2<sup>nd</sup> Session), by the California Legislature (Water Code sections 12699 and 12700) and the Water Agency’s indebtedness arising from the Project (“the indebtedness”) was approved by the Water Agency’s voters in elections held in 1955, 1974 and 1979. The Water Agency levies a tax at a rate necessary to pay the indebtedness so as to ensure a continuation of the benefits of the Project.

2. Costs associated with the Project include the contractual obligations owed to the federal government and other public agencies as identified and discussed in the August 2001 “Report to the Board of Directors of the Sonoma County Water Agency on Financing the Costs of the Russian River Project” (“the Report”). Additional obligations include the obligations relating to the operation of Warm Springs Dam and the Russian River Project that will be imposed on the Water Agency during Fiscal Year 2019-20 under the Biological Opinion issued by the National Marine Fisheries Service in September 2008. Other Water Agency revenues are not reasonably available to fund these increased costs due to the need to fund other obligations identified in the Recommended Budget, including but not limited to funding other Water Agency non-Project obligations and programs.

3. The rate of the tax levied for the indebtedness for fiscal year 2019-20 is a rate reasonable, necessary and appropriate to discharge the Water Agency’s voter-approved indebtedness, including an amount appropriate for necessary reserves, after taking into account funds available from the Water Agency’s General Fund and other Water Agency funds. Accordingly, this Board concludes that the Water Agency’s taxes for the Project have been and are levied in full compliance with the requirements of Article 13 A, section 1(b)(1), Revenue & Taxation Code section 96.31 and Government Code section 29100.

4. The County Counsel is directed to advise this Board and the General Manager as to lawful appropriations that can be made from taxes levied for the Project to pay the indebtedness.

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**Supervisors:**

Gorin:

Zane:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**

## Budget Adoption Resolution Exhibit A Budget Hearings Actions

FY 2019-20 Budget Hearings Actions/Directions			Other	Gen. Fund Contingency
ID	Description	FTE		5,000,000
			<i>ON-GOING</i>	<i>ONE-TIME</i>
1				
2				
3				
4				
	Available Balance--->		-	5,000,000

SAMPLE

SAMPLE

	Directions to Staff:
A	
B	
C	
D	
E	
F	

**Exhibit B**  
See Tab 22

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing ctions	Final dopted 19/20
<b>AGRICULTURAL COMMISSIONER'S OFFICE</b>						
AGRICULTURAL COMMISSIONER	OFFICE ASSISTANT II	0.80		0.80		0.80
AGRICULTURAL COMMISSIONER	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
AGRICULTURAL COMMISSIONER	RECEPTIONIST	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
AGRICULTURAL COMMISSIONER	ADMINISTRATIVE AIDE	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	DEPARTMENT ANALYST	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	8.70		8.70		8.70
AGRICULTURAL COMMISSIONER	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	3.00		3.00		3.00
AGRICULTURAL COMMISSIONER	DEPUTY AGRICULTURAL COMMISSION	3.00		3.00		3.00
AGRICULTURAL COMMISSIONER	CHIEF DEPUTY AGRICULTURAL COMMISSIONER	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	ASSISTANT AGRICULTURAL COMMISSIONER	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	AGRICULTURAL COMMISSIONER-SEALER	1.00		1.00		1.00
AGRICULTURAL COMMISSIONER	WILDLIFE SPECIALIST	1.00		1.00		1.00
SEALER OF WEIGHTS & MEASURES	CHIEF DEPUTY SEALER	1.00		1.00		1.00
SEALER OF WEIGHTS & MEASURES	AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST III	4.00		4.00		4.00
SEALER OF WEIGHTS & MEASURES	SENIOR AGRICULTURAL BIOLOGIST-STANDARD SPECIALIST	1.00		1.00		1.00
LAND STEWARDSHIP	ENVIRONMENTAL SPECIALIST	1.00		1.00		1.00
LAND STEWARDSHIP	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00
LAND STEWARDSHIP	SENIOR ENGINEER	1.00		1.00		1.00
<b>AGRICULTURAL COMMISSIONER'S OFFICE TOTAL</b>		<b>36.50</b>	<b>0.00</b>	<b>36.50</b>	<b>0.00</b>	<b>36.50</b>

<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR</b>						
CTTC GENERAL ACCOUNTING	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	SENIOR ACCOUNT CLERK	3.00		3.00		3.00
CTTC GENERAL ACCOUNTING	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	ACCOUNTING ASSISTANT	4.00		4.00		4.00
CTTC GENERAL ACCOUNTING	ENTERPRISE FINANCIAL SYSTEM MANAGER	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	ACCOUNTANT II	3.00		3.00		3.00
CTTC GENERAL ACCOUNTING	ACCOUNTANT III	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	SUPERVISING ACCOUNTANT	3.00		3.00		3.00
CTTC GENERAL ACCOUNTING	ACCOUNTANT-AUDITOR II	4.00		4.00		4.00
CTTC GENERAL ACCOUNTING	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	ASSISTANT AUDITOR-CONTROLLER	1.00		1.00		1.00
CTTC GENERAL ACCOUNTING	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	1.00		1.00		1.00
CTTC EFS PROJECT STAFF	BUSINESS SYSTEMS ANALYST - CONFIDENTIAL	2.00		2.00		2.00
CTTC EFS PROJECT STAFF	SENIOR BUSINESS SYSTEMS ANALYST - CONFIDENTIAL	1.00		1.00		1.00
CTTC CLIENT ACCOUNTING	ACCOUNT CLERK II	1.00		1.00		1.00
CTTC CLIENT ACCOUNTING	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
CTTC CLIENT ACCOUNTING	ACCOUNTING ASSISTANT	2.00		2.00		2.00
CTTC CLIENT ACCOUNTING	ACCOUNTANT II	5.00		5.00		5.00
CTTC CLIENT ACCOUNTING	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
CTTC CLIENT ACCOUNTING	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
CTTC CLIENT ACCOUNTING	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00
CTTC-PROPERTY TAX	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
CTTC-PROPERTY TAX	ACCOUNTING ASSISTANT	1.00		1.00		1.00
CTTC-PROPERTY TAX	ACCOUNTANT II	2.00		2.00		2.00
CTTC-PROPERTY TAX	ACCOUNTANT III	1.00		1.00		1.00
CTTC-PROPERTY TAX	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00
CTTC-PROPERTY TAX	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00
CTTC-PAYROLL	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00
CTTC-PAYROLL	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
CTTC-PAYROLL	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00
CTTC-PAYROLL	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00
CTTC-PAYROLL	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00
CTTC-PAYROLL	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	2.00		2.00		2.00
CTTC-PAYROLL	AUDITORS PAYROLL TECHNICIAN CONFIDENTIAL	0.00		0.00		0.00
CTTC-PAYROLL	ACCOUNTANT II CONFIDENTIAL	2.00		2.00		2.00
CTTC-TREASURY	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
CTTC-TREASURY	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00
CTTC-TREASURY	INVESTMENT AND DEBT OFFICER	1.00		1.00		1.00
CTTC-TREASURY	TREASURY MANAGER	1.00		1.00		1.00
CTTC-TREASURY	ASSISTANT AUDITOR-CONTROLLER	1.00		1.00		1.00
CTTC-TREASURY	DEPARTMENT ANALYST	1.00		1.00		1.00
CTTC-TAX COLLECTION	ACCOUNT CLERK II	2.00		2.00		2.00
CTTC-TAX COLLECTION	SENIOR ACCOUNT CLERK	5.00		5.00		5.00
CTTC-TAX COLLECTION	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
CTTC-TAX COLLECTION	ACCOUNTING ASSISTANT	2.00		2.00		2.00
CTTC-TAX COLLECTION	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00
CTTC-TAX COLLECTION	ACCOUNTING MANAGER AUDITOR CONTROLLER'S OFFICE	1.00		1.00		1.00
CTTC-TAX COLLECTION	CENTRAL COLLECTION MANAGER	1.00		1.00		1.00
UD-REV/CCTING	SENIOR ACCOUNT CLERK	3.00		3.00		3.00
UD-REV/CCTING	ACCOUNTING ASSISTANT	1.00		1.00		1.00
UD-REV/CCTING	ACCOUNTANT II	1.00		1.00		1.00
UD-REV/CCTING	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
UD-REV/CCTING	ACCOUNTANT-AUDITOR II	1.00		1.00		1.00
UD-REV/CCTING	ADMINISTRATIVE AIDE	1.00		1.00		1.00
CTTC-AUDIT	SUPERVISING ACCOUNTANT	2.00		2.00		2.00
CTTC-AUDIT	ACCOUNTANT-AUDITOR II	5.00		5.00		5.00
CTTC-AUDIT	AUDIT MANAGER	1.00		1.00		1.00
CTTC-ADMINISTRATION	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00
CTTC-ADMINISTRATION	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00
CTTC-ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00
CTTC-ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
CTTC-ADMINISTRATION	AUDITOR CONTROLLER-TREASURER-TAX COLLECTOR	1.00		1.00		1.00
<b>AUDITOR-CONTROLLER TREASURER-TAX COLLECTOR TOTAL</b>		<b>102.00</b>	<b>0.00</b>	<b>102.00</b>	<b>0.00</b>	<b>102.00</b>

**DEPARTMENT OF CHILD SUPPORT SERVICES**

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
DCSS-CHLD SUPPORT	LEGAL SECRETARY II	1.00		1.00		1.00
DCSS-CHLD SUPPORT	LEGAL PROCESSOR II	11.00		11.00		11.00
DCSS-CHLD SUPPORT	SENIOR LEGAL PROCESSOR	10.00		10.00		10.00
DCSS-CHLD SUPPORT	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.00		2.00		2.00
DCSS-CHLD SUPPORT	PAYROLL CLERK	1.00		1.00		1.00
DCSS-CHLD SUPPORT	ACCOUNT CLERK II	1.00		1.00		1.00
DCSS-CHLD SUPPORT	CHILD SUPPORT FINANCIAL WORKER II	4.00		4.00		4.00
DCSS-CHLD SUPPORT	SENIOR CHILD SUPPORT FINANCIAL WORKER	1.00		1.00		1.00
DCSS-CHLD SUPPORT	CHILD SUPPORT OFFICER II	32.00		32.00		32.00
DCSS-CHLD SUPPORT	CHILD SUPPORT OFFICER III	12.50		12.50		12.50
DCSS-CHLD SUPPORT	CHILD SUPPORT SERVICES SUPERVISOR	9.00		9.00		9.00
DCSS-CHLD SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
DCSS-CHLD SUPPORT	ASSISTANT DIRECTOR CHILD SUPPORT SERVICES	1.00		1.00		1.00
DCSS-CHLD SUPPORT	DIRECTOR OF CHILD SUPPORT SERVICES	1.00		1.00		1.00
DCSS-CHLD SUPPORT	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
DCSS-CHLD SUPPORT	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
DCSS-CHLD SUPPORT	HUMAN SERVICES SECTION MANAGER	2.00		2.00		2.00
DCSS-CHLD SUPPORT	CHILD SUPPORT ATTORNEY IV	4.00		4.00		4.00
DCSS-CHLD SUPPORT	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00		1.00		1.00
<b>DEPARTMENT OF CHILD SUPPORT SERVICES TOTAL</b>		<b>96.50</b>	<b>0.00</b>	<b>96.50</b>	<b>0.00</b>	<b>96.50</b>

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
<b>CLERK-RECORDER-ASSESSOR</b>						
RECORDER OPERATIONS FUND	RECEPTIONIST	0.00		0.00		0.00
RECORDER OPERATIONS FUND	CHIEF DEPUTY COUNTY CLERK-RECORDER	1.00		1.00		1.00
RECORDER OPERATIONS FUND	CLERK RECORDER ASSESSOR SPECIALIST II	3.00	-1.00	2.00		2.00
RECORDER OPERATIONS FUND	SENIOR CLERK RECORDER ASSESSOR SPECIALIST	0.00		0.00		0.00
RECORDER OPERATIONS FUND	CLERK RECORDER ASSESSOR SUPERVISOR	1.00		1.00		1.00
CR-CLERK OP FND	CLERK RECORDER ASSESSOR SPECIALIST II	3.00		3.00		3.00
CR-CLERK OP FND	SENIOR CLERK RECORDER ASSESSOR SPECIALIST	1.00		1.00		1.00
CR-CLERK OP FND	CLERK RECORDER ASSESSOR SUPERVISOR	1.00		1.00		1.00
ASSESSOR	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.75		1.75		1.75
ASSESSOR	CLERK RECORDER ASSESSOR SPECIALIST II	4.00		4.00		4.00
ASSESSOR	ASSESSMENT CLERK	5.00		5.00		5.00
ASSESSOR	ASSESSMENT PROCESS SPECIALIST	9.00		9.00		9.00
ASSESSOR	ASSESSMENT PROCESS SUPERVISOR	2.00		2.00		2.00
ASSESSOR	ASSESSORS CHANGE OF OWNERSHIP SUPERVISOR	1.00		1.00		1.00
ASSESSOR	ASSESSMENT PROCESS MANAGER	1.00		1.00		1.00
ASSESSOR	AUDITOR-PPRISER II	0.00		0.00		0.00
ASSESSOR	SUPERVISING AUDITOR-PPRISER	1.00		1.00		1.00
ASSESSOR	PPRISER AIDE	4.00		4.00		4.00
ASSESSOR	PPRISER III	19.00		19.00		19.00
ASSESSOR	PPRISER IV	4.00		4.00		4.00
ASSESSOR	CHIEF PPRISER	1.00		1.00		1.00
ASSESSOR	CHIEF OF ASSESSMENT STANDARDS	0.00		0.00		0.00
ASSESSOR	CHIEF DEPUTY ASSESSOR	1.00		1.00		1.00
ASSESSOR	CODESTRAL MAPPING TECHNICIAN II	3.00		3.00		3.00
ASSESSOR	CODESTRAL MAPPING SUPERVISOR	1.00		1.00		1.00
ADMINISTRATIVE SERVICES	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
ADMINISTRATIVE SERVICES	ACCOUNT CLERK II	1.00		1.00		1.00
ADMINISTRATIVE SERVICES	ACCOUNTANT II	0.50		0.50		0.50
ADMINISTRATIVE SERVICES	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00
ADMINISTRATIVE SERVICES	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
ADMINISTRATIVE SERVICES	ACCOUNTANT II CONFIDENTIAL	1.00		1.00		1.00
ADMINISTRATIVE SERVICES	COUNTY CLERK-RECORDER-ASSESSOR	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	CHIEF DEPUTY REGISTRAR OF VOTERS	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	ELECTION SPECIALIST II	5.00		5.00		5.00
REGISTRAR OF VOTERS-ELECTIONS	SENIOR ELECTION SPECIALIST	3.00		3.00		3.00
REGISTRAR OF VOTERS-ELECTIONS	STOREKEEPER	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	SPECIAL PROJECTS DIRECTOR PROJECT	1.00		1.00		1.00
REGISTRAR OF VOTERS-ELECTIONS	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
<b>CLERK-RECORDER-ASSESSOR TOTAL</b>		<b>102.25</b>	<b>-1.00</b>	<b>101.25</b>	<b>0.00</b>	<b>101.25</b>

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
<b>COMMUNITY DEVELOPMENT COMMISSION</b>						
COMMUNITY DEVELOPMENT	OFFICE ASSISTANT II	4.00		4.00		4.00
COMMUNITY DEVELOPMENT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	SENIOR OFFICE SUPPORT SUPERVISOR	1.50		1.50		1.50
COMMUNITY DEVELOPMENT	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	ACCOUNT CLERK II	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	ACCOUNTING TECHNICIAN	2.00		2.00		2.00
COMMUNITY DEVELOPMENT	ACCOUNTANT II	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	ADMINISTRATIVE AIDE	2.00		2.00		2.00
COMMUNITY DEVELOPMENT	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00
COMMUNITY DEVELOPMENT	SPECIAL PROJECTS DIRECTOR PROJECT	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	EXECUTIVE DIRECTOR SONOMA COUNTY CDC	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT MANAGER	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	CONTROLLER-CDC	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	HOUSING REHABILITATION SPECIAL	2.00		2.00		2.00
COMMUNITY DEVELOPMENT	HOUSING NEGOTIATOR-INSPECTOR	2.00		2.00		2.00
COMMUNITY DEVELOPMENT	AFFORDABLE HOUSING ASSISTANT MANAGER	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ASSISTANT MANAGER	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	ASSISTANT EXECUTIVE DIRECTOR CDC	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	EMPLOYMENT HOUSING COUNSELOR	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT ASSOCIATE	0.00		0.00		0.00
COMMUNITY DEVELOPMENT	SUPERVISING COMMUNITY DEVELOPMENT SPECIALIST	1.00		1.00		1.00
COMMUNITY DEVELOPMENT	SENIOR COMMUNITY DEVELOPMENT SPECIALIST	5.00		5.00		5.00
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT SPEC II	7.00		7.00		7.00
<b>COMMUNITY DEVELOPMENT COMMISSION TOTAL</b>		<b>48.50</b>	<b>0.00</b>	<b>48.50</b>	<b>0.00</b>	<b>48.50</b>

<b>BOARD OF SUPERVISORS</b>						
BOARD OF SUPERVISORS DISTRICT ONE	BOARD OF SUPERVISORS AIDE	2.00		2.00		2.00
BOARD OF SUPERVISORS DISTRICT ONE	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT ONE	SUPERVISOR	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT TWO	BOARD OF SUPERVISORS AIDE	2.00		2.00		2.00
BOARD OF SUPERVISORS DISTRICT TWO	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT TWO	SUPERVISOR	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT THREE	BOARD OF SUPERVISORS AIDE	2.00		2.00		2.00
BOARD OF SUPERVISORS DISTRICT THREE	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT THREE	SUPERVISOR	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT FOUR	BOARD OF SUPERVISORS AIDE	2.00		2.00		2.00
BOARD OF SUPERVISORS DISTRICT FOUR	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT FOUR	SUPERVISOR	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT FIVE	BOARD OF SUPERVISORS AIDE	2.00		2.00		2.00
BOARD OF SUPERVISORS DISTRICT FIVE	BOARD OF SUPERVISOR'S STAFF ASSISTANT II	1.00		1.00		1.00
BOARD OF SUPERVISORS DISTRICT FIVE	SUPERVISOR	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
BOARD OF SUPERVISORS	CHIEF DEPUTY CLERK OF THE BOARD	1.00		1.00		1.00
BOARD OF SUPERVISORS	ADMINISTRATIVE AIDE CONFIDENTIAL	2.00		2.00		2.00
BOARD OF SUPERVISORS	SECRETARY CONFIDENTIAL	3.00		3.00		3.00
<b>BOARD OF SUPERVISORS TOTAL</b>		<b>26.00</b>	<b>0.00</b>	<b>26.00</b>	<b>0.00</b>	<b>26.00</b>

<b>COUNTY ADMINISTRATOR</b>						
COUNTY ADMINISTRATOR	ASSISTANT TO THE COUNTY ADMINISTRATOR	1.00		1.00		1.00
COUNTY ADMINISTRATOR	ADMINISTRATIVE AIDE CONFIDENTIAL	3.00		3.00		3.00
COUNTY ADMINISTRATOR	DEPUTY COUNTY ADMINISTRATOR	2.00		2.00		2.00
COUNTY ADMINISTRATOR	ADMINISTRATIVE ANALYST III	5.00		5.00		5.00
COUNTY ADMINISTRATOR	PRINCIPAL ADMINISTRATIVE ANALYST	3.00		3.00		3.00
COUNTY ADMINISTRATOR	ASSISTANT COUNTY ADMINISTRATOR	1.00		1.00		1.00
COUNTY ADMINISTRATOR	COUNTY ADMINISTRATOR	1.00		1.00		1.00
COUNTY ADMINISTRATOR	COUNTY PUBLIC INFORMATION OFFICER	1.00		1.00		1.00
COUNTY ADMINISTRATOR	DEPARTMENT ANALYST	0.00	1.00	1.00		1.00
LFCO	ADMINISTRATIVE AIDE	0.50		0.50		0.50
LFCO	ADMINISTRATIVE ANALYST III	1.70		1.70		1.70
LFCO	LFCO EXECUTIVE OFFICER	1.00		1.00		1.00
OFFICE OF RECOVERY & RESILIENCY	ADMINISTRATIVE ANALYST III	2.00	1.00	3.00		3.00
OFFICE OF RECOVERY & RESILIENCY	ADMINISTRATIVE ANALYST III - PROJECT	1.00		1.00		1.00
<b>COUNTY ADMINISTRATOR TOTAL</b>		<b>23.20</b>	<b>2.00</b>	<b>25.20</b>	<b>0.00</b>	<b>25.20</b>

<b>COUNTY COUNSEL</b>						
COUNTY COUNSEL	DEPARTMENT ANALYST	1.00		1.00		1.00
COUNTY COUNSEL	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
COUNTY COUNSEL	CHIEF DEPUTY COUNTY COUNSEL	4.00		4.00		4.00
COUNTY COUNSEL	ASSISTANT COUNTY COUNSEL	1.00		1.00		1.00
COUNTY COUNSEL	DEPUTY COUNTY COUNSEL IV	24.75		24.75		24.75
COUNTY COUNSEL	COUNTY COUNSEL	1.00		1.00		1.00
COUNTY COUNSEL	LEGAL ASSISTANT CONFIDENTIAL	7.75		7.75		7.75
COUNTY COUNSEL	LEGAL SECRETARY II CONFIDENTIAL	0.00		0.00		0.00
COUNTY COUNSEL	RECEPTIONIST CONFIDENTIAL	1.00		1.00		1.00
COUNTY COUNSEL	SENIOR ACCOUNT CLERK CONFIDENTIAL	1.00		1.00		1.00
<b>COUNTY COUNSEL TOTAL</b>		<b>42.50</b>	<b>0.00</b>	<b>42.50</b>	<b>0.00</b>	<b>42.50</b>

<b>DISTRICT ATTORNEY'S OFFICE</b>						
DISTRICT ATTORNEY	LEGAL ASSISTANT	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL ASSISTANT	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL ASSISTANT	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL SECRETARY II	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL SECRETARY II	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL SECRETARY II	3.00		3.00		3.00
DISTRICT ATTORNEY	SECRETARY	0.75		0.75		0.75

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
DISTRICT ATTORNEY	LEGAL PROCESSOR II	1.00		1.00		1.00
DISTRICT ATTORNEY	LEGAL PROCESSOR II	13.00		13.00		13.00
DISTRICT ATTORNEY	SENIOR LEGAL PROCESSOR	4.00		4.00		4.00
DISTRICT ATTORNEY	LEGAL STAFF SUPERVISOR	2.00		2.00		2.00
DISTRICT ATTORNEY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
DISTRICT ATTORNEY	SENIOR ACCOUNT CLERK	1.00		1.00		1.00
DISTRICT ATTORNEY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
DISTRICT ATTORNEY	DEPARTMENT ANALYST	1.00		1.00		1.00
DISTRICT ATTORNEY	DEPARTMENT ANALYST	2.00		2.00		2.00
DISTRICT ATTORNEY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY IV	34.00		34.00		34.00
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY IV	5.00		5.00		5.00
DISTRICT ATTORNEY	DEPUTY DISTRICT ATTORNEY IV	2.00		2.00		2.00
DISTRICT ATTORNEY	CHIEF DEPUTY DISTRICT ATTORNEY	4.00		4.00		4.00
DISTRICT ATTORNEY	ASSISTANT DISTRICT ATTORNEY LIMITED TERM	1.00		1.00		1.00
DISTRICT ATTORNEY	DISTRICT ATTORNEY INVESTIGATOR II	10.00		10.00		10.00
DISTRICT ATTORNEY	SENIOR DISTRICT ATTORNEY INVESTIGATOR	1.00		1.00		1.00
DISTRICT ATTORNEY	CHIEF CRIMINAL INVESTIGATOR	1.00		1.00		1.00
DISTRICT ATTORNEY	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	0.00		0.00		0.00
DISTRICT ATTORNEY	ACCOUNTING TECHNICIAN CONFIDENTIAL	1.00		1.00		1.00
DISTRICT ATTORNEY	DISTRICT ATTORNEY	1.00		1.00		1.00
DIV-VICTIM WITNESS	LEGAL ASSISTANT	1.00		1.00		1.00
DIV-VICTIM WITNESS	LEGAL PROCESSOR II	1.00		1.00		1.00
DIV-VICTIM WITNESS	VICTIM CLAIMS SPECIALIST II	2.00		2.00		2.00
DIV-VICTIM WITNESS	VICTIM CLAIMS SUPERVISOR	1.00		1.00		1.00
DIV-VICTIM WITNESS	ADMINISTRATIVE AIDE	1.00		1.00		1.00
DIV-VICTIM WITNESS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
DIV-VICTIM WITNESS	SENIOR VICTIM WITNESS ADVOCATE	1.00		1.00		1.00
DIV-VICTIM WITNESS	VICTIM WITNESS ADVOCATE II	7.00		7.00		7.00
DISTRICT ATTORNEY	ADMINISTRATIVE AIDE	1.80		1.80		1.80
DISTRICT ATTORNEY	BUSINESS DEVELOPMENT MANAGER	0.00		0.00		0.00
<b>DISTRICT ATTORNEY'S OFFICE TOTAL</b>		<b>112.55</b>	<b>0.00</b>	<b>112.55</b>	<b>0.00</b>	<b>112.55</b>

<b>ECONOMIC DEVELOPMENT BOARD</b>						
ECONOMIC DEVELOPMENT BOARD	EXECUTIVE DIRECTOR ECONOMIC DEVELOPMENT BOARD	1.00		1.00		1.00
ECONOMIC DEVELOPMENT BOARD	ADMINISTRATIVE AIDE	3.75		3.75		3.75
ECONOMIC DEVELOPMENT BOARD	DEPARTMENT ANALYST	1.00		1.00		1.00
ECONOMIC DEVELOPMENT BOARD	BUSINESS DEVELOPMENT MANAGER	2.00		2.00		2.00
ECONOMIC DEVELOPMENT BOARD	DEPARTMENT PROGRAM MANAGER	3.75		3.75		3.75
EDB CREATIVE SONOMA	DEPARTMENT ANALYST	1.00		1.00		1.00
EDB CREATIVE SONOMA	BUSINESS DEVELOPMENT MANAGER	1.00		1.00		1.00
<b>ECONOMIC DEVELOPMENT BOARD TOTAL</b>		<b>13.50</b>	<b>0.00</b>	<b>13.50</b>	<b>0.00</b>	<b>13.50</b>

<b>FIRE &amp; EMERGENCY SERVICES</b>						
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Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
FIRE ADMINISTRATION	DEPARTMENT COUNCILYST	0.00		0.00		0.00
FIRE OPERATIONS	MATERIALS HANDLER	0.00		0.00		0.00
FIRE OPERATIONS	SENIOR STOREKEEPER	0.00		0.00		0.00
FIRE OPERATIONS	SENIOR FIRE INSPECTOR	0.00		0.00		0.00
FIRE OPERATIONS	ASSISTANT FIRE CHIEF	0.00		0.00		0.00
FIRE MANAGEMENT	DIRECTOR OF FIRE AND EMERGENCY SERVICES	0.00		0.00		0.00
<b>FIRE &amp; EMERGENCY SERVICES TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>GENERAL SERVICES</b>						
GENERAL SERVICES-ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
GENERAL SERVICES-ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
GENERAL SERVICES-ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
GENERAL SERVICES-ADMINISTRATION	GENERAL SERVICES DEPUTY DIRECTOR	0.00		0.00		0.00
GENERAL SERVICES-ADMINISTRATION	GENERAL SERVICES DIRECTOR	1.00		1.00		1.00
GENERAL SERVICES-ADMINISTRATION	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
GENERAL SERVICES-ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
GENERAL SERVICES-ACCOUNTING	ACCOUNT CLERK II	2.00		2.00		2.00
GENERAL SERVICES-ACCOUNTING	SENIOR ACCOUNT CLERK	1.00		1.00		1.00
GENERAL SERVICES-ACCOUNTING	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
GENERAL SERVICES-ACCOUNTING	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
GENERAL SERVICES-ACCOUNTING	PAYROLL CLERK CONFIDENTIAL	1.00		1.00		1.00
CAP PRJ MGMT	ADMINISTRATIVE AIDE	2.00		2.00		2.00
CAP PRJ MGMT	GENERAL SERVICES DEPUTY DIRECTOR	1.00		1.00		1.00
CAP PRJ MGMT	ASSISTANT PROJECT SPECIALIST	1.00		1.00		1.00
CAP PRJ MGMT	PROJECT SPECIALIST	0.00		0.00		0.00
CAP PRJ MGMT	SENIOR PROJECT SPECIALIST	3.00		3.00		3.00
CAP PRJ MGMT	CAPITAL PROJECT MANAGER	2.00		2.00		2.00
CAP PRJ MGMT	SENIOR CAPITAL PROJECT MANAGER	1.00		1.00		1.00
CAP PRJ MGMT	ASSISTANT BUILDING SUPERINTENDENT	1.00		1.00		1.00
REAL PROPERTY MANAGEMENT	REAL ESTATE PROJECT SPECIALIST	3.00		3.00		3.00
REAL PROPERTY MANAGEMENT	REAL ESTATE MANAGER	1.00		1.00		1.00
FACILITIES OPERATIONS	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
FACILITIES OPERATIONS	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
FACILITIES OPERATIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00
FACILITIES OPERATIONS	COMMUNITY SERVICES OFFICER II	1.50		1.50		1.50
FACILITIES OPERATIONS	JANITORIAL SERVICES SUPERVISOR	1.00		1.00		1.00
FACILITIES OPERATIONS	BUILDING MECHANIC II	23.00		23.00		23.00
FACILITIES OPERATIONS	ASSISTANT BUILDING SUPERINTENDENT	2.00		2.00		2.00
FACILITIES OPERATIONS	ASSISTANT FACILITY MANAGER	1.00		1.00		1.00
PURCHASING AGENT	BUYER	4.00		4.00		4.00
PURCHASING AGENT	ASSISTANT PURCHASING AGENT	2.00		2.00		2.00
PURCHASING AGENT	PURCHASING AGENT	1.00		1.00		1.00
PURCHASING AGENT	DEPARTMENT COUNCILYST	1.00		1.00		1.00
VETERANS/COMMUNITY BUILDINGS - SONOMA	SENIOR OFFICE ASSISTANT	0.50		0.50		0.50
VETERANS/COMMUNITY BUILDINGS - SONOMA	EVENT SERVICES WORKER	0.50		0.50		0.50

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
VETERANS/COMMUNITY BUILDINGS - SONOMA	EVENTS SERVICES SUPERVISOR	1.00		1.00		1.00
VETERANS/COMMUNITY BUILDINGS - SONOMA	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
GENERAL SERVICE ENERGY DIV	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
GENERAL SERVICE ENERGY DIV	ADMINISTRATIVE AIDE	3.00		3.00		3.00
GENERAL SERVICE ENERGY DIV	DEPARTMENT ANALYST	4.00		4.00		4.00
GENERAL SERVICE ENERGY DIV	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
GENERAL SERVICE ENERGY DIV	ENERGY SUSTAINABILITY PROGRAM MANAGER	1.00		1.00		1.00
FLEET OPERATIONS	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
FLEET OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00
FLEET OPERATIONS	ASSISTANT FLEET MANAGER	1.00		1.00		1.00
FLEET OPERATIONS	FLEET MANAGER	1.00		1.00		1.00
FLEET OPERATIONS	MOTOR POOL ATTENDANT	1.00		1.00		1.00
FLEET OPERATIONS	AUTOMOTIVE TECHNICIAN	5.00		5.00		5.00
FLEET OPERATIONS	LEAD AUTOMOTIVE TECHNICIAN	1.00		1.00		1.00
FLEET OPERATIONS	AUTO FLEET MAINTENANCE SUPERVISOR	1.00		1.00		1.00
FLEET OPERATIONS	WELDER	1.00		1.00		1.00
FLEET OPERATIONS	HEAVY EQUIPMENT TECHNICIAN	0.00		0.00		0.00
FLEET OPERATIONS	LEAD HEAVY EQUIPMENT TECHNICIAN	1.00		1.00		1.00
FLEET OPERATIONS	HEAVY EQUIPMENT FLEET MAINTENANCE SUPERVISOR	1.00		1.00		1.00
<b>GENERAL SERVICES TOTAL</b>		<b>110.50</b>	<b>0.00</b>	<b>110.50</b>	<b>0.00</b>	<b>110.50</b>

<b>DEPARTMENT OF HEALTH SERVICES</b>						
HEALTH SVCS ADMINISTRATION	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
HEALTH SVCS ADMINISTRATION	SECRETARY	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	RECEPTIONIST	0.00		0.00		0.00
HEALTH SVCS ADMINISTRATION	SYSTEMS SOFTWARE ANALYST	3.00		3.00		3.00
HEALTH SVCS ADMINISTRATION	STOREKEEPER	2.00		2.00		2.00
HEALTH SVCS ADMINISTRATION	PAYROLL CLERK	3.00		3.00		3.00
HEALTH SVCS ADMINISTRATION	ACCOUNT CLERK II	2.00		2.00		2.00
HEALTH SVCS ADMINISTRATION	SENIOR ACCOUNT CLERK	5.50		5.50		5.50
HEALTH SVCS ADMINISTRATION	ACCOUNTING TECHNICIAN	4.00		4.00		4.00
HEALTH SVCS ADMINISTRATION	ACCOUNTANT II	10.00		10.00		10.00
HEALTH SVCS ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	SUPERVISING ACCOUNTANT	2.00		2.00		2.00
HEALTH SVCS ADMINISTRATION	DEPARTMENT ACCOUNTING MANAGER	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE AIDE	7.00		7.00		7.00
HEALTH SVCS ADMINISTRATION	DEPARTMENT ANALYST	11.80		11.80		11.80
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	0.00	-1.00	5.00		5.00
HEALTH SVCS ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	3.00		3.00		3.00
HEALTH SVCS ADMINISTRATION	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	HEALTH CARE COMPLIANCE/PRIVACY & SECURITY OFFICER	2.00		2.00		2.00
HEALTH SVCS ADMINISTRATION	SPECIAL PROJECTS DIRECTOR PROJECT	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	PROGRAM PLANNING AND EVALUATION ANALYST	7.00	-1.00	0.00		0.00
HEALTH SVCS ADMINISTRATION	PATIENT CARE ANALYST	3.00		3.00		3.00
HEALTH SVCS ADMINISTRATION	BIOSTATISTICIAN	4.00		4.00		4.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
HEALTH SVCS ADMINISTRATION	HEALTH PROGRAM MANAGER	1.80		1.80		1.80
HEALTH SVCS ADMINISTRATION	HEALTH OFFICER	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	ASSISTANT DIRECTOR OF HEALTH SERVICES	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	DIRECTOR OF HEALTH SERVICES	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	SECRETARY CONFIDENTIAL	1.00		1.00		1.00
HEALTH SVCS ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
SPECIAL PROJECTS	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
FIRST 5 SONOMA COUNTY	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00
FIRST 5 SONOMA COUNTY	ADMINISTRATIVE AIDE	0.00		0.00		0.00
FIRST 5 SONOMA COUNTY	PROGRAM PLANNING AND EVALUATION ANALYST	0.00		0.00		0.00
FIRST 5 SONOMA COUNTY	HEALTH INFORMATION SPECIALIST II	0.00		0.00		0.00
FIRST 5 SONOMA COUNTY	FIRST 5 SECTION MANAGER	0.00		0.00		0.00
PH PROGRAM SUPPORT	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00
PH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
PH PROGRAM SUPPORT	PROGRAM PLANNING AND EVALUATION ANALYST	0.00		0.00		0.00
PH PROGRAM SUPPORT	HEALTH SERVICES DIVISION DIRECTOR	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
PH ENVIRONMENTAL HEALTH	COUNT CLERK II	0.00		0.00		0.00
PH ENVIRONMENTAL HEALTH	SENIOR COUNT CLERK	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	DEPARTMENT ANALYST	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH SPECIALIST II	0.72		0.72		0.72
PH ENVIRONMENTAL HEALTH	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.20		1.20		1.20
PH ENVIRONMENTAL HEALTH	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	0.09		0.09		0.09
PH ENVIRONMENTAL HEALTH	ENVIRONMENTAL HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH ENVIRONMENTAL HEALTH	DIRECTOR OF ENVIRONMENTAL HEALTH	1.00		1.00		1.00
PH MCH	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
PH MCH	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PH MCH	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
PH MCH	PUBLIC HEALTH NURSE II	12.00		12.00		12.00
PH MCH	SENIOR PUBLIC HEALTH NURSE	1.00		1.00		1.00
PH MCH	SUPERVISING PUBLIC HEALTH NURSE	3.00		3.00		3.00
PH MCH	HEALTH INFORMATION SPECIALIST II	0.00		0.00		0.00
PH MCH	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH MCH	SOCIAL SERVICE WORKER III	1.00		1.00		1.00
PH MCH	COMMUNITY HEALTH WORKER SPECIALIST	0.00		0.00		0.00
PH WIC	SENIOR OFFICE ASSISTANT	0.90		0.90		0.90
PH WIC	NUTRITIONIST	3.10		3.10		3.10
PH WIC	SUPERVISING NUTRITIONIST	1.00		1.00		1.00
PH WIC	SENIOR LECTURE CONSULTANT	0.90		0.90		0.90
PH WIC	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH WIC	COMMUNITY HEALTH WORKER II	2.50		2.50		2.50
PH WIC	COMMUNITY HEALTH WORKER SPECIALIST	0.90		0.90		0.90
PH-CHILDRENS MEDICAL SVC	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
PH-CHILDRENS MEDICAL SVC	SECRETARY	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
PH-CHILDRENS MEDICAL SVC	SENIOR ACCOUNT CLERK	0.00		0.00		0.00
PH-CHILDRENS MEDICAL SVC	MEDICAL RECORD CLERK III	0.00		0.00		0.00
PH-CHILDRENS MEDICAL SVC	OCCUP THERAPIST II CHILD THERAPY PROGRAM	5.00		5.00		5.00
PH-CHILDRENS MEDICAL SVC	PHYS THERAPIST II CHILD THERAPY PROGRAM	5.35		5.35		5.35
PH-CHILDRENS MEDICAL SVC	SUPERVISING PEDIATRIC THERAPIST	2.00		2.00		2.00
PH-CHILDRENS MEDICAL SVC	MEDICAL THERAPY PROGRAM MANAGER	1.00		1.00		1.00
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH PHYSICIAN	0.70		0.70		0.70
PH-CHILDRENS MEDICAL SVC	PUBLIC HEALTH NURSE II	5.25		5.25		5.25
PH-CHILDRENS MEDICAL SVC	SENIOR PUBLIC HEALTH NURSE	9.75		9.75		9.75
PH-CHILDRENS MEDICAL SVC	SUPERVISING PUBLIC HEALTH NURSE	2.00		2.00		2.00
PH-CHILDRENS MEDICAL SVC	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE WORKER II	1.00		1.00		1.00
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE WORKER IV	0.00		0.00		0.00
PH-CHILDRENS MEDICAL SVC	SOCIAL SERVICE SUPERVISOR I	1.00		1.00		1.00
PH-CHILDRENS MEDICAL SVC	COMMUNITY HEALTH WORKER SPECIALIST	3.55		3.55		3.55
ANIMAL CARE & CONTROL	ACCOUNT CLERK II	4.00		4.00		4.00
ANIMAL CARE & CONTROL	ADMINISTRATIVE AIDE	2.00		2.00		2.00
ANIMAL CARE & CONTROL	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
ANIMAL CARE & CONTROL	ANIMAL CONTROL OFFICER II	11.00		11.00		11.00
ANIMAL CARE & CONTROL	ANIMAL HEALTH TECHNICIAN	5.50		5.50		5.50
ANIMAL CARE & CONTROL	ANIMAL CARE ASSISTANT	0.00		0.00		0.00
ANIMAL CARE & CONTROL	SUPERVISING ANIMAL CONTROL OFFICER	2.00		2.00		2.00
ANIMAL CARE & CONTROL	ANIMAL CARE AND CONTROL DIRECTOR	0.00		0.00		0.00
PH DISEASE CONTROL & SURV	SENIOR OFFICE ASSISTANT	1.37		1.37		1.37
PH DISEASE CONTROL & SURV	VITAL STATISTICS TECHNICIAN	3.00		3.00		3.00
PH DISEASE CONTROL & SURV	ADMINISTRATIVE AIDE	0.25		0.25		0.25
PH DISEASE CONTROL & SURV	PUBLIC HEALTH NURSE II	3.90		3.90		3.90
PH DISEASE CONTROL & SURV	SENIOR PUBLIC HEALTH NURSE	1.00		1.00		1.00
PH DISEASE CONTROL & SURV	SUPERVISING PUBLIC HEALTH NURSE	0.25		0.25		0.25
PH DISEASE CONTROL & SURV	DIRECTOR OF PUBLIC HEALTH NURSING	1.00		1.00		1.00
PH DISEASE CONTROL & SURV	PUBLIC HEALTH INVESTIGATOR	2.00		2.00		2.00
PH DISEASE CONTROL & SURV	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH DISEASE CONTROL & SURV	DEPUTY PUBLIC HEALTH OFFICER	1.00		1.00		1.00
PH SPECIAL CLINICAL SERVICES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PH SPECIAL CLINICAL SERVICES	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	1.00		1.00		1.00
PH SPECIAL CLINICAL SERVICES	STAFF NURSE II	3.55		3.55		3.55
PH SPECIAL CLINICAL SERVICES	BEHAVIORAL HEALTH TECHNICIAN	2.75		2.75		2.75
PH SPECIAL CLINICAL SERVICES	FORENSIC PSYCHIATRIST	0.00		0.00		0.00
PH SPECIAL CLINICAL SERVICES	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH EMS	ADMINISTRATIVE AIDE	0.75		0.75		0.75
PH EMS	EMERGENCY MEDICAL SERVICES COORDINATOR	3.00		3.00		3.00
PH EMS	ADVANCED LIFE SUPPORT COORDINATOR	1.00		1.00		1.00
PH EMS	REGIONAL EMERGENCY MEDICAL SERVICES MANAGER	1.00		1.00		1.00
PH CLINICAL LAB	SENIOR OFFICE ASSISTANT	0.80		0.80		0.80
PH CLINICAL LAB	PUBLIC HEALTH LABORATORY TECHNICIAN II	2.00		2.00		2.00
PH CLINICAL LAB	PUBLIC HEALTH MICROBIOLOGIST II	2.50		2.50		2.50

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing ctions	Final dopted 19/20
PH CLINICAL LAB	PUBLIC HEALTH LABORATORY DIRECTOR	1.00		1.00		1.00
PH PREPAREDNESS	ADMINISTRATIVE AIDE	0.00		0.00		0.00
PH PREPAREDNESS	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
PH PREPAREDNESS	PUBLIC HEALTH MICROBIOLOGIST II	1.50		1.50		1.50
PH PREPAREDNESS	HEALTH INFORMATION SPECIALIST II	1.00		1.00		1.00
DHS HEALTHY COMMUNITIES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
DHS HEALTHY COMMUNITIES	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00
DHS HEALTHY COMMUNITIES	HEALTH INFORMATION SPECIALIST II	5.00		5.00		5.00
DHS HEALTHY COMMUNITIES	HEALTH PROGRAM MANAGER	2.00		2.00		2.00
DHS HEALTHY COMMUNITIES	SENIOR HEALTH INFORMATION SPECIALIST	1.00		1.00		1.00
DHS HEALTHY COMMUNITIES	SUPERVISING HEALTH INFORMATION SPECIALIST	1.00		1.00		1.00
DHS HEALTHY COMMUNITIES	HEALTHY COMMUNITIES SECTION MANAGER	1.00		1.00		1.00
DHS HEALTHY COMMUNITIES	COMMUNITY HEALTH WORKER II	1.00		1.00		1.00
PH-FEE STABILIZATION FUND	ENVIRONMENTAL HEALTH SPECIALIST II	13.28		13.28		13.28
PH-FEE STABILIZATION FUND	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	0.74		0.74		0.74
PH-FEE STABILIZATION FUND	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	2.31		2.31		2.31
PH-FEE STABILIZATION FUND	ENVIRONMENTAL HEALTH PROGRAM MANAGER	1.00		1.00		1.00
PH-FEE STABILIZATION FUND	DAIRY INSPECTOR	1.50		1.50		1.50
MH PROGRAM SUPPORT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
MH PROGRAM SUPPORT	SECRETARY	2.00		2.00		2.00
MH PROGRAM SUPPORT	ACCOUNT CLERK II	1.00		1.00		1.00
MH PROGRAM SUPPORT	ACCOUNT CLERK II	1.00		1.00		1.00
MH PROGRAM SUPPORT	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
MH PROGRAM SUPPORT	SENIOR ACCOUNT CLERK	1.50		1.50		1.50
MH PROGRAM SUPPORT	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
MH PROGRAM SUPPORT	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
MH PROGRAM SUPPORT	ADMINISTRATIVE AIDE	1.00		1.00		1.00
MH PROGRAM SUPPORT	DEPARTMENT ANALYST	2.00		2.00		2.00
MH PROGRAM SUPPORT	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
MH PROGRAM SUPPORT	MEDICAL RECORD CLERK III	1.00		1.00		1.00
MH PROGRAM SUPPORT	PATIENT CARE ANALYST	4.00		4.00		4.00
MH PROGRAM SUPPORT	BEHAVIORAL HEALTH CLINICAL SPECIALIST	5.00		5.00		5.00
MH PROGRAM SUPPORT	MENTAL HEALTH MEDICAL DIRECTOR	1.00		1.00		1.00
MH PROGRAM SUPPORT	HEALTH SERVICES DIVISION DIRECTOR	1.00		1.00		1.00
MH PROGRAM SUPPORT COPRICORN	ADMINISTRATIVE AIDE	1.00		1.00		1.00
CRISIS STABILIZATION AND FORENSICS	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
CRISIS STABILIZATION AND FORENSICS	MEDICAL UNIT CLERK	1.00		1.00		1.00
CRISIS STABILIZATION AND FORENSICS	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	0.50		0.50		0.50
CRISIS STABILIZATION AND FORENSICS	LICENSED VOCATIONAL NURSE II	2.00		2.00		2.00
CRISIS STABILIZATION AND FORENSICS	CLIENT CARE MANAGER	1.00		1.00		1.00
CRISIS STABILIZATION AND FORENSICS	PSYCHIATRIC TECHNICIAN	2.00		2.00		2.00
CRISIS STABILIZATION AND FORENSICS	PSYCHIATRIC NURSE	5.50		5.50		5.50
CRISIS STABILIZATION AND FORENSICS	BEHAVIORAL HEALTH CLINICIAN	1098		1098		1098
CRISIS STABILIZATION AND FORENSICS	BEHAVIORAL HEALTH CLINICAL SPECIALIST	1.00		1.00		1.00
CRISIS STABILIZATION AND FORENSICS	ACUTE FORENSICS SECTION MANAGER	1.00		1.00		1.00
CRISIS STABILIZATION AND FORENSICS	STAFF PSYCHIATRIST	0.50		0.50		0.50

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
MH ADULT SERVICES	SENIOR OFFICE ASSISTANT	4.00		4.00		4.00
MH ADULT SERVICES	SECRETARY	1.00		1.00		1.00
MH ADULT SERVICES	NURSE PRACTITIONER-PHYSICIAN'S ASSISTANT	0.80		0.80		0.80
MH ADULT SERVICES	SUPERVISING STAFF NURSE	1.00		1.00		1.00
MH ADULT SERVICES	PSYCHIATRIC NURSE	5.00		5.00		5.00
MH ADULT SERVICES	CLIENT SUPPORT SPECIALIST	1.20	-1.20	0.00		0.00
MH ADULT SERVICES	SENIOR CLIENT SUPPORT SPECIALIST	10.00		10.00		10.00
MH ADULT SERVICES	BEHAVIORAL HEALTH CLINICIAN	4.00		4.00		4.00
MH ADULT SERVICES	BEHAVIORAL HEALTH CLINICIAN SPECIALIST	2.00		2.00		2.00
MH ADULT SERVICES	STAFF PSYCHIATRIST	1.70		1.70		1.70
MH ADULT SERVICES	HEALTH PROGRAM MANAGER	2.00		2.00		2.00
MH YOUTH & FAMILY SERVICES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	ADMINISTRATIVE AIDE	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	LICENSED VOCATIONAL NURSE II	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	PSYCHIATRIC NURSE	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	SENIOR CLIENT SUPPORT SPECIALIST	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	BEHAVIORAL HEALTH CLINICIAN	13.80		13.80		13.80
MH YOUTH & FAMILY SERVICES	ADULT YOUTH AND FAMILY SERVICES SECTION MANAGER	1.00		1.00		1.00
MH YOUTH & FAMILY SERVICES	STAFF PSYCHIATRIST	2.70		2.70		2.70
MH YOUTH & FAMILY SERVICES	HEALTH PROGRAM MANAGER	3.00	-1.00	2.00		2.00
MH YOUTH & FAMILY SERVICES	ODS COUNSELOR II	0.75		0.75		0.75
ACCESS TEAM	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
ACCESS TEAM	BEHAVIORAL HEALTH CLINICIAN	3.00		3.00		3.00
COPE TEAM	CLIENT CARE MANAGER	1.00		1.00		1.00
CMHC PETALUM	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
MENTAL HEALTH SERVICES OCT	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00
MENTAL HEALTH SERVICES OCT	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
MENTAL HEALTH SERVICES OCT	CLIENT CARE MANAGER	1.00		1.00		1.00
MENTAL HEALTH SERVICES OCT	PSYCHIATRIC NURSE	2.00		2.00		2.00
MENTAL HEALTH SERVICES OCT	PATIENT CARE ANALYST	1.00		1.00		1.00
MENTAL HEALTH SERVICES OCT	CLIENT SUPPORT SPECIALIST	0.80		0.80		0.80
MENTAL HEALTH SERVICES OCT	SENIOR CLIENT SUPPORT SPECIALIST	10.00		10.00		10.00
MENTAL HEALTH SERVICES OCT	BEHAVIORAL HEALTH CLINICIAN	32.90		32.90		32.90
MENTAL HEALTH SERVICES OCT	BEHAVIORAL HEALTH CLINICIAN SPECIALIST	3.00		3.00		3.00
MENTAL HEALTH SERVICES OCT	STAFF PSYCHIATRIST	1.38		1.38		1.38
MENTAL HEALTH SERVICES OCT	HEALTH PROGRAM MANAGER	4.00		4.00		4.00
MENTAL HEALTH SERVICES OCT	ODS COUNSELOR II	2.00		2.00		2.00
MENTAL HEALTH SERVICES OCT	ODS SPECIALIST	1.00		1.00		1.00
MENTAL HEALTH SERVICES OCT	SOCIAL SERVICE WORKER II	3.00		3.00		3.00
SUBSTANCE USE DISORDERS	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
SUBSTANCE USE DISORDERS	PATIENT CARE ANALYST	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	BEHAVIORAL HEALTH CLINICIAN	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	BEHAVIORAL HEALTH CLINICIAN SPECIALIST	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	HEALTH INFORMATION SPECIALIST II	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	SUPERVISING HEALTH INFORMATION SPECIALIST	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	ODS ASSISTANT II	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SUBSTANCE USE DISORDERS	ODS ASSISTANT III	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	ODS COUNSELOR II	0.05		0.05		0.05
SUBSTANCE USE DISORDERS	ODS SPECIALIST	0.00		0.00		0.00
SUBSTANCE USE DISORDERS	SUBSTANCE USE DISORDER COMM RECVRY SVCS SECT MGR	1.00		1.00		1.00
SUBSTANCE USE DISORDERS	SOCIAL SERVICE WORKER II	1.00		1.00		1.00
ODS-DUI PROGRAM	OFFICE ASSISTANT II	2.00		2.00		2.00
ODS-DUI PROGRAM	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
ODS-DUI PROGRAM	COUNT CLERK II	1.00		1.00		1.00
ODS-DUI PROGRAM	ODS INTAKE INTERVIEWER	2.00		2.00		2.00
ODS-DUI PROGRAM	HEALTH PROGRAM MANAGER	1.00		1.00		1.00
ODS-DUI PROGRAM	ODS COUNSELOR II	0.70		0.70		0.70
ODS-DUI PROGRAM	ODS SPECIALIST	1.00		1.00		1.00
<b>DEPARTMENT OF HEALTH SERVICES TOTAL</b>		<b>528.98</b>	<b>-4.20</b>	<b>524.78</b>	<b>0.00</b>	<b>524.78</b>

<b>HUMAN RESOURCES</b>						
ADMINISTRATION	DEPUTY HUMAN RESOURCES DIRECTOR	1.00		1.00		1.00
ADMINISTRATION	DIRECTOR HUMAN RESOURCES	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
ADMINISTRATION	SENIOR OFFICE ASSISTANT CONFIDENTIAL	0.00		0.00		0.00
ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
ADMINISTRATION	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	2.00		2.00		2.00
RECRUITMENT	HUMAN RESOURCES ANALYST III	0.00		0.00		0.00
RECRUITMENT	SUPERVISING HUMAN RESOURCES ANALYST	2.00		2.00		2.00
RECRUITMENT	RECRUITMENT CLASSIFICATION MANAGER	1.00		1.00		1.00
RECRUITMENT	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
RECRUITMENT	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	3.00		3.00		3.00
TRAINING	HUMAN RESOURCES ANALYST III	1.00		1.00		1.00
TRAINING	TRAINING MANAGER	1.00		1.00		1.00
TRAINING	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00		1.00		1.00
HRMS	HUMAN RESOURCES INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
HRMS	DEPT INFO SYSTEMS SPECIALIST II CONFIDENTIAL	4.00		4.00		4.00
LABOR RELATIONS	HUMAN RESOURCES ANALYST III	3.00		3.00		3.00
LABOR RELATIONS	EMPLOYEE RELATIONS MANAGER	1.00		1.00		1.00
LABOR RELATIONS	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	1.00		1.00		1.00
HUMAN RESOURCES - OIG COMPLIANCE	HUMAN RESOURCES ANALYST III	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	COUNTANT III	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	RISK MANAGER	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	RISK MANAGEMENT ANALYST II	11.00		11.00		11.00
SELF FUNDED INS PROG ADMIN	RISK MANAGEMENT ANALYST III	3.00		3.00		3.00
SELF FUNDED INS PROG ADMIN	DEPUTY HUMAN RESOURCES DIRECTOR	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	EQUAL EMPLOYMENT OPPORTUNITY MANAGER	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	DEPARTMENT ANALYST	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	EMPLOYEE BENEFITS MANAGER	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	SENIOR OFFICE ASSISTANT CONFIDENTIAL	1.00		1.00		1.00
SELF FUNDED INS PROG ADMIN	SENIOR ACCOUNT CLERK CONFIDENTIAL	2.00		2.00		2.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SELF FUNDED INS PROG ADMIN	HUMAN RESOURCES TECHNICIAN CONFIDENTIAL	0.00		0.00		0.00
<b>HUMAN RESOURCES TOTAL</b>		<b>62.00</b>	<b>0.00</b>	<b>62.00</b>	<b>0.00</b>	<b>62.00</b>

<b>HUMAN SERVICES &amp; IHHS</b>						
OFFICE OF DIRECTOR	ASSISTANT DIRECTOR HUMAN SERVICES	1.00		1.00		1.00
OFFICE OF DIRECTOR	DIRECTOR OF HUMAN SERVICES	1.00		1.00		1.00
OFFICE OF DIRECTOR	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
HR/ORG DEVE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
HR/ORG DEVE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
HR/ORG DEVE	PAYROLL CLERK	3.00		3.00		3.00
HR/ORG DEVE	PROGRAM SPECIALIST	3.00		3.00		3.00
HR/ORG DEVE	ADMINISTRATIVE AIDE	2.00		2.00		2.00
HR/ORG DEVE	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00
HR/ORG DEVE	DEPARTMENT ANALYST	0.00		0.00		0.00
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
HR/ORG DEVE	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
HR/ORG DEVE	PROGRAM PLANNING AND EVALUATION ANALYST	3.00		3.00		3.00
HR/ORG DEVE	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
HR/ORG DEVE	PAYROLL CLERK CONFIDENTIAL	1.00		1.00		1.00
INFORM TECH	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
INFORM TECH	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS TECHNICIAN II	1.00		1.00		1.00
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	0.00		0.00		0.00
INFORM TECH	DEPARTMENT INFORMATION SYSTEMS MANAGER	3.00		3.00		3.00
INFORM TECH	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
INFORM TECH	HUMAN SERVICES NETWORK ANALYST	3.00		3.00		3.00
INFORM TECH	HUMAN SERVICES SYSTEMS PROGRAMMING ANALYST	0.00		0.00		0.00
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS MANAGER	1.00		1.00		1.00
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	3.00		3.00		3.00
INFORM TECH	SUPERVISING PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	1.00		1.00		1.00
INFORM TECH	PUBLIC ASSISTANCE SYSTEMS TECHNICIAN	3.00		3.00		3.00
INFORM TECH	MICROGRAPHIC TECHNICIAN I	4.00		4.00		4.00
INFORM TECH	MICROGRAPHIC TECHNICIAN II	5.00		5.00		5.00
INFORM TECH	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PLANNING/UPSTREAM	SECRETARY	1.00		1.00		1.00
PLANNING/UPSTREAM	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PLANNING/UPSTREAM	PROGRAM PLANNING AND EVALUATION ANALYST	7.75		7.75		7.75
PLANNING/UPSTREAM	PROGRAM DEVELOPMENT MANAGER	2.00		2.00		2.00
PLANNING/UPSTREAM	ASSISTANT DIRECTOR HUMAN SERVICES	1.00		1.00		1.00
SPEC INV UNIT	OFFICE ASSISTANT II	1.00		1.00		1.00
SPEC INV UNIT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
SPEC INV UNIT	ELIGIBILITY WORKER III	9.00		9.00		9.00
SPEC INV UNIT	ELIGIBILITY SUPERVISOR	2.00		2.00		2.00
SPEC INV UNIT	SOCIAL SERVICE WORKER IV	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SPEC INV UNIT	WELFARE FRAUD INVESTIGATOR II	4.00		4.00		4.00
SPEC INV UNIT	CHIEF WELFARE FRAUD INVESTIGATOR	1.00		1.00		1.00
SPEC INV UNIT	SENIOR WELFARE FRAUD INVESTIGATOR	1.00		1.00		1.00
FISCAL	SENIOR OFFICE ASSISTANT	4.00		4.00		4.00
FISCAL	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
FISCAL	ACCOUNT CLERK II	3.00		3.00		3.00
FISCAL	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
FISCAL	SENIOR ACCOUNT CLERK	4.00		4.00		4.00
FISCAL	SENIOR ACCOUNT CLERK	1.00		1.00		1.00
FISCAL	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
FISCAL	ACCOUNTING TECHNICIAN	2.00		2.00		2.00
FISCAL	ACCOUNTANT II	2.00		2.00		2.00
FISCAL	ACCOUNTANT III	2.00		2.00		2.00
FISCAL	ACCOUNTANT III	1.00		1.00		1.00
FISCAL	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
FISCAL	DEPARTMENT ACCOUNTING MANAGER	1.00		1.00		1.00
FISCAL	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
FISCAL	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00
FISCAL	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
OPERATIONS	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
OPERATIONS	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
OPERATIONS	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
OPERATIONS	STOREKEEPER	1.00		1.00		1.00
OPERATIONS	SENIOR STOREKEEPER	1.00		1.00		1.00
OPERATIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00
OPERATIONS	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
OPERATIONS	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
OPERATIONS	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
SOUTH COUNTY CENTER	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
ECONOMIC ASSISTANCE	OFFICE ASSISTANT II	18.00		18.00		18.00
ECONOMIC ASSISTANCE	SENIOR OFFICE ASSISTANT	11.00		11.00		11.00
ECONOMIC ASSISTANCE	OFFICE SUPPORT SUPERVISOR	0.00		0.00		0.00
ECONOMIC ASSISTANCE	SECRETARY	1.00		1.00		1.00
ECONOMIC ASSISTANCE	MATERIALS HANDLER	2.00		2.00		2.00
ECONOMIC ASSISTANCE	STOREKEEPER	1.00		1.00		1.00
ECONOMIC ASSISTANCE	ELIGIBILITY SPECIALIST II	133.00		133.00		133.00
ECONOMIC ASSISTANCE	SENIOR ELIGIBILITY SPECIALIST	33.00		33.00		33.00
ECONOMIC ASSISTANCE	ELIGIBILITY SPECIALIST SUPERVISOR	21.00		21.00		21.00
ECONOMIC ASSISTANCE	ADMINISTRATIVE AIDE	2.00		2.00		2.00
ECONOMIC ASSISTANCE	PROGRAM PLANNING AND EVALUATION ANALYST	5.00		5.00		5.00
ECONOMIC ASSISTANCE	SOCIAL SERVICE WORKER II	1.00		1.00		1.00
ECONOMIC ASSISTANCE	SOCIAL SERVICE WORKER III	1.00		1.00		1.00
ECONOMIC ASSISTANCE	SOCIAL SERVICE SUPERVISOR II	1.00		1.00		1.00
ECONOMIC ASSISTANCE	PROGRAM DEVELOPMENT MANAGER	2.00		2.00		2.00
ECONOMIC ASSISTANCE	HUMAN SERVICES SECTION MANAGER	3.00		3.00		3.00
ECONOMIC ASSISTANCE	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
ECONOMIC ASSISTANCE	HUMAN SERVICES AIDE II	14.00		14.00		14.00
EMPLOYMENT AND TRAINING	OFFICE ASSISTANT II	4.00		4.00		4.00
EMPLOYMENT AND TRAINING	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00
EMPLOYMENT AND TRAINING	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	OFFICE SUPPORT SUPERVISOR	2.00		2.00		2.00
EMPLOYMENT AND TRAINING	SECRETARY	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	COMPUTER LAB SUPPORT SPECIALIST	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	ACCOUNT CLERK II	3.00		3.00		3.00
EMPLOYMENT AND TRAINING	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
EMPLOYMENT AND TRAINING	ACCOUNTANT II	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	ELIGIBILITY WORKER II	0.00		0.00		0.00
EMPLOYMENT AND TRAINING	ADMINISTRATIVE AIDE	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	PROGRAM PLANNING AND EVALUATION ANALYST	0.00		0.00		0.00
EMPLOYMENT AND TRAINING	EMPLOYMENT TRAINING SPECIALIST	30.50		30.50		30.50
EMPLOYMENT AND TRAINING	SENIOR EMPLOYMENT TRAINING SPECIALIST	5.00		5.00		5.00
EMPLOYMENT AND TRAINING	SUPERVISING EMPLOYMENT TRAINING SPECIALIST	5.00		5.00		5.00
EMPLOYMENT AND TRAINING	EMPLOYMENT TRAINING COUNSELOR II	21.00		21.00		21.00
EMPLOYMENT AND TRAINING	EMPLOYMENT TRAINING COORDINATOR	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	EMPLOYMENT TRAINING COORDINATOR	9.00		9.00		9.00
EMPLOYMENT AND TRAINING	SUPERVISING EMPLOYMENT TRAINING COUNSELOR	5.00		5.00		5.00
EMPLOYMENT AND TRAINING	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	HUMAN SERVICES SECTION MANAGER	2.00		2.00		2.00
EMPLOYMENT AND TRAINING	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00
EMPLOYMENT AND TRAINING	HUMAN SERVICES AIDE II	3.00		3.00		3.00
FAMILY YOUTH AND CHILDREN	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
FAMILY YOUTH AND CHILDREN	SENIOR OFFICE ASSISTANT	21.00		21.00		21.00
FAMILY YOUTH AND CHILDREN	OFFICE SUPPORT SUPERVISOR	2.00		2.00		2.00
FAMILY YOUTH AND CHILDREN	SECRETARY	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	SENIOR LEGAL PROCESSOR	5.00		5.00		5.00
FAMILY YOUTH AND CHILDREN	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	ELIGIBILITY WORKER II	3.75		3.75		3.75
FAMILY YOUTH AND CHILDREN	ELIGIBILITY SUPERVISOR	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	ADMINISTRATIVE AIDE	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	ADMINISTRATIVE AIDE	2.00		2.00		2.00
FAMILY YOUTH AND CHILDREN	ADMINISTRATIVE AIDE	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	PROGRAM PLANNING AND EVALUATION ANALYST	3.00		3.00		3.00
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE WORKER II	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE WORKER III	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	CHILD PROTECTIVE SERVICES SOCIAL WORKER	100.50		100.50		100.50
FAMILY YOUTH AND CHILDREN	SOCIAL SERVICE SUPERVISOR I	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	CHILD PROTECTIVE SERVICES SOCIAL WORK SUPERVISOR	17.00		17.00		17.00
FAMILY YOUTH AND CHILDREN	PROGRAM DEVELOPMENT MANAGER	2.00		2.00		2.00
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES SECTION MANAGER	4.00		4.00		4.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
FAMILY YOUTH AND CHILDREN	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00
FAMILY YOUTH AND CHILDREN	SOCIAL WORK ASSISTANT	8.00		8.00		8.00
VOM CHILDRENS HOME	CHILDREN'S RESIDENTIAL CARE COUNSELOR II	20.00		20.00		20.00
VOM CHILDRENS HOME	SUPERV CHILD RESIDENTIAL CARE COUNSELOR	0.00		0.00		0.00
VOM CHILDRENS HOME	VALLEY OF THE MOON CHILDREN'S HOME MANAGER	1.00		1.00		1.00
VOM CHILDRENS HOME	JUVENILE CORRECTIONAL COUNSELOR II	3.00		3.00		3.00
VOM CHILDRENS HOME	JUVENILE CORRECTIONAL COUNSELOR IV	1.00		1.00		1.00
VOM CHILDRENS HOME	RESIDENTIAL SERVICE WORKER	3.00		3.00		3.00
VOM CHILDRENS HOME	CHEF	1.00		1.00		1.00
HUMAN SERVICES ADMINISTRATION	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
HUMAN SERVICES ADMINISTRATION	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
ADULT AND AGING ADMIN	PUBLIC ASSISTANCE SYSTEMS SPECIALIST	1.00		1.00		1.00
ADULT AND AGING ADMIN	PROGRAM PLANNING AND EVALUATION ANALYST	2.00		2.00		2.00
ADULT AND AGING ADMIN	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
ADULT AND AGING ADMIN	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00
ADULT AND AGING ADMIN	HUMAN SERVICES DIVISION DIRECTOR	1.00		1.00		1.00
ADULT AND AGING ADMIN	SECRETARY CONFIDENTIAL	1.00		1.00		1.00
IHSS NON PUBLIC AUTHORITY	SENIOR OFFICE ASSISTANT	0.00		0.00		0.00
IHSS NON PUBLIC AUTHORITY	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
IHSS NON PUBLIC AUTHORITY	ACCOUNT CLERK II	7.00		7.00		7.00
IHSS NON PUBLIC AUTHORITY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
IHSS NP AUTHORITY	SOCIAL SERVICE WORKER III	38.50		38.50		38.50
IHSS NP AUTHORITY	SOCIAL SERVICE WORKER IV	8.00		8.00		8.00
IHSS NP AUTHORITY	SOCIAL SERVICE SUPERVISOR I	0.00		0.00		0.00
IHSS NP AUTHORITY	SOCIAL SERVICE SUPERVISOR II	1.00		1.00		1.00
IHSS NP AUTHORITY	HOME CARE SUPPORT ASSISTANT	2.00		2.00		2.00
IHSS NP AUTHORITY	HOME CARE SUPPORT SPECIALIST	4.00		4.00		4.00
IHSS NON PUBLIC AUTHORITY	HOME CARE SUPPORT SPECIALIST	1.00		1.00		1.00
IHSS NON PUBLIC AUTHORITY	SOCIAL WORK ASSISTANT	1.00		1.00		1.00
ADULT PROTECTIVE SERVICES	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
ADULT PROTECTIVE SERVICES	SOCIAL SERVICE WORKER IV	28.00	1.00	29.00		29.00
ADULT PROTECTIVE SERVICES	SOCIAL SERVICE SUPERVISOR II	4.00		4.00		4.00
ADULT PROTECTIVE SERVICES	HUMAN SERVICES SECTION MANAGER	1.00		1.00		1.00
ADULT PROTECTIVE SERVICES	SOCIAL WORK ASSISTANT	0.00	1.00	1.00		1.00
REG AGENCY ON AGING	ACCOUNTANT III	1.00		1.00		1.00
REG AGENCY ON AGING	ADMINISTRATIVE AIDE	1.00		1.00		1.00
REG AGENCY ON AGING	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
REG AGENCY ON AGING	PROGRAM PLANNING AND EVALUATION ANALYST	1.00		1.00		1.00
REG AGENCY ON AGING	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
MSSP SENIOR SERVICES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
MSSP SENIOR SERVICES	SENIOR OFFICE ASSISTANT	0.50		0.50		0.50
MSSP SENIOR SERVICES	SENIOR ACCOUNT CLERK	1.00		1.00		1.00
MSSP SENIOR SERVICES	SOCIAL SERVICE WORKER IV	7.00		7.00		7.00
MSSP SENIOR SERVICES	SOCIAL SERVICE WORKER IV	1.00		1.00		1.00
MSSP SENIOR SERVICES	SOCIAL SERVICE SUPERVISOR II	2.00		2.00		2.00
VETERANS SERVICES	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
VETERANS SERVICES	VETERANS SERVICE SPECIALIST III	5.00		5.00		5.00
VETERANS SERVICES	VETERANS SERVICE OFFICER	1.00		1.00		1.00
P//PG/PC	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
P//PG/PC	DEPUTY PUBLIC ADMINISTRATOR-GUARDIAN-CONSERVATOR	5.00		5.00		5.00
P//PG/PC	SUPERVISING PUBLIC ADMIN-GUARDIAN-CONSERVATOR	1.00		1.00		1.00
P//PG/PC	CHIEF DEPUTY PUBLIC ADMIN-GUARDIAN-CONSERVATOR	1.00		1.00		1.00
P//PG/PC	SENIOR ACCOUNT CLERK	0.80		0.80		0.80
IN HOME SUPPORT SERVICES P//	IHSS PUBLIC AUTHORITY MANAGER	1.00		1.00		1.00
<b>HUMAN SERVICES &amp; IHHS TOTAL</b>		<b>877.30</b>	<b>2.00</b>	<b>879.30</b>	<b>0.00</b>	<b>879.30</b>

<b>INFORMATION SYSTEMS DEPT</b>						
ISD ADMINISTRATION	INFORMATION SYSTEM DIRECTOR	1.00		1.00		1.00
ISD ADMINISTRATION	INFORMATION TECHNOLOGY ANALYST II	1.00		1.00		1.00
ISD ADMINISTRATION	INFORMATION TECHNOLOGY ANALYST III	1.00		1.00		1.00
ISD ADMINISTRATION	ADMINISTRATIVE AIDE	7.00		7.00		7.00
ISD ADMINISTRATION	DEPARTMENT ANALYST	2.00		2.00		2.00
ISD ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00
ISD ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
ISD SYSTEMS PROGRAMMING	SENIOR PROGRAMMER ANALYST	8.00		8.00		8.00
ISD SYSTEMS PROGRAMMING	PROGRAMMER ANALYST	1.00		1.00		1.00
ISD SYSTEMS PROGRAMMING	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD SYSTEMS PROGRAMMING	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	PROGRAMMER ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00		2.00		2.00
ISD SYSTEMS PROGRAMMING	SYSTEMS SOFTWARE ANALYST	1.50		1.50		1.50
ISD SYSTEMS PROGRAMMING	SENIOR PROGRAMMER ANALYST	5.50		5.50		5.50
ISD SYSTEMS PROGRAMMING	PROGRAMMER ANALYST	2.00		2.00		2.00
ISD SYSTEMS PROGRAMMING	INFORMATION SYSTEMS PROJECT MANAGER	2.00		2.00		2.00
ISD SYSTEMS PROGRAMMING	INFORMATION TECHNOLOGY ANALYST III	1.00		1.00		1.00
ISD SYSTEMS PROGRAMMING	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	SENIOR PROGRAMMER ANALYST	2.00		2.00		2.00
ISD INFORMATION MANAGEMENT	PROGRAMMER ANALYST	2.00		2.00		2.00
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	3.00		3.00		3.00
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	INFORMATION TECHNOLOGY ANALYST II	3.00		3.00		3.00
ISD INFORMATION MANAGEMENT	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	GRAPHICS DESIGNER PHOTOGRAPHER	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	SYSTEMS SOFTWARE ANALYST	10.50		10.50		10.50
ISD TECHNICAL SUPPORT SERVICES	SENIOR NETWORK ANALYST	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	NETWORK ANALYST	2.00		2.00		2.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEM DIVISION DIRECTOR	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST II	2.00		2.00		2.00
ISD TECHNICAL SUPPORT SERVICES	SENIOR NETWORK ANALYST	2.00		2.00		2.00
ISD TECHNICAL SUPPORT SERVICES	NETWORK ANALYST	3.00		3.00		3.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST II	11.00		11.00		11.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION TECHNOLOGY ANALYST III	3.00		3.00		3.00
ISD TECHNICAL SUPPORT SERVICES	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	SYSTEMS SOFTWARE ANALYST	2.00		2.00		2.00
ISD TECHNICAL SUPPORT SERVICES	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	PROGRAMMER ANALYST	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	INFORMATION SYSTEMS PROJECT MANAGER	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	RECORDS AND INFORMATION MANAGER	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	MAIL MATERIALS AND RECORDS HANDLER II	0.00		0.00		0.00
ISD INFORMATION MANAGEMENT	MAIL MATERIALS AND RECORDS SUPERVISOR	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00
ISD INFORMATION MANAGEMENT	ADMINISTRATIVE AIDE	1.00		1.00		1.00
ISD TECHNICAL SUPPORT SERVICES	SENIOR COMMUNICATIONS TECHNICIAN	1.00		1.00		1.00
<b>INFORMATION SYSTEMS DEPT TOTAL</b>		<b>116.50</b>	<b>0.00</b>	<b>116.50</b>	<b>0.00</b>	<b>116.50</b>

<b>PERMIT &amp; RESOURCE MANAGEMENT DEPT</b>						
CUSTOMER SERVICE	OFFICE ASSISTANT II	1.00		1.00		1.00
CUSTOMER SERVICE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
CUSTOMER SERVICE	TELEPHONE OPERATOR	1.00		1.00		1.00
CUSTOMER SERVICE	PERMIT TECHNICIAN II	0.00		0.00		0.00
CUSTOMER SERVICE	CUSTOMER SERVICE SUPERVISOR	1.00		1.00		1.00
DEPARTMENT INFORMATION SYSTEMS	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
DEPARTMENT INFORMATION SYSTEMS	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	4.00		4.00		4.00
DEPARTMENT INFORMATION SYSTEMS	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
DEPARTMENT INFORMATION SYSTEMS	GEOGRAPHIC INFORMATION TECHNICIAN II	2.00		2.00		2.00
DEPARTMENT INFORMATION SYSTEMS	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00		1.00		1.00
ADMIN-ACCOUNTING	SECRETARY	1.00		1.00		1.00
ADMIN-ACCOUNTING	PAYROLL CLERK	1.00		1.00		1.00
ADMIN-ACCOUNTING	ACCOUNT CLERK II	1.00		1.00		1.00
ADMIN-ACCOUNTING	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
ADMIN-ACCOUNTING	ACCOUNTING TECHNICIAN	2.00		2.00		2.00
ADMIN-ACCOUNTING	ACCOUNTANT II	1.00		1.00		1.00
ADMIN-ACCOUNTING	ACCOUNTANT III	1.00		1.00		1.00
ADMIN-ACCOUNTING	ADMINISTRATIVE AIDE	2.00		2.00		2.00
ADMIN-ACCOUNTING	DEPARTMENT ANALYST	2.00		2.00		2.00
ADMIN-ACCOUNTING	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
ADMIN-ACCOUNTING	PRMD DIVISION MANAGER	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
ADMIN-ACCOUNTING	DIRECTOR PRMD	1.00		1.00		1.00
ADMIN-ACCOUNTING	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
ENGINEERING CONSTRUCTION ADMIN	SECRETARY	1.00		1.00		1.00
ENGINEERING CONSTRUCTION ADMIN	DEPUTY DIRECTOR ENGINEERING CONSTRUCTION	1.00		1.00		1.00
ENGINEERING WATER	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
ENGINEERING WATER	ENGINEERING TECHNICIAN III	4.00		4.00		4.00
ENGINEERING WATER	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00
ENGINEERING WATER	ENGINEER	2.00		2.00		2.00
ENGINEERING WATER	SENIOR ENGINEER	1.00		1.00		1.00
ENGINEERING WATER	ENGINEERING DIVISION MANAGER	1.00		1.00		1.00
WELL AND SEPTIC	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
WELL AND SEPTIC	ENGINEERING TECHNICIAN III	2.00		2.00		2.00
WELL AND SEPTIC	ENVIRONMENTAL HEALTH SPECIALIST II	4.00		4.00		4.00
WELL AND SEPTIC	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	4.00		4.00		4.00
WELL AND SEPTIC	SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST	1.00		1.00		1.00
SURVEYOR	LICENSED LAND SURVEYOR	1.00		1.00		1.00
SURVEYOR	ENGINEERING TECHNICIAN III	2.00		2.00		2.00
SURVEYOR	ENGINEER	1.00		1.00		1.00
BUILDING	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
BUILDING	ENGINEER	2.00		2.00		2.00
BUILDING	SENIOR ENGINEER	1.00		1.00		1.00
BUILDING	BUILDING DIVISION MANAGER	1.00		1.00		1.00
BUILDING	BUILDING INSPECTOR II	7.00		7.00		7.00
BUILDING	SENIOR BUILDING INSPECTOR	3.00		3.00		3.00
BUILDING	BUILDING PLANS EXAMINER II	3.00		3.00		3.00
BUILDING	SENIOR BUILDING PLANS EXAMINER	3.00		3.00		3.00
BUILDING	SUPERVISING BUILDING INSPECTOR	1.00		1.00		1.00
CODE ENFORCEMENT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
CODE ENFORCEMENT	SECRETARY	1.00		1.00		1.00
CODE ENFORCEMENT	CODE ENFORCEMENT INSPECTOR II	5.00		5.00		5.00
CODE ENFORCEMENT	SENIOR CODE ENFORCEMENT INSPECTOR	3.00		3.00		3.00
CODE ENFORCEMENT	CODE ENFORCEMENT SUPERVISOR	1.00		1.00		1.00
CODE ENFORCEMENT	PRMD DIVISION MANAGER	1.00		1.00		1.00
PLANNING - ADMIN	SECRETARY	2.00		2.00		2.00
PLANNING - ADMIN	DEPUTY DIRECTOR-PLANNING	1.00		1.00		1.00
PROJECT REVIEW	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PROJECT REVIEW	SECRETARY	1.00		1.00		1.00
PROJECT REVIEW	PLANNING TECHNICIAN	1.00		1.00		1.00
PROJECT REVIEW	PLANNER III	14.00		14.00		14.00
PROJECT REVIEW	PRMD DIVISION MANAGER	1.00		1.00		1.00
PROJECT REVIEW	SUPERVISING PLANNER	2.00		2.00		2.00
PROJECT REVIEW	SENIOR ENVIRONMENTAL HEALTH SPECIALIST	1.00		1.00		1.00
ENVIRONMENTAL REVIEW	SENIOR ENVIRONMENTAL SPECIALIST	5.00		5.00		5.00
ENVIRONMENTAL REVIEW	PROFESSIONAL GEOLOGIST	1.00		1.00		1.00
ENVIRONMENTAL REVIEW	PRMD DIVISION MANAGER	1.00		1.00		1.00
COMPREHENSIVE PLANNING	PLANNER III	3.00		3.00		3.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
COMPREHENSIVE PLANNING	PRMD DIVISION MANAGER	1.00		1.00		1.00
COMPREHENSIVE PLANNING	SUPERVISING PLANNER	1.00		1.00		1.00
PRMD - FIRE PREVENTION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PRMD - FIRE PREVENTION	SENIOR FIRE INSPECTOR	1.00		1.00		1.00
PRMD - FIRE PREVENTION	ASSISTANT FIRE CHIEF	1.00		1.00		1.00
PRMD - FIRE PREVENTION	FIRE INSPECTOR II	2.00		2.00		2.00
PRMD - HAZARDOUS MATERIALS	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PRMD - HAZARDOUS MATERIALS	FIRE SERVICES OFFICER	1.00		1.00		1.00
PRMD - HAZARDOUS MATERIALS	FIRE INSPECTOR II	4.00		4.00		4.00
PRMD - CHIPPER	MAINTENANCE WORKER II	1.50		1.50		1.50
<b>PERMIT &amp; RESOURCE MANAGEMENT DEPT TOTAL</b>		<b>148.50</b>	<b>0.00</b>	<b>148.50</b>	<b>0.00</b>	<b>148.50</b>

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
<b>PROBATION DEPT</b>						
PROBATION ADMINISTRATION - ADMINISTRATION	DEPARTMENT ANALYST	1.00		1.00		1.00
PROBATION ADMINISTRATION - ADMINISTRATION	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00
PROBATION ADMINISTRATION - ADMINISTRATION	PROBATION OFFICER III	0.00		0.00		0.00
PROBATION ADMINISTRATION - ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00
PROBATION ADMINISTRATION - ADMINISTRATION	DEPUTY CHIEF PROBATION OFFICER	2.00		2.00		2.00
PROBATION ADMINISTRATION - ADMINISTRATION	CHIEF PROBATION OFFICER	1.00		1.00		1.00
PROBATION ADMINISTRATION - ADMINISTRATION	EXECUTIVE LEGAL SECRETARY CONFIDENTIAL	1.00		1.00		1.00
PROBATION ADMINISTRATION - FINANCE	ACCOUNT CLERK II	4.00		4.00		4.00
PROBATION ADMINISTRATION - FINANCE	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
PROBATION ADMINISTRATION - FINANCE	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
PROBATION ADMINISTRATION - FINANCE	ACCOUNTANT II	1.00		1.00		1.00
PROBATION ADMINISTRATION - FINANCE	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
PROBATION ADMINISTRATION - HR/SAFETY	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PROBATION ADMINISTRATION - HR/SAFETY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PROBATION ADMINISTRATION - HR/SAFETY	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
PROBATION ADMINISTRATION - INFORMATION SERVICES	BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
PROBATION ADMINISTRATION - INFORMATION SERVICES	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
PROBATION ADMINISTRATION - INFORMATION SERVICES	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
PROBATION PLANNING IMPLEMENTATION & EVALUATION	PROGRAM PLANNING AND EVALUATION ANALYST	3.00		3.00		3.00
PROBATION PLANNING IMPLEMENTATION & EVALUATION	PROGRAM DEVELOPMENT MANAGER	1.00		1.00		1.00
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER II	2.00		2.00		2.00
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER III	3.00		3.00		3.00
ADULT INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER IV	2.00		2.00		2.00
ADULT INVESTIGATIONS COURT	PROBATION OFFICER II	3.00		3.00		3.00
ADULT INVESTIGATIONS COURT	PROBATION OFFICER III	3.00		3.00		3.00
ADULT SUPERVISION ADMINISTRATION	SECRETARY	1.00		1.00		1.00
ADULT SUPERVISION ADMINISTRATION	LEGAL PROCESSOR II	3.00		3.00		3.00
ADULT SUPERVISION ADMINISTRATION	SENIOR LEGAL PROCESSOR	4.00		4.00		4.00
ADULT SUPERVISION ADMINISTRATION	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00
ADULT SUPERVISION ADMINISTRATION	PROBATION ASSISTANT	1.00		1.00		1.00
ADULT SUPERVISION ADMINISTRATION	PROBATION DIVISION DIRECTOR II	2.00		2.00		2.00
ADULT SUPERVISION FIELD SUPERVISION	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00
ADULT SUPERVISION FIELD SUPERVISION	PROBATION ASSISTANT	1.00		1.00		1.00
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER II	9.00		9.00		9.00
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER III	15.00		15.00		15.00
ADULT SUPERVISION FIELD SUPERVISION	PROBATION OFFICER IV	4.00		4.00		4.00
ADULT SUPERVISION GONG	PROBATION OFFICER III	1.00		1.00		1.00
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER II	3.00		3.00		3.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER III	4.00		4.00		4.00
ADULT SUPERVISION DOMESTIC VIOLENCE	PROBATION OFFICER IV	1.00		1.00		1.00
ADULT REALIGNMENT	DEPARTMENT COUNSELYST	1.00		1.00		1.00
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	SENIOR LEGAL PROCESSOR			1.00		1.00
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER II	1.00		1.00		1.00
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER III	9.00		9.00		9.00
PROBATION ADULT REALIGNMENT FIELD SUPERVISION	PROBATION OFFICER IV	2.00		2.00		2.00
PROBATION ADULT REALIGNMENT PRETRIAL	SENIOR LEGAL PROCESSOR	1.00		1.00		1.00
PROBATION ADULT REALIGNMENT PRETRIAL	PROBATION OFFICER III	4.00		4.00		4.00
PROBATION ADULT REALIGNMENT DUI	PROBATION OFFICER III	1.00		1.00		1.00
PROBATION ADULT REALIGNMENT PROGRAMMING	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION ASSISTANT	3.00		3.00		3.00
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER II	4.00		4.00		4.00
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER III	2.00		2.00		2.00
PROBATION ADULT REALIGNMENT PROGRAMMING	PROBATION OFFICER IV	1.00		1.00		1.00
PROBATION- TRANSITIONAL HOUSING GRANT	PROBATION OFFICER III	1.00		1.00		1.00
PROBATION- TRANSITIONAL HOUSING GRANT GLEN ELLEN	PROBATION OFFICER III	1.00		1.00		1.00
JUVENILE INVESTIGATIONS ADMINISTRATION	SENIOR LEGAL PROCESSOR	2.00		2.00		2.00
JUVENILE INVESTIGATIONS ADMINISTRATION	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00
JUVENILE INVESTIGATIONS INTAKE/DIVERSION	PROBATION OFFICER III	1.00		1.00		1.00
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER II	1.00		1.00		1.00
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER III	0.00		0.00		0.00
JUVENILE INVESTIGATIONS - INVESTIGATIONS	PROBATION OFFICER IV	1.00		1.00		1.00
JUVENILE INVESTIGATIONS COURT	PROBATION OFFICER III	1.00		1.00		1.00
JUVENILE SUPERVISION ADMINISTRATION	SECRETARY	1.00		1.00		1.00
JUVENILE SUPERVISION ADMINISTRATION	LEGAL PROCESSOR II	0.00		0.00		0.00
JUVENILE SUPERVISION ADMINISTRATION	SENIOR LEGAL PROCESSOR	3.00		3.00		3.00
JUVENILE SUPERVISION ADMINISTRATION	DEPARTMENT COUNSELYST	1.00		1.00		1.00
JUVENILE SUPERVISION ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER II	0.00		0.00		0.00
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER III	7.00		7.00		7.00
JUVENILE SUPERVISION FIELD SUPERVISION	PROBATION OFFICER IV	2.00		2.00		2.00
JUVENILE SUPERVISION PLACEMENT	PROBATION OFFICER III	5.00		5.00		5.00
JUVENILE SUPERVISION PLACEMENT	PROBATION OFFICER IV	1.00		1.00		1.00
PROBATION GRANT FUNDS JOB and JJCP ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PROBATION GRANT FUNDS JOB and JJCP FIELD SUP	PROBATION OFFICER II	4.00		4.00		4.00
PROBATION GRANT FUNDS JOB and JJCP FIELD SUP	PROBATION OFFICER III	0.00		0.00		0.00
PROBATION GRANT FUNDS JOB and JJCP GRANT	PROBATION OFFICER III	2.00		2.00		2.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing ctions	Final dopted 19/20
KEEP KIDS IN SCHOOL GRANT	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
SUPERVISED ADULT CREWS	PROBATION INDUSTRIES CREW SUPERVISOR	7.00		7.00		7.00
SUPERVISED ADULT CREWS	PROBATION INDUSTRIES FIELD SUPERVISOR	1.00		1.00		1.00
SUPERVISED ADULT CREWS	PROBATION DIVISION DIRECTOR I	1.00		1.00		1.00
JUVENILE HALL ADMINISTRATION	SECRETARY	1.00		1.00		1.00
JUVENILE HALL ADMINISTRATION	PROBATION DIVISION DIRECTOR I	2.00		2.00		2.00
JUVENILE HALL ADMINISTRATION	PROBATION DIVISION DIRECTOR II	1.00		1.00		1.00
JUVENILE HALL PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR II	0.00		0.00		0.00
JUVENILE HALL PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR III	9.00		9.00		9.00
JUVENILE HALL INSTITUTION SUPERVISION UNITS	JUVENILE CORRECTIONAL COUNSELOR II	25.50		25.50		25.50
JUVENILE HALL INSTITUTION SUPERVISION UNITS	JUVENILE CORRECTIONAL COUNSELOR IV	7.00		7.00		7.00
JUVENILE HALL INTAKE/SECURITY/CENTRAL CONTROL	JUVENILE CORRECTIONAL COUNSELOR II			20.50		20.50
JUVENILE HALL KITCHEN	RESIDENTIAL SERVICE WORKER	1.00		1.00		1.00
JUVENILE HALL KITCHEN	COOK	4.00		4.00		4.00
JUVENILE HALL KITCHEN	CHEF	1.00		1.00		1.00
PROBATION CAMP ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
PROBATION CAMP ADMINISTRATION	PROBATION DIVISION DIRECTOR I	1.00		1.00		1.00
PROBATION CAMP FIELD SUPERVISION/AFTER CARE	JUVENILE CORRECTIONAL COUNSELOR III			1.00		1.00
PROBATION CAMP PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR II	1.00		1.00		1.00
PROBATION CAMP PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR III	4.00		4.00		4.00
PROBATION CAMP PROGRAMMING	JUVENILE CORRECTIONAL COUNSELOR IV	2.00		2.00		2.00
PROBATION CAMP VOCATIONAL	PROBATION INDUSTRIES CREW SUPERVISOR	1.00		1.00		1.00
PROBATION CAMP INSTITUTION SUPERVISION (UNITS)	JUVENILE CORRECTIONAL COUNSELOR II			4.00		4.00
PROBATION CAMP KITCHEN	CHEF	1.00		1.00		1.00
<b>PROBATION DEPT TOTAL</b>		<b>268.00</b>	<b>0.00</b>	<b>268.00</b>	<b>0.00</b>	<b>268.00</b>

<b>PUBLIC DEFENDER</b>						
PUBLIC DEFENDER	LEGAL SECRETARY II	1.00		1.00		1.00
PUBLIC DEFENDER	LEGAL SECRETARY II	5.00		5.00		5.00
PUBLIC DEFENDER	LEGAL PROCESSOR II	3.00		3.00		3.00
PUBLIC DEFENDER	LEGAL STAFF SUPERVISOR	1.00		1.00		1.00
PUBLIC DEFENDER	ACCOUNT CLERK II	1.00		1.00		1.00
PUBLIC DEFENDER	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
PUBLIC DEFENDER	CHIEF DEPUTY PUBLIC DEFENDER	1.00		1.00		1.00
PUBLIC DEFENDER	ASSISTANT PUBLIC DEFENDER	1.00		1.00		1.00
PUBLIC DEFENDER	PUBLIC DEFENDER	1.00		1.00		1.00
PUBLIC DEFENDER	DEPUTY PUBLIC DEFENDER IV	1.00		1.00		1.00
PUBLIC DEFENDER	DEPUTY PUBLIC DEFENDER IV	21.00		21.00		21.00
PUBLIC DEFENDER	SENIOR PUBLIC DEFENDER INVESTIGATOR	1.00		1.00		1.00
PUBLIC DEFENDER	PUBLIC DEFENDER INVESTIGATOR II	7.00		7.00		7.00
<b>PUBLIC DEFENDER TOTAL</b>		<b>45.00</b>	<b>0.00</b>	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Options	Final Adopted 19/20
<b>REGIONAL PARKS</b>						
O and M OPERATIONS	ADMINISTRATIVE AIDE	1.00		1.00		1.00
O and M OPERATIONS	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00
O and M OPERATIONS	DEPARTMENT ANALYST	1.00		1.00		1.00
O and M OPERATIONS	PARK MANAGER	1.00		1.00		1.00
O and M OPERATIONS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
O and M OPERATIONS	PARK AIDE	5.00		5.00		5.00
O and M OPERATIONS	PARK RANGER ASSISTANT	5.00		5.00		5.00
O and M OPERATIONS	PARK RANGER I	11.00		11.00		11.00
O and M OPERATIONS	PARK RANGER II	4.00		4.00		4.00
O and M OPERATIONS	PARK RANGER III	3.00		3.00		3.00
O and M MAINTENANCE	PARKS GROUNDS MAINTENANCE WORKER II	21.00		21.00		21.00
O and M MAINTENANCE	PARKS GROUNDS MAINTENANCE SUPERVISOR	2.00		2.00		2.00
PLANNING	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
PLANNING	DEPARTMENT ANALYST	1.00		1.00		1.00
PLANNING	PLANNING TECHNICIAN	1.00		1.00		1.00
PLANNING	PARK PLANNER II	4.00		4.00		4.00
PLANNING	SENIOR PARK PLANNER	2.00		2.00		2.00
PLANNING	PARK PLANNING MANAGER	1.00		1.00		1.00
PLANNING	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
CE MARKETING and PARTNERSHIPS	BUSINESS DEVELOPMENT MANAGER	1.00		1.00		1.00
CE MARKETING and PARTNERSHIPS	MARKETING SPECIALIST	4.00		4.00		4.00
CE MARKETING and PARTNERSHIPS	RECREATION AND EDUCATION SERVICES MANAGER	1.00		1.00		1.00
CE MARKETING and PARTNERSHIPS	PARK PROGRAM ASSISTANT	1.00		1.00		1.00
CE MARKETING and PARTNERSHIPS	DEPARTMENT PROGRAM MANAGER	0.00		0.00		0.00
CE PROGRAMS	PARK PROGRAM ASSISTANT	3.00		3.00		3.00
CE PROGRAMS	PARK PROGRAM SUPERVISOR	1.00		1.00		1.00
CE PROGRAMS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
CE PROGRAMS	PARKS GROUNDS MAINTENANCE WORKER II	1.00		1.00		1.00
NATURAL RESOURCE MANAGEMENT	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
ADMINISTRATION	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
ADMINISTRATION	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
ADMINISTRATION	PAYROLL CLERK	1.00		1.00		1.00
ADMINISTRATION	ACCOUNT CLERK II	2.00		2.00		2.00
ADMINISTRATION	SENIOR ACCOUNT CLERK	3.00		3.00		3.00
ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
ADMINISTRATION	DEPUTY DIRECTOR REGIONAL PARKS	1.00		1.00		1.00
ADMINISTRATION	DIRECTOR OF REGIONAL PARKS	1.00		1.00		1.00
ADMINISTRATION	BOOKING & RESERVATION COORDINATOR	1.00		1.00		1.00
ADMINISTRATION	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
SLP OPERATIONS	PARK AIDE	1.00		1.00		1.00
SLP OPERATIONS	PARK RANGER ASSISTANT	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SLP OPERATIONS	PARK RANGER I	3.00		3.00		3.00
SLP OPERATIONS	PARK RANGER II	1.00		1.00		1.00
SLP OPERATIONS	PARK RANGER III	1.00		1.00		1.00
SLP MAINTENANCE	PARKS GROUNDS MAINTENANCE WORKER II	2.00		2.00		2.00
SLP MAINTENANCE	PARKS GROUNDS MAINTENANCE SUPERVISOR	1.00		1.00		1.00
SLP PROGRAMS	PARK PROGRAM ASSISTANT	1.00		1.00		1.00
SLP PROGRAMS	PARK PROGRAM SUPERVISOR	2.00		2.00		2.00
SLP PROGRAMS	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
NATURAL RESOURCE MANAGEMENT	DEPARTMENT ANALYST	0.00		0.00		0.00
NATURAL RESOURCE MANAGEMENT	NATURAL RESOURCES MANAGER	1.00		1.00		1.00
NATURAL RESOURCE MANAGEMENT	PARK PROGRAM ASSISTANT	2.00		2.00		2.00
NATURAL RESOURCE MANAGEMENT	PARK PROGRAM SUPERVISOR	2.00		2.00		2.00
SPUD POINT MARINA	SECRETARY	1.00		1.00		1.00
SPUD POINT MARINA	BUILDING MECHANIC II	1.00		1.00		1.00
SPUD POINT MARINA	MARINA ATTENDANT	1.00		1.00		1.00
SPUD POINT MARINA	SENIOR MARINA ATTENDANT	1.00		1.00		1.00
SPUD POINT MARINA	MARINA SUPERVISOR	1.00		1.00		1.00
<b>REGIONAL PARKS TOTAL</b>		<b>123.00</b>	<b>0.00</b>	<b>123.00</b>	<b>0.00</b>	<b>123.00</b>

<b>SHERIFF DEPT</b>						
Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SHERIFF ADMINISTRATION	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
SHERIFF ADMINISTRATION	SECRETARY	0.00		0.00		0.00
SHERIFF ADMINISTRATION	EXECUTIVE ASST TO SHERIFF	1.00		1.00		1.00
SHERIFF ADMINISTRATION	LEGAL PROCESSOR II	1.00		1.00		1.00
SHERIFF ADMINISTRATION	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	5.00		5.00		5.00
SHERIFF ADMINISTRATION	SENIOR DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
SHERIFF ADMINISTRATION	SENIOR STOREKEEPER	1.00		1.00		1.00
SHERIFF ADMINISTRATION	PAYROLL CLERK	2.00		2.00		2.00
SHERIFF ADMINISTRATION	ACCOUNT CLERK II	0.00		0.00		0.00
SHERIFF ADMINISTRATION	SENIOR ACCOUNT CLERK	3.00		3.00		3.00
SHERIFF ADMINISTRATION	ACCOUNTANT II	1.00		1.00		1.00
SHERIFF ADMINISTRATION	SUPERVISING ACCOUNTANT	1.00		1.00		1.00
SHERIFF ADMINISTRATION	ADMINISTRATIVE AIDE	3.00		3.00		3.00
SHERIFF ADMINISTRATION	DEPARTMENT ANALYST	7.00		7.00		7.00
SHERIFF ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
SHERIFF ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
SHERIFF ADMINISTRATION	DEPARTMENT ADMINISTRATIVE SERVICES DIRECTOR	1.00		1.00		1.00
SHERIFF ADMINISTRATION	SHERIFFS CHIEF OF FINANCIAL AND ADMINISTRATIVE	1.00		1.00		1.00
SHERIFF ADMINISTRATION	WATER AGENCY PUBLIC INFORMATION OFFICER	1.00		1.00		1.00
SHERIFF ADMINISTRATION	DEPUTY SHERIFF II	2.00		2.00		2.00
SHERIFF ADMINISTRATION	SHERIFFS SERGEANT	3.00		3.00		3.00
SHERIFF ADMINISTRATION	SHERIFFS LIEUTENANT	2.00		2.00		2.00
SHERIFF ADMINISTRATION	SHERIFFS CAPTAIN	1.00		1.00		1.00
SHERIFF ADMINISTRATION	CORRECTIONAL DEPUTY II	1.00		1.00		1.00
SHERIFF ADMINISTRATION	CORRECTIONAL SERGEANT	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SHERIFF ADMINISTRATION	SECRETARY CONFIDENTIAL	1.00		1.00		1.00
SHERIFF ADMINISTRATION	SHERIFF-CORONER	1.00		1.00		1.00
SHERIFF LAW ENFORCEMENT ADMIN	DEPARTMENT ANALYST	1.00		1.00		1.00
SHERIFF LAW ENFORCEMENT ADMIN	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00
SHERIFF LAW ENFORCEMENT ADMIN	ASSISTANT SHERIFF	1.00		1.00		1.00
SHERIFF TRAINING	DEPUTY SHERIFF TRAINEE	0.00		0.00		0.00
SHERIFF-DISPATCH	COMMUNICATIONS DISPATCHER II	19.50		19.50		19.50
SHERIFF-DISPATCH	SENIOR COMMUNICATIONS DISPATCHER	2.00		2.00		2.00
SHERIFF-DISPATCH	SUPERVISING COMMUNICATIONS DISPATCHER	4.00		4.00		4.00
SHERIFF-DISPATCH	COMMUNICATIONS DISPATCH MANAGER	1.00		1.00		1.00
SHERIFF-CIVIL	CIVIL BUREAU SPECIALIST	1.00		1.00		1.00
SHERIFF-CIVIL	LEGAL PROCESSOR II	2.00		2.00		2.00
SHERIFF-CIVIL	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
SHERIFF-CIVIL	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00
SHERIFF-SRVCS-RECORDS	LEGAL PROCESSOR II	0.00		0.00		0.00
SHERIFF-SRVCS-RECORDS	SENIOR LEGAL PROCESSOR	4.00		4.00		4.00
SHERIFF-SRVCS-RECORDS	LEGAL STAFF SUPERVISOR	3.00		3.00		3.00
SHERIFF-SRVCS-RECORDS	SHERIFFS INFORMATION BUREAU MANAGER	1.00		1.00		1.00
SHERIFF-SRVCS-RECORDS	COMMUNITY SERVICES OFFICER II	7.00		7.00		7.00
SHERIFF-RADIO	COMMUNICATIONS TECHNICIAN II	3.00		3.00		3.00
SHERIFF-RADIO	SENIOR COMMUNICATIONS TECHNICIAN	1.00		1.00		1.00
SHERIFF-RADIO	COMMUNICATIONS MANAGER	1.00		1.00		1.00
SHERIFF-PATROL	COMMUNITY SERVICES OFFICER II	1.00	2.00	3.00		3.00
SHERIFF-PATROL	DEPUTY SHERIFF II	99.00		99.00		99.00
SHERIFF-PATROL	SHERIFFS SERGEANT	8.00	2.00	10.00		10.00
SHERIFF-PATROL	SHERIFFS LIEUTENANT	4.00		4.00		4.00
SHERIFF-PATROL	SHERIFFS CAPTAIN	1.00		1.00		1.00
SHERIFF-WINDSOR	LEGAL PROCESSOR II	1.00		1.00		1.00
SHERIFF-WINDSOR	ADMINISTRATIVE AIDE	1.00		1.00		1.00
SHERIFF-WINDSOR	COMMUNITY SERVICES OFFICER II	1.00		1.00		1.00
SHERIFF-WINDSOR	DEPUTY SHERIFF II	17.00		17.00		17.00
SHERIFF-WINDSOR	SHERIFFS SERGEANT	3.00		3.00		3.00
SHERIFF-WINDSOR	SHERIFFS LIEUTENANT	1.00		1.00		1.00
SONOMA-SHERIFF	ADMINISTRATIVE AIDE	1.00		1.00		1.00
SONOMA-SHERIFF	COMMUNITY SERVICES OFFICER II	2.00		2.00		2.00
SONOMA-SHERIFF	DEPUTY SHERIFF II	10.00		10.00		10.00
SONOMA-SHERIFF	SHERIFFS SERGEANT	2.00		2.00		2.00
SONOMA-SHERIFF	SHERIFFS LIEUTENANT	1.00		1.00		1.00
SHERIFF-HELICOPTER	HELICOPTER PILOT	2.00		2.00		2.00
SHERIFF-HELICOPTER	DEPUTY SHERIFF II	1.00		1.00		1.00
SHERIFF-HELICOPTER	SHERIFFS SERGEANT	1.00		1.00		1.00
SHERIFF MARINE UNIT	DEPUTY SHERIFF II	2.00		2.00		2.00
SHERIFF MARINE UNIT	SHERIFFS SERGEANT	1.00		1.00		1.00
SHERIFF-INVESTIGATION	SECRETARY	2.00		2.00		2.00
SHERIFF-INVESTIGATION	DEPUTY SHERIFF II	18.00		18.00		18.00
SHERIFF-INVESTIGATION	SHERIFFS SERGEANT	4.00		4.00		4.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
SHERIFF-INVESTIGATION	SHERIFFS LIEUTENANT	1.00		1.00		1.00
SHERIFF-CORONER	FORENSIC ASSISTANT	2.00		2.00		2.00
SHERIFF-CORONER	DEPUTY SHERIFF II	4.00		4.00		4.00
SHERIFF-CORONER	SHERIFFS SERGEANT	1.00		1.00		1.00
SHERIFF COURT SECURITY	DEPUTY SHERIFF II	29.00		29.00		29.00
SHERIFF COURT SECURITY	SHERIFFS SERGEANT	2.00		2.00		2.00
SHERIFF COURT SECURITY	SHERIFFS LIEUTENANT	1.00		1.00		1.00
SHERIFF COURT SECURITY	CORRECTIONAL DEPUTY II	0.00		0.00		0.00
SHERIFF TRANSPORTATION	DEPUTY SHERIFF II	5.00		5.00		5.00
SHERIFF TRANSPORTATION	SHERIFFS SERGEANT	1.00		1.00		1.00
DETENTION ADMINISTRATION	SECRETARY	1.00		1.00		1.00
DETENTION ADMINISTRATION	SHERIFFS INFORMATION BUREAU MANAGER	1.00		1.00		1.00
DETENTION ADMINISTRATION	ADMINISTRATIVE AIDE	2.00		2.00		2.00
DETENTION ADMINISTRATION	DETENTION SPECIALIST II	2.00		2.00		2.00
DETENTION ADMINISTRATION	DETENTION ASSISTANT	1.00		1.00		1.00
DETENTION ADMINISTRATION	SUPERVISING DETENTION ASSISTANT	2.00		2.00		2.00
DETENTION ADMINISTRATION	ASSISTANT SHERIFF	1.00		1.00		1.00
DETENTION ADMINISTRATION	SHERIFFS COPTAIN CORRECTIONS	1.00		1.00		1.00
DETENTION ADMINISTRATION	CORRECTIONAL DEPUTY II	1.00		1.00		1.00
DETENTION ADMINISTRATION	CORRECTIONAL SERGEANT	3.00		3.00		3.00
DETENTION ADMINISTRATION	CORRECTIONAL LIEUTENANT	3.00		3.00		3.00
DETENTION ADMINISTRATION	JANITOR	0.00		0.00		0.00
DETENTION ADMINISTRATION	COOK	13.00		13.00		13.00
DETENTION ADMINISTRATION	CHEF	2.00		2.00		2.00
DETENTION-MAIN JAIL	SECRETARY	1.00		1.00		1.00
DETENTION-MAIN JAIL	DETENTION SPECIALIST II	21.00		21.00		21.00
DETENTION-MAIN JAIL	SENIOR DETENTION SPECIALIST	5.00		5.00		5.00
DETENTION-MAIN JAIL	DETENTION SPECIALIST SUPERVISOR	4.00		4.00		4.00
DETENTION-MAIN JAIL	SHERIFFS COPTAIN CORRECTIONS	1.00		1.00		1.00
DETENTION-MAIN JAIL	CORRECTIONAL DEPUTY II	135.00		135.00		135.00
DETENTION-MAIN JAIL	CORRECTIONAL SERGEANT	14.00		14.00		14.00
DETENTION-MAIN JAIL	CORRECTIONAL LIEUTENANT	4.00		4.00		4.00
DETENTION-HONOR FARM	DETENTION SPECIALIST II	3.40		3.40		3.40
DETENTION-HONOR FARM	SENIOR DETENTION SPECIALIST	1.00		1.00		1.00
DETENTION-HONOR FARM	CORRECTIONAL DEPUTY II	22.00		22.00		22.00
DETENTION-HONOR FARM	CORRECTIONAL SERGEANT	4.00		4.00		4.00
<b>SHERIFF DEPT TOTAL</b>		<b>625.50</b>	<b>4.00</b>	<b>629.50</b>	<b>0.00</b>	<b>629.50</b>

<b>AG PRESERVATION/OPEN SPACE DISTRICT</b>						
SC AG PRES OPEN SPACE	OSD SECRETARY	1.00		1.00		1.00
SC AG PRES OPEN SPACE	ACCOUNTING TECHNICIAN	1.00		1.00		1.00
SC AG PRES OPEN SPACE	ADMINISTRATIVE AIDE	2.00		2.00		2.00
SC AG PRES OPEN SPACE	OSD GENERAL MANAGER	1.00		1.00		1.00
SC AG PRES OPEN SPACE	POST ADMINISTRATIVE AND FISCAL SERVICES MANAGER	1.00		1.00		1.00
SC AG PRES OPEN SPACE	OSD EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
PLANNING	POSD SENIOR PLANNER	1.00		1.00		1.00
PLANNING	POSD PLANNER	1.00		1.00		1.00
PLANNING	POSD COMMUNITY RELATIONS ASSISTANT	1.00		1.00		1.00
PLANNING	POSD COMMUNITY RELATIONS SPECIALIST	1.00		1.00		1.00
PLANNING	POSD CONSERVATION PLANNING MANAGER	1.00		1.00		1.00
PLANNING	POSD GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00
ACQUISITION	POSD ACQUISITIONS SPECIALIST	3.00		3.00		3.00
ACQUISITION	POSD SENIOR ACQUISITIONS SPECIALIST	1.00		1.00		1.00
ACQUISITION	POSD ACQUISITION ASSISTANT	1.00		1.00		1.00
ACQUISITION	POSD ACQUISITIONS MANAGER	1.00		1.00		1.00
STEWARDSHIP	POSD TECHNICIAN	4.00		4.00		4.00
STEWARDSHIP	POSD PLANNER	3.50		3.50		3.50
STEWARDSHIP	POSD STEWARDSHIP SUPERVISOR	1.00		1.00		1.00
STEWARDSHIP	POSD STEWARDSHIP MANAGER	1.00		1.00		1.00
<b>WAG PRESERVATION/OPEN SPACE DISTRICT TOTAL</b>		<b>28.50</b>	<b>0.00</b>	<b>28.50</b>	<b>0.00</b>	<b>28.50</b>

<b>INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW &amp; OUTREACH</b>						
IND OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH	ADMINISTRATIVE AIDE	1.00		1.00		1.00
IND OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH	DIRECTOR INDEPENDENT OFF OF LAW ENF REV & OUTREACH	1.00		1.00		1.00
<b>INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW &amp; OUTREACH TOTAL</b>		<b>2.00</b>	<b>0.00</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

<b>WATER AGENCY</b>						
ADMINISTRATION	ACCOUNT CLERK II	2.00		2.00		2.00
ADMINISTRATION	SENIOR ACCOUNT CLERK	2.00		2.00		2.00
ADMINISTRATION	ACCOUNTANT III	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
WATER AGENCY	OFFICE ASSISTANT II	2.00		2.00		2.00
WATER AGENCY	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
WATER AGENCY	SENIOR OFFICE ASSISTANT	3.00		3.00		3.00
WATER AGENCY	SECRETARY	1.00		1.00		1.00
WATER AGENCY	RECEPTIONIST	1.00		1.00		1.00
WATER AGENCY	SENIOR PROGRAMMER ANALYST	1.00		1.00		1.00
WATER AGENCY	ENGINEERING PROGRAMMING MANAGER	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	2.00		2.00		2.00
WATER AGENCY	DEPARTMENT INFORMATION SYSTEMS SPECIALIST II	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT INFORMATION SYSTEMS MANAGER	1.00		1.00		1.00
WATER AGENCY	SENIOR BUSINESS SYSTEMS ANALYST	1.00		1.00		1.00
WATER AGENCY	HUMAN SERVICES SYSTEMS PROGRAMMING ANALYST	1.00		1.00		1.00
WATER AGENCY	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00
WATER AGENCY	PAYROLL CLERK	1.00		1.00		1.00
WATER AGENCY	ACCOUNTING TECHNICIAN	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
WATER AGENCY	ACCOUNTANT II	1.00		1.00		1.00
WATER AGENCY	RISK MANAGEMENT ANALYST II	1.00		1.00		1.00
WATER AGENCY	RISK MANAGEMENT ANALYST III	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE AIDE	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE AIDE CONFIDENTIAL	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00
WATER AGENCY	DEPARTMENT ANALYST	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER I	2.00		2.00		2.00
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
WATER AGENCY	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY DIVISION MGR ADMINISTRATIVE SERVICES	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY ASSISTANT GENERAL MANAGER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY RESOURCE PROGRAMS TECHNICIAN II	4.00		4.00		4.00
WATER AGENCY	WATER AGENCY ENVIRONMENTAL SPECIALIST II	5.00		5.00		5.00
WATER AGENCY	WATER AGENCY SENIOR ENVIRONMENTAL SPECIALIST	7.00		7.00		7.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENVIRONMENTAL SPECIALIST	4.00		4.00		4.00
WATER AGENCY	WATER AGENCY PROGRAMS SPECIALIST II	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00		2.00		2.00
WATER AGENCY	TECHNICAL WRITING SPECIALIST	4.00		4.00		4.00
WATER AGENCY	TECHNICAL WRITING SPECIALIST	3.00		3.00		3.00
WATER AGENCY	TECHNICAL WRITING MANAGER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY SENIOR TECHNICAL WRITING SPECIALIST	1.75		1.75		1.75
WATER AGENCY	WATER AGENCY ENVIRONMENTAL RESOURCES MANAGER	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY LAND SURVEYOR	1.00		1.00		1.00
WATER AGENCY	ENGINEERING TECHNICIAN III	2.00		2.00		2.00
WATER AGENCY	ENGINEERING TECHNICIAN III	2.00		2.00		2.00
WATER AGENCY	ENGINEERING TECHNICIAN III	3.00		3.00		3.00
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00
WATER AGENCY	ENGINEERING TECHNICIAN III	1.00		1.00		1.00
WATER AGENCY	ENGINEERING TECHNICIAN IV	1.00		1.00		1.00
WATER AGENCY	DEPUTY CHIEF ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY CHIEF ENGINEER-DIR OF GRNDWATER MGT	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY GENERAL MANAGER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL ENGINEER	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
WATER AGENCY	WATER AGENCY ENGINEER IV	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00
WATER AGENCY	WATER AGENCY ENGINEER IV	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00
WATER AGENCY	WATER AGENCY ENGINEER IV	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY ENGINEER IV	5.00		5.00		5.00
WATER AGENCY	WATER AGENCY HYDROGEOLOGIST IV	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY HYDROGEOLOGIST IV	1.00		1.00		1.00
WATER AGENCY	PROJECT SPECIALIST	2.00		2.00		2.00
WATER AGENCY	PROJECT SPECIALIST	1.00		1.00		1.00
WATER AGENCY	RIGHT OF WAY AGENT II	1.00		1.00		1.00
WATER AGENCY	SUPERVISING RIGHT OF WAY AGENT	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY PRINCIPAL HYDROGEOLOGIST	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY CADD-GIS COORDINATOR	1.00		1.00		1.00
WATER AGENCY	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00
WATER AGENCY	SENIOR GEOGRAPHIC INFORMATION TECHNICIAN	1.00		1.00		1.00
WATER AGENCY	VEGETATION CONTROL ADVISOR	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY COORDINATOR	3.00		3.00		3.00
WATER AGENCY	WATER AGENCY COORDINATOR	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY COORDINATOR	3.00		3.00		3.00
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER II	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER II	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER III	4.00		4.00		4.00
WATER AGENCY	WATER AGENCY MAINTENANCE WORKER III	10.00		10.00		10.00
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY LEAD MAINTENANCE WORKER	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY SENIOR NETWORK ANALYST	2.00		2.00		2.00
WATER AGENCY	WATER AGENCY ENVIRONMENTAL COMPLIANCE INSPECTOR	2.00		2.00		2.00
WATER AGENCY	ELECTRICIAN-INSTRUMENTATION TECHNICIAN	7.00		7.00		7.00
WATER AGENCY	WATER AGENCY SENIOR PLANT OPERATOR	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY MECHANIC	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY MECHANIC	17.00		17.00		17.00
WATER AGENCY	WATER AGENCY LEAD MECHANIC	1.00		1.00		1.00
WATER AGENCY	WATER AGENCY CHEMIST	4.00		4.00		4.00
WATER AGENCY	AUTOMOTIVE TECHNICIAN	1.00		1.00		1.00
WATER AGENCY	HEAVY EQUIPMENT TECHNICIAN	1.00		1.00		1.00
WATER AGENCY	LEAD HEAVY EQUIPMENT TECHNICIAN	1.00		1.00		1.00
PUBLIC AFFAIRS	WATER AGENCY GOVERNMENTAL AFFAIRS MANAGER	1.00		1.00		1.00
PUBLIC AFFAIRS	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00
PUBLIC AFFAIRS	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00		2.00		2.00
PUBLIC AFFAIRS	WATER AGENCY DIV MGR - ENVIR RES & PUBLIC AFFAIRS	1.00		1.00		1.00
PUBLIC AFFAIRS - COMMUNITY AFFAIRS	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
PUBLIC AFFAIRS - COMMUNITY AFFAIRS	WATER AGENCY PROGRAMS SPECIALIST II	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing ctions	Final dopted 19/20
PUBLIC AFFAIRS - COMMUNITY AFFAIRS	WATER AGENCY PROGRAMS SPECIALIST II	2.00		2.00		2.00
PUBLIC AFFAIRS - COMMUNITY AFFAIRS	WATER AGENCY PRINCIPAL PROGRAM SPECIALIST	1.00		1.00		1.00
PUBLIC AFFAIRS - COMMUNITY AFFAIRS	WATER AGENCY SENIOR PROGRAMS SPECIALIST	2.00		2.00		2.00
<b>WATER AGENCY TOTAL</b>		<b>233.75</b>	<b>0.00</b>	<b>233.75</b>	<b>0.00</b>	<b>233.75</b>

<b>TRANSPORTATION &amp; PUBLIC WORKS</b>						
TRANSPORTATION/PUB WRKS ROAD	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
TRANSPORTATION/PUB WRKS ROAD	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	OFFICE SUPPORT SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT INFORMATION SYSTEMS COORDINATOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MATERIALS EQUIPMENT SPECIALIST	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	YARD CLERK	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	PAYROLL CLERK	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	SENIOR ACCOUNT CLERK	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT ANALYST	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	ADMINISTRATIVE SERVICES OFFICER II	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	TECHNICAL WRITING SPECIALIST	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	LICENSED LAND SURVEYOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING TECHNICIAN III	12.00		12.00		12.00
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING TECHNICIAN IV	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC SIGNAL TECHNICIAN	2.00		2.00		2.00
TRANSPORTATION/PUB WRKS ROAD	ENGINEER	7.00		7.00		7.00
TRANSPORTATION/PUB WRKS ROAD	SENIOR ENGINEER	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	ENGINEERING DIVISION MANAGER	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	DEPUTY DIRECTOR TRANSPORTATION & OPERATIONS	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	DEPUTY DIRECTOR ENGINEERING & MAINTENANCE	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	DIRECTOR OF TRANSPORTATION & PUBLIC WORKS	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	GEOGRAPHIC INFORMATION TECHNICIAN II	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	ROAD OPERATIONS DIVISION MANAGER	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	0.00		0.00		0.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	3.00		3.00		3.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	0.00		0.00		0.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	0.00		0.00		0.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	0.00		0.00		0.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER II	2.00		2.00		2.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	2.00		2.00		2.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	3.50		3.50		3.50
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE WORKER III	3.00		3.00		3.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing Actions	Final Adopted 19/20
TRANSPORTATION/PUB WRKS ROAD	VEGETATION SPECIALIST	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	VEGETATION CONTROL ADVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	0.50		0.50		0.50
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	MAINTENANCE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	PUBLIC WORKS FLEET EQUIPMENT MANAGER	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	PUBLIC WORKS OPERATIONS COORDINATOR	2.00		2.00		2.00
TRANSPORTATION/PUB WRKS ROAD	BRIDGE WORKER	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	SENIOR BRIDGE WORKER	3.00		3.00		3.00
TRANSPORTATION/PUB WRKS ROAD	BRIDGE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC POINT SIGN WORKER	4.00		4.00		4.00
TRANSPORTATION/PUB WRKS ROAD	TRAFFIC MAINTENANCE SUPERVISOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRKS ROAD	EXECUTIVE SECRETARY CONFIDENTIAL	1.00		1.00		1.00
AIRPORT ENTERPRISE	OFFICE ASSISTANT II	1.00		1.00		1.00
AIRPORT ENTERPRISE	SENIOR OFFICE ASSISTANT	2.00		2.00		2.00
AIRPORT ENTERPRISE	AIRPORT OPERATIONS SPECIALIST	8.00		8.00		8.00
AIRPORT ENTERPRISE	AIRPORT OPERATIONS SUPERVISOR	1.00		1.00		1.00
AIRPORT ENTERPRISE	ASSISTANT AIRPORT MANAGER	1.00		1.00		1.00
AIRPORT ENTERPRISE	AIRPORT MANAGER	1.00		1.00		1.00
AIRPORT ENTERPRISE	ADMINISTRATIVE AIDE	1.00		1.00		1.00
AIRPORT ENTERPRISE	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
AIRPORT ENTERPRISE	MARKETING SPECIALIST	1.00		1.00		1.00
AIRPORT ENTERPRISE	RIGHT OF WAY AGENT II	1.00		1.00		1.00
AIRPORT ENTERPRISE	MAINTENANCE WORKER II	2.00		2.00		2.00
TRANSPORTATION P/W TRANSIT	OFFICE ASSISTANT II	1.00		1.00		1.00
TRANSPORTATION P/W TRANSIT	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
TRANSPORTATION P/W TRANSIT	TRANSIT SPECIALIST II	2.00		2.00		2.00
TRANSPORTATION P/W TRANSIT	TRANSIT SYSTEMS MANAGER	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	SENIOR OFFICE ASSISTANT	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	DEPARTMENT ANALYST	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	PROFESSIONAL GEOLOGIST	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	INTEGRATED WASTE OPERATIONS DIVISION MGR	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	WASTE MANAGEMENT SPECIALIST II	4.00		4.00		4.00
TRANSPORTATION/PUB WRK REFUSE	REFUSE ENFORCEMENT SPECIALIST	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	WASTE MANAGEMENT AGENCY EXECUTIVE DIRECTOR	1.00		1.00		1.00
TRANSPORTATION/PUB WRK REFUSE	LANDFILL FACILITIES SPECIALIST	1.00		1.00		1.00
<b>TRANSPORTATION &amp; PUBLIC WORKS TOTAL</b>		<b>168.00</b>	<b>0.00</b>	<b>168.00</b>	<b>0.00</b>	<b>168.00</b>

<b>UCC COOPERATIVE EXTENSION</b>						
UNIV OF COOP EXT	ADMINISTRATIVE AIDE	1.00		1.00		1.00
UNIV OF COOP EXT	DEPARTMENT ANALYST	1.00		1.00		1.00
UNIV OF COOP EXT	SENIOR AGRICULTURAL PROGRAM ASSISTANT	1.00		1.00		1.00

Department Defined	Title	FY 19/20 Recomm Total	FY 19/20 Supp	FY 19/20 Totals with Supp	FY 19/20 Hearing ctions	Final dopted 19/20
UNIV OF COOP EXT	DEPARTMENT PROGRAM MANAGER	2.00		2.00		2.00
<b>UCC COOPERATIVE EXTENSION TOTAL</b>		<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>

<b>EMERGENCY MANAGEMENT</b>						
ADMINISTRATION	SECRETARY	1.00		1.00		1.00
ADMINISTRATION	DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT	1.00		1.00		1.00
ADMINISTRATION	DIRECTOR OF EMERGENCY MANAGEMENT	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE AIDE	1.00		1.00		1.00
ADMINISTRATION	ADMINISTRATIVE SERVICES OFFICER I	1.00		1.00		1.00
ADMINISTRATION	DEPARTMENT PROGRAM MANAGER	1.00		1.00		1.00
COMMUNITY PREPAREDNESS/ENGAGEMENT	COMMUNITY PREPAREDNESS PROGRAM MANAGER	1.00		1.00		1.00
COMMUNITY ALERT AND WARNING	COMMUNITY ALERT AND WARNING PROGRAM MANAGER	1.00		1.00		1.00
COMMUNITY ALERT AND WARNING	DEPUTY EMERGENCY SERVICES COORDINATOR	1.00		1.00		1.00
EMERGENCY COORDINATION	DEPUTY EMERGENCY SERVICES COORDINATOR	3.00		3.00		3.00
<b>EMERGENCY MANAGEMENT TOTAL</b>		<b>12.00</b>	<b>0.00</b>	<b>12.00</b>	<b>0.00</b>	<b>12.00</b>

<b>3,958.03</b>	<b>2.80</b>	<b>3,960.83</b>	<b>0.00</b>	<b>3,960.83</b>
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