

OFFICE OF THE COUNTY ADMINISTRATOR



COUNTY OF SONOMA

575 ADMINISTRATION DRIVE – ROOM 104A
SANTA ROSA, CALIFORNIA 95403-2888
TELEPHONE (707) 565-2431
FAX (707) 565-3778

M. CHRISTINA RIVERA
COUNTY ADMINISTRATOR

PETER BRULAND
DEPUTY COUNTY ADMINISTRATOR

BARBARA LEE
DEPUTY COUNTY ADMINISTRATOR

CHRISTEL QUERIJERO
DEPUTY COUNTY ADMINISTRATOR

PAUL GULLIXSON
COMMUNICATIONS MANAGER

DATE: June 13, 2023

TO: Members of the Board of Supervisors

FROM: M. Christina Rivera, County Administrator

SUBJECT: Board Budget Requests

This tab includes Board Budget Requests with staff responses to each.

Board Budget Requests are opportunities for Board Members to submit requests for funding to be considered during budget hearings.

Requests listed in the Budget Hearing Deliberation Tool in Tab 3 for consideration during Budget deliberations.

Board Budget Requests
Table of Contents

Request ID	Board member	Title	Page #
BOS-01	Gorin & Hopkins	Sonoma County Museum: Sonoma County Stories	3
BOS-02	Gorin	Larson Park Renovation	7
BOS-03	Gorin	Kenwood Fire Protection District Budget stability for Staffing	11
BOS-04	Gorin	State Route 12 Donald Gap Pedestrian Safety Project	33
BOS-05	Coursey	Secure Families	39
BOS-06	Hopkins	Lower Russian River Specific Area Plan Funding	62
BOS-07	Hopkins	Bike and Pedestrian Safety Improvements – Countywide	75
BOS-08	Hopkins	Increase Flexibility for Supervisors to Increase Utilization of Staff Assistant I Job Class - Countywide	79
BOS-09	Hopkins	Extreme Weather Conditions Funding Supporting Unhoused and Housing-Vulnerable Populations’ Safety - Countywide	95
BOS-10	Hopkins	Food Security Funding Support for the Most Vulnerable - Countywide	98
BOS-11	-	Merged with duplicate request	n/a
BOS-12	Hopkins	North Sonoma Coast Fire Protection District Funding Support	103
BOS-13	Hopkins	Three Year Three County Coastal Cleanup (Sonoma County’s Share)	110

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisors Lynda Hopkins and Susan Gorin

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Sonoma County Stories Permanent History Exhibition at Museum of Sonoma County Offering Countywide Benefits

What will the funds be used for and why it is needed?

Sonoma County Stories, a permanent history exhibition, will engage visitors in a brand-new way: through the power of storytelling. Building on **Gaye LeBaron's** gift for storytelling, the new exhibition will feature Gaye's video oral history collection, combining for the first time the power of these first-person accounts with artifacts and images.

The Museum's new exhibition will showcase and preserve the Museum of Sonoma County's historic collection, upholding our mission to **engage, inspire, and educate** our community for future generations.

The chapters of Sonoma County history will be presented in word, object, image, and video throughout the gallery space. **Seven touchscreen monitors** will provide dynamic history presentations of different topics, incorporating video segments, images, and text. The monitors will allow for new content to be added over time. The exhibition will also feature a glass vitrine stretching over 40 feet, creating a **Wall of Time** that showcases dozens of artifacts from the Museum's collection in dramatic fashion. Visitors will be able to follow the path of history—in tangible objects—as they hear and see the stories of Sonoma County.

Benefits to our Community:

- Establishes the only countywide, permanent history exhibition.
- Provides greater community access to the Museum's collection of artifacts, and oral history recordings.
- Elevates the voices of underserved communities.
- Creates the infrastructure and context for an ongoing public engagement and education program- not just a static exhibition.
- Establishes the foundation for Sonoma County Storytellers, a free storytelling program for students of Title I schools, which combines docent-led tours with a series of history and storytelling lessons.

Financial Benefit to the County

Our legislators, policymakers, funders, and trustees know that that Sonoma County cultural nonprofits are significant contributors to our economy. According to Creative Sonoma's 2017 economic impact study, 42 participating arts and culture nonprofits in the county generated \$80.4 million in annual economic activity and supported 2,684 full-time jobs. Museums generate substantial tax revenue for their communities and are economic drivers, providing financial benefits that ripple through the economy, with California's museum sector having the largest impact of any state (\$6.6 billion Gross Value Added per the American Alliance of Museums). We believe there are long lasting benefits for our county in having an institution that documents and explores our varied cultures.

Environmental And Civic

- We hope that this exhibit will be a tool for generations to come to learn about the importance of the land and the role that agriculture has played in creating this beautiful place.
- It is also about stewardship and our commitment to ensure that we are resilient to the effects of climate change, including wildfires and droughts, through knowledge, awareness, and engagement.
- This exhibit will foster understanding of the unique environmental and economic values of the North Coast, including rural and tribal communities.
- Museums rank among the most trusted entities in the United States, based on national surveys, and we believe this exhibition can add to unity, civic awareness, and overall well-being of the county.

Community Partnerships and Donors

Redwood Empire Chinese Association • Japanese American Citizen's League, Sonoma County • Filipino American National Historical Society, Sonoma County • Latino Service Providers • Santa Rosa Multicultural Roots Project • NorCal Media • The Santa Rosa Press Democrat • Anonymous Donor • Brad Baker, Sonoma Mountain Village • Coddling Foundation • Gordon and Joanne Dow • Friedman Family Foundation • Susan and Mike Marzalek • The Evert and Norma Person Fund • Harry and Dee Richardson • Lawrence and Jacqueline Simons • Jack and Diane Stuppin • Victor and Kathy Trione • and many more

What is the amount of the one-time funding request?

This proposal is for the Sonoma County Board of Supervisors to support MSC in the creation of this permanent Sonoma County history exhibition with a one-time sponsorship in the amount of \$150,000.

What department will be responsible for implementing this item?

Creative Sonoma within the EDB seems likely to be most suitable.

Does this funding request leverage additional funding?

The museum had already raised \$1,015,000 in case as of 12/31/2022. The overall project budget has been divided into two phases. Both phases include direct and indirect costs. The total project cost is \$1,465,000. This funding would make a significant contribution toward its remaining funding gap of \$350,000.

Whom should the County Administrator's Office contact for additional information?

Leo Chyi 707-565-3760 Direct Line Leo.Chyi@sonoma-county.org

Lynda Hopkins Lynda.hopkins@sonoma-county.org

Staci Pastis stacipastis@aol.com

Supervisor Susan Gorin

Board Request #BOS01/BOS11 – Museum of Sonoma County

Board Member(s) Requesting funding: Supervisor Gorin and Supervisor Hopkins

Description of Request

\$150,000 funding for the *Sonoma County Stories* permanent history exhibition at the Museum of Sonoma County.

CAO Staff Review Notes:

The one-time funding request would meet the estimated project budget for the *Sonoma County Stories* permanent history exhibit.

Prior to FY 19-20, the Museum of Sonoma County (Museum) received annual grant awards per the Community Investment Fund Policy (formerly Advertising Policy) for exhibitions, advertising, and signage. Since FY 20-21, the Museum has applied for and received one Local Events, Organizations, District Priorities grant.

FY 15-16	Signage and Major County Events Grants	\$63,000
FY 16-17	Signage, Documentary, Major County Events, and District Grants	\$58,500
FY 17-18	Signage, Major County Events, and District Grants	\$57,000
FY 18-19	Major County Events Grant	\$40,000
FY 19-20	No Application	
FY 20-21	District Grant	\$500
FY 21-22	No Application	
FY 22-23	No Application	

This request directly complements the mission of the Historical Records Commission for preservation and conservation of historical records as well as the Community Investment Fund Policy for supporting the culture of and benefit to Sonoma County. Creative Sonoma was noted as a possible department lead for any work associated with the Museum’s request.

The Museum has successfully raised nearly 70% of the estimated project budget. The Museum may request funding under the Community Grants and District Priorities category of the Community Investment Fund Policy. If funding is directed to the Museum for the *Sonoma County Stories* exhibit, a direct grant funding agreement could be administered by either the County Administrator’s Office or Creative Sonoma.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 6, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Susan Gorin

Date: April 6, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Larson Park Renovation - \$1 million

What will the funds be used for and why it is needed?

Renovation of Larson Park including a permanent restroom, pickle ball courts, and additional picnic areas will be added, the community garden and children's play area expanded, and nearly all existing recreation features require renovation including the soccer field, tennis courts, ball wall, basketball court, and other amenities.

Although \$2,400,000 of local funds has been secured for this project, several grant applications have not been successful because state and federal parks-related grant programs prioritize new parks. We also found that that with competitive grants, we qualified based on lack of parkland but were not selected based on local income as compared to other areas of the state. With most of this project involving renovation of existing facilities, this project was not a candidate for Ag + Open Space District's Matching Grant program.

The Larson Park Renovation Project is critical to the Springs Community. The well-loved park is actively used by thousands of residents and numerous community groups and nonprofit organizations, including youth and adult soccer organizations, tennis and pickleball groups, farmer's market group, La Luz Center, school, and for Springs Municipal Advisory Council events. However, the 50-year-old infrastructure is failing, and the community has vocally and persistently expressed the need for a major renovation.

Regional Parks worked with the community between 2015-2020 to update the Larson Park Master Plan which was adopted by the Sonoma County Board of Supervisors in 2021. The Larson Park Renovation Project, based on the master plan, will deliver a new soccer field, playground, pickleball courts, basketball court, tennis courts, gathering areas, picnic area, landscaping, ecological restoration, accessible features, parking, and other amenities to complement the existing community garden, baseball field, Sonoma Creek access, and Class 1 bike trail. Sonoma Valley Rotary is partnering with Regional Parks to expand the community garden.

Larson Park is embedded in a disadvantaged area, as determined by areas with household income less than 80% of the statewide median. Over 60% of the resident population is Latino or a community of

color and the poverty level is more than twice the county average. Flowery Elementary School is adjacent to the Park and the majority of students are eligible for free or reduced lunch meals. In addition, the Portrait of Sonoma (2012) community metrics of the surrounding area include:

- In the bottom 5 neighborhoods on Education Index (40% adults lack high school diploma)
- Top 4 neighborhoods in share of population under age 18 (3 in every 10 people are children)
- School enrollment rates are at 67.8% (lowest in Sonoma County and 14% below overall rate)
- 26.9% of residents lack health insurance
- Low earnings
- Rental housing is crowded – rental household size is 4.5 persons (countywide average is 2.6)

At the request of Supervisor Gorin, we have submitted a \$1 million earmark request to Senator Feinstein. With more funding, we would go to bid for construction this season. An engineer’s estimate has been completed for this project, but bidding will result in actual construction costs. However, the federal tax delay and economic outlook makes the earmark very uncertain. One-time Board of Supervisors funding would assure this project moves forward.

Additionally, Supervisor Gorin had a conversation with Assemblymember Aguiar-Curry about the possibility of State funding for Larson Park improvements. Their office added this to their district budget asks. They will have a better sense of amount as it gets closer to the May revise.

Parks staff are fairly confident that if this budget request is approved, they will be able to award and begin the project and complete as much as possible with now \$3.4M in funds we would have. If additional funds are received via one or both earmarks/State budget requests, Parks would apply to the contingency for this project, as cost overruns are likely; use the additional funds for items not able to be included in the original bid but which are included in the approved Master Plan; and/or apply to additional projects allowed by the Master Plan but not currently identified, such as irrigation renovation, or other capital related maintenance items.

For more information on the Larson Park Master Plan, please see:

- Master Plan Report: <https://sonoma-county.legistar.com/View.ashx?M=F&ID=9369031&GUID=529ADE60-21EF-4EB3-A9F6-6B5F80F3585E>
- Map: <https://sonoma-county.legistar.com/View.ashx?M=F&ID=9369032&GUID=90792462-8F15-4647-8821-6547F5C7166D>

What is the amount of the one-time funding request?

\$1 million

What department will be responsible for implementing this item?

Regional Parks

Does this funding request leverage additional funding?

\$2,000,000	Parks for All Measure M
\$200,000	Local County Service Area 41
\$107,000	Sonoma County Regional Parks Foundation
\$48,000	Sonoma County ADA Funding
\$45,000	Sonoma Valley Park Mitigation Fees

Pending earmarks as described above.

Whom should the County Administrator's Office contact for additional information?

Bert Whitaker, Director, 707-565-2041, bert.whitaker@sonoma-county.org

Steve Ehret, Park Planning Manager, 707-565-1107, steve.ehret@sonoma-county.org

Susan Gorin, 1st District Supervisor, 707-565-2241, susan.gorin@sonoma-county.org

Board Request #2a – Larson Park Renovation

Board Member(s) Requesting funding: Supervisor Gorin

Description of Request

One-time funding request of \$1,000,000 to complete renovations of Larson Park including a permanent restroom, pickle ball courts, and additional picnic areas will be added, the community garden and children’s play area expanded, and nearly all existing recreation features require renovation including the soccer field, tennis courts, ball wall, basketball court, and other amenities.

Regional Parks and CAO Staff Review Notes:

The \$1,000,000 One-time funding request would close the funding gap for the Larson Park renovation. The design and engineering work is 95% complete and if funding is available Regional Parks will begin work preparing the formal construction bid by late summer and potentially begin work by late 2023.

Current Project Estimate: \$3,400,000

Funding Sources Identified	Amount
Parks for All Measure M	\$2,000,000
Local County Service Area 41	\$200,000
Sonoma County Regional Parks Foundation	\$107,000
Sonoma County ADA SETP Funding	\$48,000
Sonoma Valley Park Mitigation Fees	\$45,000
Total	\$2,400,000

Status on Federal and State Funding Requests:

- The \$1 million request via Senator Feinstein’s office was not included in their FY 2024 Senate request.
- Requests for \$1 million were made to California Assemblymember Aguiar-Curry and Senator Dodd for Larson specified funding in the State FY 23/24 Budget. A decision is not expected until Mid-June once the state budget is approved by the legislature.

Updated Project Links:

The remediated master plan and appendices can be found on Regional Parks web site:

[Larson Park Master Plan](#)

(PDF: 11.7 MB)

[Larson Park Master Plan Report Appendices](#)

(PDF: 4.2 MB)

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 6, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Susan Gorin

Date: April 12, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

***Instructions:** Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.*

Request Title:

Kenwood Fire Protection District (KFPD) Budget stability for staffing.

What will the funds be used for and why it is needed?

At the time of this request the KFPD is struggling to maintain staffing at a 2.0 level due to a wage structure that is below that of surrounding districts. In December of 2022 we lost 60% of our paid workforce. KFPD survived this staffing crisis with the goodwill of the Sonoma Valley Fire District and we signed a nine (9) month emergency staffing agreement with SVFD that expires in July of 2023.

It is estimated it would cost about \$330,000 additional annually to raise wages to a competitive level. To do so would require reducing or eliminating contributions to the capital account for equipment replacement and drawing down from operating cash reserves.

This request would partially fund staffing levels as outlined in the Staffing Agreement with Sonoma Valley Fire District. This agreement is very similar to the agreement prior to the consolidation of Sonoma Valley Fire District and Glen Ellen Fire District.

This funding would provide a bridge to the potential Fire Tax measure under consideration.

What is the amount of the one-time funding request?

KFPD currently enjoys ongoing support from the County of \$180,000 for revenue sharing and \$120,000 for stabilization support. The \$180,000 is for perpetuity and the \$120,000 is guaranteed for two years of a ten year commitment.

We are requesting a continuation of the stabilization agreement for an additional year and a one-time additional support of \$ 200,000 for our fiscal 23-24 giving us a total support of \$500,000 from the County. \$180,000+\$120,000+\$200,000.

What department will be responsible for implementing this item?

CAO

Does this funding request leverage additional funding?

None identified

Whom should the County Administrator's Office contact for additional information?

Daymon Doss: drsadoss@comcast.net; Supervisor Susan Gorin

**AGREEMENT FOR CONTRACT FOR STAFFING SERVICES BETWEEN
THE SONOMA VALLEY FIRE DISTRICT AND
THE KENWOOD FIRE PROTECTION DISTRICT**

This Agreement ("AGREEMENT") is entered into as of October 1, 2022, by and between the Sonoma Valley Fire District ("SVFD") and the Kenwood Fire Protection District ("KFPD"), both fire protection districts formed and operated pursuant to the California Fire Protection District Law of 1987, California Health and Safety Code section 13800, *et seq.* These Districts shall be collectively referred to herein as "the parties".

RECITALS

WHEREAS, KFPD desires to contract for the provision of specified staffing services on a temporary basis while the KFPD completes an evaluation for providing long-term sustainable all-risk fire protection and emergency medical services; and

WHEREAS, SVFD is able and willing to provide such contract staffing services; and

WHEREAS, the parties are entering into this AGREEMENT as authorized pursuant to California Government Code section 6502, 6504(d), and 54980, *et seq.*, and

Now, therefore, SVFD and KFPD agree as follows:

1. SCOPE OF SERVICES - Fire Captains (2) and Fire Engineers (2). SVFD agrees to assign employees who are qualified Captains (2) and Engineers (2) to KFPD to fulfill the duties of the KFPD staffing positions as set forth below. Qualified Captains and Engineers may be fully qualified "acting" personnel who have completed all requirements to act in those positions for the SVFD. The SVFD will assign paramedics to these staffing positions and will ensure that there is at least one (1) paramedic on-duty at the KFPD station at all times, unless an exigent circumstance exists.

(a) The KFPD and SVFD Fire Chiefs shall jointly approve the SVFD employees who are assigned as the KFPD Fire Captains and Engineers. The SVFD employees assigned to KFPD will report through the normal and customary chain of command, respective of both the KFPD and the SVFD. All personnel matters are the responsibility of the SVFD.

(b) The KFPD Fire Captains and Engineers will provide all normal and

customary responsibilities of the respective roles and similar related activities, all in accordance with the requirements and expectations of statutory law, applicable KFPD and SVFD regulations, and the customary duties of the positions.

(c) KFPD will make available to the SVFD employees assigned to KFPD, all necessary regulations, policies, procedures, manuals, and other information, as well as incidental materials and supplies, work area, computer access, telephone, and other standard equipment required to perform the fire suppression staffing services desired by KFPD under this AGREEMENT.

2. TERM OF AGREEMENT. The term of this AGREEMENT shall commence with the assignment of the qualified KFPD Fire Captains (2) and Engineers (2) and shall continue for nine (9) months, until and including the date of June 30, 2023. The parties shall have the option to extend this AGREEMENT in three (3) month increments with a written amendment to this AGREEMENT. Either party can terminate this AGREEMENT with ninety (90) days written notice to the other party.

3. EMPLOYMENT OF PERSONNEL. For services provided under this AGREEMENT, the SVFD employees assigned as KFPD Fire Captains and Engineers shall be considered and remain employees of the SVFD and be bound by the terms and conditions of the SVFD MOU with IAFF Local 3593.

4. PAYMENT. For the services provided under this AGREEMENT, KFPD shall compensate SVFD at an estimated monthly amount of \$37,855.00, the exact amount to be determined by actual backfill costs incurred by the SVFD. The amount will be calculated at the end of the month and payable by the 15th of the following month. If desired and with approval of both the KFPD and SVFD Fire Chiefs, SVFD will provide Overtime coverage for the two KFPD assigned positions at the actual costs and to be paid by the KFPD to the SVFD within 30 days.

5. INSURANCE AND INDEMNIFICATION. Each party shall continue to maintain its existing liability insurance coverage and shall name the other party as an additional named insured under such liability insurance policies for the services provided under this AGREEMENT. Furthermore, each party shall mutually indemnify and release the other party from any and all claims arising from the services provided under this AGREEMENT.

6. SEVERABILITY. If any term or portion of this AGREEMENT is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this AGREEMENT shall continue in full force and effect.

7. NOT A JOINT VENTURE OR JOINT POWERS AUTHORITY. The parties intend by this AGREEMENT to establish only an agreement for contract staffing services, and do not intend to create a joint venture, joint powers agency, partnership or other joint enterprise of any kind.

8. NOTICES. All notices required under this AGREEMENT shall be in writing and mailed postage prepaid to the appropriate address indicated below:

To SVFD: Sonoma Valley Fire District
630 2nd Street West
Sonoma, CA 95476
Attention: Fire District Board

To KFPD: Kenwood Fire Protection District
9045 Sonoma Highway
Kenwood, CA 95452
Attention: Fire Protection District Board

9. AMENDMENT MUST BE IN WRITING. No modification, waiver, or amendment to this AGREEMENT is effective unless made in writing and signed by the representatives of both parties.

10. GOVERNING LAW. This AGREEMENT shall be governed by and construed to the laws of the State of California. Venue for any action regarding this AGREEMENT shall be in the Superior Court of the County of Sonoma.

11. AUTHORITY TO ENTER INTO AGREEMENT. Each party warrants that the individuals who have signed this AGREEMENT have the legal power, right, and authority to make this AGREEMENT and to bind each respective party.

12. ENTIRE AGREEMENT. This AGREEMENT constitutes the complete and exclusive statement of the AGREEMENT between the parties for shared staffing services. No terms, conditions, understandings, or agreements purporting to modify or vary this AGREEMENT, unless hereafter made in writing and signed by the representatives of both parties, shall be binding on the parties.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date indicated on page one.

SONOMA VALLEY FIRE DISTRICT

KENWOOD FIRE PROTECTION DISTRICT

By: _____
Bill Norton, Board President

By: _____
Bob Uboldi, Board President

ATTEST:

ATTEST:

By: _____
Maci Jerry, Board Clerk

By: _____
Daren Bellach, Board Clerk

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date indicated on page one.

SONOMA VALLEY FIRE DISTRICT

By: 
Bill Norton, Board President

KENWOOD FIRE PROTECTION DISTRICT

By: 
Bob Uboldi, Board President

ATTEST:

By:  8.30.22
Maci Jerry, Board Clerk

ATTEST:

By: 
Daren Bellach, Board Clerk

Kenwood Fire Protection District
Board Ad Hoc Consolidation Exploration Committee Report
By Daymon Doss and Jack Atkin
October 11, 2022

Contents

Purpose

Methodology

Summary Findings & Conclusion

District Background & History

Summary of District Finances

Analyses of Impacts on Revenues and Expenses

Analysis of Impact on Revenues

Analysis of Impact on Expenses

Analysis of Impact on Operations

Community Considerations

The Process of Consolidation

Experience of Other Districts

Consolidation Candidates

Recommendations

Appendix

List of Documents Reviewed Chief Akre

Questions for Various Parties

Purpose

The purpose of the committee was to fully explore the consolidation of the Kenwood Fire Protection District with another fire district and determine whether or not a consolidation was in the best interests of the Kenwood community. By necessity, our exploration required us to consider the long-term ability of an independent Kenwood District to provide an adequate level of fire and emergency services to the community.

Methodology

We began the effort by creating a list of questions about changes to revenues, expenses and operations of the district that might be expected from consolidation

The second step was to conduct interviews and review documents that provided answers to our questions. We interviewed Chief Bellach, Chief Akre, Bill Adams (District counsel), Mark Bramfitt (Executive Officer of LAFCO). In addition, we met with Matt Atkinson, Mark Emery and Bill Norton, all of whom are currently directors of the Sonoma Valley Fire District (SVFD). Atkinson and Emery were formerly directors of the Glen Ellen Fire District (GEFD). The Glen Ellen district was consolidated into the SVFD in 2020.

We also reviewed a number of documents, including LAFCO applications for other districts' consolidations and the consolidation/reorganization agreement between SVFD, GEFD, Valley of the Moon Fire District (VOMFD) and Mayacamas Fire Company (MFC) among other documents.

Copies of the questions and a list of documents reviewed are contained in the appendix to this report.

Summary Findings & Conclusion

We concluded that if gap funding from the county is available to a consolidated district which would provide the financial resources to raise the service level in Kenwood from 2.0 to 3.0 staffing, including a paramedic on every shift, consolidation is in the best interest of the Kenwood community.

Good decisions require recognition of the alternatives. In this case the alternative would be to remain as an independent fire district. At the time of this report the district is struggling to maintain staffing at a 2.0 level due to a wage structure that is below that of surrounding districts. The chief estimates it would cost about \$330,000 per year to raise wages to a competitive level. To do so would require reducing or eliminating contributions to the capital account for equipment replacement, drawing down operating cash reserves or finding some new, as yet untapped, source of revenue. Such a strategy could be pursued in the short to medium term, possibly as long as five years.

We saw no path to achieve a sustainable higher service level that would include 3.0 staffing or full paramedic capability as an independent district.

It must be emphasized that at this point there have not been any negotiations with the county regarding gap funding. There are reports that the county has declined a request to provide gap funding for

another district to facilitate its consolidation, so the availability of gap funding is a distinct uncertainty. Absent gap funding from the county there is simply no incentive for any other district to add Kenwood's operation into a larger, consolidated district.

Even if Kenwood were to decide to pursue consolidation, the uncertainty of gap funding to make consolidation work makes it imperative the board and the chief continue to manage the district as an independent district to provide the best possible service to the Kenwood community until the funding necessary for consolidation is secured.

District Background & History

The Kenwood District was formed in 1945, and for many years operated largely as a volunteer fire district, with limited paid staff. As the demographics of Kenwood began to change the need arose to rely more on paid staff to provide an adequate response to emergencies. The district hired its first fulltime paid fire fighter in 1995. A parttime fire fighter was added in 2006 and around 2012-2016 11 additional parttime, paid staff were added as the trend away from staffing with volunteers continued. At the beginning of the current fiscal year the district had five fulltime staff, four parttime staff and 20 volunteers.

The district provides what is commonly known as 2.0 staffing, which means every engine call has 2 qualified staff on board to answer calls. It should be noted that staffing at 3.0 level has become a common standard with many fire districts in the area. At the time of this report wage levels for paid staff at Kenwood lag behind wage levels at nearby districts, maybe by as much as 25%. There is no evidence of the trend toward a greater need for paid staff reversing.

Right about the time this report was being finalized the district faced a staffing challenge when three fulltime, paid staff were lost, and replacements were hard to find. The immediate challenge was resolved by entering into a temporary agreement with Sonoma Valley Fire District to provide staffing to maintain service in Kenwood.

Prior to the temporary staffing agreement, there were no paramedics among any Kenwood staff. Under the temporary agreement SVFD has committed to provide one paramedic on each shift. Firefighters who are not paramedics answering emergency medical calls may only provide basic first aid but may not provide any medical assistance for which a paramedic's designation is required.

Summary of District Finances

Due to the declining availability of volunteers and the need for more paid firefighters and higher compensation for them, the Kenwood operating budget has come under pressure. Some relief has come in the past year from several places. Voters in the district approved Measure E, which resulted in an increase in parcel tax revenues for the district. The resulting increase brings the parcel tax rate in Kenwood to a level similar to that in adjacent areas.

In addition, the County entered into an agreement with Kenwood (and other districts) in 2021 to provide some additional revenue. The county agreed to provide an initial amount of \$180,000 a year in

“revenue sharing” payments and \$120,000 a year for an initial period of two years in “stabilization” payments. Under the terms of the agreement, the revenue sharing amount is to continue in perpetuity and contains an escalation clause. The stabilization payments will continue for 10 years, at best, but may be discontinued after only two years.

One measure of financial strength is the substantial cash balance in the operating account, which was approximately \$1.6 million at FYE 6/30/22. In addition, the district maintains a reserve for replacement of facilities and equipment. The balance in that account was about \$2.5 million at the same time. A reserve study performed by the board in 2021 determined the replacement reserve was essentially 100% funded and going forward it would require a contribution of around \$220k annually to remain fully funded. The amount of the required annual contribution may change from year to year based on new equipment acquisitions, earnings on the invested balance in the reserve fund, inflation and useful lives of equipment, among other determinants.

There has been discussion in recent years of a new, county-wide sales tax which would provide some additional revenue to fire districts. Such a measure was on the ballot in 2020 and failed to pass. Whether a sales tax increase to fund fire services will ever be instituted is speculative, at best, and even if it passed, the portion allocated to Kenwood is unknowable.

Analyses of Impacts on Revenues and Expenses

The purpose of this financial analysis was to determine if consolidation with another district would lead to either an increase in revenues available to the consolidated district greater than from simply combining the current level of revenues of the separate districts, or if there would be efficiencies in operations which would reduce the costs to a combined district.

Analysis of Impacts on Revenues

With one significant exception, “gap funding” from the county, we were not able to identify any synergism in revenues that would result from consolidation. Upon consolidation the revenue from normal sources would simply combine the amounts currently available to the individual districts.

In cases in which other independent fire districts have recently consolidated, the county has provided ongoing funding in an amount for the consolidated district to bring the standard for service throughout the consolidated territory up to a consistent level. This is commonly referred to as “gap funding.” While there is no active proposal from the county for gap funding that would benefit the Kenwood community in the event of a consolidation, we worked under the assumption that were Kenwood to consolidate and if the county were to agree to provide gap funding for a consolidated district, the resulting impact on Kenwood would be threefold:

- Wage levels for firefighters in Kenwood would be increased to a competitive level
- Staffing would improve from the current level of 2.0 to a 3.0 staffing
- Staffing on each shift would include at least one certified paramedic

One preliminary estimate of the funding gap to bring the level of service in Kenwood up to a level typical in surrounding districts was \$1.23 million a year. This estimate was prepared by Chief Akre of SVFD. If the revenue sharing and stabilization payments currently coming from the county were discontinued upon any consolidation, the gap could increase by the amount of the discontinued payments.

We did not ask if the county might provide a similar amount to Kenwood if it were to remain independent, but we gauge the likelihood of that to be remote since the objective of the county is to encourage independent districts to consolidate into larger districts.

Analysis of Impact on Expenses

Unlike on the revenue side, we did find that consolidation would likely result in some efficiencies that would reduce overall costs to a consolidated district as compared to two independent districts.

The most obvious savings would be in the reduction in the number of chiefs from two to one. Additionally, there would be some savings in costs associated with administration and governance by combining activities into one organization. We did not try to quantify the actual savings which might accrue to a consolidated district, largely because we did not see the magnitude of the savings to rise to a level that alone would clearly justify consolidation.

Analysis of Impact on Operations

No one we spoke to saw any possibility for changes to operations that would close the Kenwood firehouse, remove equipment resources from Kenwood, or reduce the capacity for firefighting and emergency response to the Kenwood community that would result from consolidation. Any concerns along those lines appeared to us to be unwarranted. Nevertheless, in the final section of this report we make several recommendations, one of which is to include in any consolidation agreement a provision assuring no reduction of staff, equipment, or facilities in Kenwood.

Community Considerations

Without a doubt there is an intangible element to any consideration of consolidating the Kenwood Fire District with a neighboring, larger entity. Consideration for the history of the role of the Kenwood Fire District in the fabric of the Kenwood community must be taken into account.

In the past it was the volunteers who almost exclusively staffed the department who conducted the pillow fights, crab feed and pancake breakfast fundraisers. The fire department has been one of the key pillars of the Kenwood community. Some in the community are concerned this rich legacy will be lost if the district consolidates. However, the fact is that today when an alarm is sounded there are occasions when no volunteers are available to answer the call. In the end, we concluded the ability to provide a more consistent higher level of service to the Kenwood community was best achieved by consolidating.

The Process of Consolidation

Should the Kenwood District decide to pursue consolidation, the process could take one to two years or more to complete. Aside from navigating the legal process, it would also require the county to commit to funding the revenue gap, and there is no assurance that the county would agree or have the funds necessary to make consolidation economical for a consolidated district.

Experience of Other Districts

As part of our investigation, we met with three directors of the SVFD, including two who had formerly been directors of the GEFD, before it was consolidated with SVFD. Our focus in the meeting was to learn about their experience in the recent consolidation and whether they learned any lessons that would help us in addressing this issue. We saw Glen Ellen as having similar characteristics as Kenwood, and therefore a good model for us to evaluate. Several points worth reporting emerged from this meeting.

- Prior to consolidation, Glen Ellen was experiencing similar staffing challenges to the one we currently face. Prior to consolidation they entered into a staffing agreement with SVFD, like the one Kenwood just entered with SVFD.
- Where the community was aware of a higher level of service, the improvement was seen as a welcome development.
- Active and open communication with all stakeholders, including paid and volunteer staff and community members was a key element to making the changes run smoothly and avoiding misunderstanding and dissatisfaction in the community.
- Consolidation has not prevented the continuation of community events like Easter egg hunts, pancake breakfasts and other similar events with long histories at some consolidated districts.
- Three of the seven directors of the new Sonoma Valley district are from the Glen Ellen community. At first this seemed to provide Glen Ellen disproportionately large influence in a district that serves a large part of the Sonoma Valley, including the town of Sonoma. Because Sonoma is served by a services agreement with the SVFD, but the town is not actually within the fire district, Sonoma residents do not vote in elections for directors of the district. There is currently no provision for fire district directors to be elected by geographic districts. The directors we met with volunteered they thought Kenwood deserved to have a couple of directors on the board were Kenwood eventually to consolidate.

Nothing in our meeting raised any concerns about consolidation as a possible path for Kenwood.

Consolidation Candidates

Practically speaking there are only two districts which could be considered viable candidates for consolidation, the Sonoma County Fire District (SCFD) and the Sonoma Valley Fire District (SVFD). Between those two possible candidates, there are several reasons the SVFD is the most suitable district.

- Despite the fact that Kenwood has substantial common boundaries with both districts when observing district boundaries on a map, topographical features make the fit with the adjacent SVFD more practical. Kenwood is separated from portions of the SCFD by the hills that separate Kenwood from Bennett Valley as well as the city of Santa Rosa which separates Kenwood from portions of the SCFD, like Windsor, to the north.

- Sonoma County fire districts have long been organized into regions. Kenwood, like the SVFD, is in Region 3. This commonality of region has made collaboration among the Region 3 districts more natural than similar collaboration with districts in other regions.
- Before LAFCO can consider any application that would result in Kenwood being consolidated with another district, Kenwood must be deemed to be in the same Sphere of Influence (SOI) as the other district. A formal Municipal Services Review (MSR) must be performed to determine the SOI of any agency as part of the consolidation process, under California law. At the time of the recent consolidation of SVFD with GEFD, VOMFD and MFC an MSR was performed, and Kenwood was deemed to be in the SOI as the consolidating districts. In order for Kenwood to even consider consolidation with SCFD a new MSR would need to be performed which would cause delay and for which Kenwood would have to bear the costs. Most importantly it's not clear whether such review would conclude with a finding that Kenwood was in the same SOI as SCFD.

Based on the above three reasons, we concluded that the better situated candidate for consolidation was the SVFD.

Recommendations

It is also our recommendation that should the board decide to pursue consolidation, that several key elements should be a part of any agreements between the county and/or the consolidation partner to insure adequate future fire and emergency services be provided to the Kenwood community.

They include:

- a. Provision that the Kenwood facility remain open and equipped equivalent to the current level or better.
- b. That elections for board directors be by geographic district and that Kenwood will always have at least one representative, and not less than representation proportionate to the Kenwood population as compared to the overall district population.
- c. The consolidated district commits to funding a reserve that is adequate to provide financial resources to maintain facilities and equipment as replacement are needed.

Appendix

List of documents reviewed

- Email from Supervisor Gorin 8/17/2019
- Email from Chief Bellach 12/1/2019
- Email from A. Moretti 12/4/2019
- Draft of A Concurrent Resolution of the Boards of Directors of the Glen Ellen Fire Protection District, the Kenwood Fire Protection District and the Valley of the Moon Fire Protection District; Constituting the Districts' Resolution of Application to the Local Agency Formation Commission of Sonoma County for the Reorganization of the Glen Ellen Fire Protection District. 2019
- Resolution of the Local Agency Formation Commission of the County of Sonoma, State of California, Making Findings and Determinations Related to Information Contained in the Municipal Service Review and Sphere of Influence Study for the Kenwood Fire Protection District, Glen Ellen Fire Protection District, Valley of the Moon Fire Protection District, Schell-Vista Fire Protection District, City of Sonoma (fire and emergency medical services only) and County Service Area 40-Fire Services (Mayacamas Volunteer Fire Department and Incident Response Area 31-75), Determining Exemption from the California Environmental Quality Act, Adopting the Determinations of the Municipal Service Review and Sphere of Influence Study, and Amending the Spheres of Influence of the Subject Agencies. 11/6/2019
- LAFCO Municipal Service Review: Kenwood Fire Protection District, 2019
- Application for Reorganization; Glen Ellen Fire Protection District Reorganization No. 2019-01 Consisting of the Valley of the Moon Fire Protection District; Detachment from County Service Area No. 40 (Fire Services) of the Mayacamas Volunteer Fire Department Service Area; and annexation of the Same Territory to the Glen Ellen Fire Protection District, 2019
- Cal. Gov. Code paragraph 56133
- Notice of Zone 3 master planning group meeting 8/15/2019
- Forestville Fire Protection District Annexation FAQ
- Municipal Service Review & Sphere of Influence Study for North County (Region 6) Fire & Emergency Services; NCFPD Comments, March 2021
- Annexation Fiscal Analysis Report on the Forestville Fire Protection District, July 2020
- Annexation Fiscal Analysis Report on the Rancho Adobe Fire protection District, May 2022
- Application for Reorganization, Bodega Bay FPD & Sonoma County FD, January 2022
- Fire and EMS Agency Sphere of Influence Amendment Criteria Draft, LAFCO, 9/16/2019
- Property Tax Allocation Agreement and Appropriations Limit between Glen Ellen FPD, and the County of Sonoma for the Reorganization of Fire Districts in the Southeastern portion of Sonoma County, 2/11/2020
- Municipal Service Review for Sonoma Valley Fire and Emergency Service Agencies, 2019
- Application for Reorganization, Windsor FPD Reorganization No. 2018-01 Consisting of the Bennett Valley FPD and Rincon Valley FPD; Detachment from County Service Area No. 40 (Fire

Services) of the Mountain Volunteer Department Service Area; and annexation of the Same Territory to the Windsor FPD, 12/12/2018

- Sonoma County Silver Plan fire staffing adopted by Board of Supervisors 8/14/2008
- City of Sebastopol, Short and Long Term Plan for the Future of the Sebastopol Fire Department
- Revenue Sharing Agreement between the Sonoma County Fire District and the County of Sonoma for the Reorganization of the Sonoma County Fire District, 10/19/2021

Consolidation Questions

For Chief Bellach

Revenue

1. Are there sources of additional revenue that would be available if the district consolidated with another district? If so, would it make any difference which district we consolidated with?
2. Are there any circumstances that by combining districts the combined revenue would increase more than adding the current revenues together?
3. Would the consolidation of any districts reduce the revenue by canceling County revenue sharing allotments?
4. Are there any opportunities for enhanced revenues from grants or other sources for a combined district, which are not available to individual districts?
5. How is the funding "gap" calculated? Who determines the method of calculation? Has the gap for Kenwood been calculated for Sonoma Valley District? For other districts? What assumptions are made in the calculations that have been made?
6. In the event of any funding from the County to address funding gaps, how secure is the county funding, and are there provisions for adjustments/increases in the county funding?
7. When gap funding is provided, are there any limitations or restrictions on how it is used?

Expenses

1. Are there possible savings from economies of scale, say from purchasing supplies to equipment? If so identify and estimate the amount.
2. Are there potential savings from reducing duplicate or overlapping facilities or equipment? If so, identify specific savings and estimate the amount of savings.
3. Are there potential savings from efficiencies in staffing? If so, what staff could be eliminated in a consolidation and what is the estimated savings?

Operations

1. Would consolidation result in redeployment of facilities and equipment? If so, how would those changes result in better service and/or more efficient utilization of resources? How would any such redeployment be perceived by the Kenwood community?
2. If consolidation is expected to result in an improvement in the service level, specifically how would that happen? Could these same service improvements be realized in ways other than through consolidation? Would higher level of service entail higher costs, or would they be achievable without higher costs?
3. How would consolidation change the staffing at the Kenwood fire house? Would the staffing changes vary with different consolidation candidates(districts)? Describe the structure of any higher level of staffing.

4. What impact on the volunteers would be expected from consolidation? What impact would there be on the consolidated district's ability to attract and retain volunteers from Kenwood, or to staff the Kenwood area operations?

Other topics

1. Can Kenwood continue to function in the longer term without consolidation?
2. What is the impact, if any, on the insurance rating on the residents in the Kenwood district of consolidation and any potential changes in operations that would result?
3. Which districts might be candidates to consolidate with Kenwood? What would be the benefits of consolidation that could attract a district to consolidate? Which district would provide the most benefits to the Kenwood community?
4. Do any of the candidates for consolidation have a dedicated reserve fund for replacement of equipment and facilities? If so, how well funded is it? If not, what is their strategy to maintain facilities and equipment.

Consolidation Questions

For Bill Adams, District Counsel

1. On what basis does the County conclude consolidation is warranted? Is there research and/or analysis that supports this conclusion?
2. Reportedly the county has provided funding to close a “gap” when other fire districts have consolidated. What does the “gap” measure? In the case of Kenwood has there been any determination of a “gap”? If so, how much is it? How would the County address funding the gap in the event of a consolidation?
3. Are there any efficiencies, costs savings, enhanced revenues or any other financial benefits to Kenwood of consolidating that you know of? If so, what are they?
4. When gap funding is provided, are there any limitations or restrictions on how it is used?
5. In 2020 there was a consolidation process that initially included the Kenwood district, that eventually led to consolidation of Sonoma Valley, VOM, Glen Ellen and Mayacamas. Kenwood was dropped from that process. Can you shed light on what led to Kenwood being dropped from the effort?
6. In your professional practice you represent many, if not all, fire districts that could be consolidation candidates. This presents a potential conflict of interest. How do you propose to address any conflict and assure us you can represent Kenwood’s best interests?

Consolidation Questions

For Mark Bramfitt, Executive Officer of LAFCO

Note: The timing of this meetings was after the district had begun steps leading to a temporary staffing agreement with SVFD.

1. Will we run afoul of the requirement that the staffing agreement being contemplated requires prior LAFCO approval?
2. What is the timeline for LAFCO action on any request we would make for approval of the staffing agreement.

For Mark Emery & Matt Atkinson, Directors of SVFD and former directors of Glen Ellen Fire Protection District, and Bill Norton, President of SVFD

1. Has the consolidation worked out for the benefit of your community?
2. What have you learned that you didn't expect?
3. What would you do differently?
4. What advice would you offer?

Board Request #BOS03a – Kenwood Fire Staffing

Board Member(s) Requesting funding:

Supervisor Gorin

Summary of Request

This request is for a one-time \$320,000 to support the district, in addition to the currently committed funding of \$180,000, to bring the total County contribution to the District to \$500,000. The funding will help continue the existing staffing agreement between the Kenwood Fire Protection District and the Sonoma Valley Fire Protection District (SVFPD), and will allow the district to move to from a 2.0 to a 3.0 staffing (two firefighters, including one paramedic, on shift 24/7). The requests notes this would be bridge funding until a potential fire tax measure is approved by voters. Otherwise, the District would need to reduce or eliminate contributions to the capital account for equipment replacement and draw down from operating cash reserves.

The Request includes the Kenwood Fire agreement they wish to continue with Sonoma Valley Fire, which provides for specific staffing on a temporary basis while Kenwood completes an evaluation for providing long-term sustainable services. The provision of service from SVFPD includes assigning two fire captains and two fire engineers, with at least one paramedic on duty.

CAO Staff Review Notes

The Board of Supervisors approved an agreement on [January 25, 2022](#), to provide funding support for the Kenwood Fire Protection District. The agreement has two components:

- An annual revenue sharing payment in the amount of \$180,000 that is adjusted by the Consumer Price Index. This payment shall continue in perpetuity and is budgeted to be \$194,875 for the FY 2023-24 payment.
- A two-year stabilization payment of \$120,000 for FY 2021-22 and FY 2022-23. The final stabilization payment was made on 10/4/22 and it was financed from Board discretionary funding sources dedicated to the Fire Services consolidation project. Section 4(f) of the agreement approved on January 25, 2022, established that no further supplemental funding will be provided by the County for potential reorganization and any additional funding would be sought via a future tax measure. Please see the below.

4. (f). The Parties acknowledge and agree that this Revenue Sharing Agreement is the only supplemental funding to be provided by the County for the potential Reorganization with another fire district, and no further supplemental funding will be provided to District under any circumstances. The Parties further acknowledge and agree that in the event supplemental funding is needed in the future to support Reorganization, District would seek additional revenue via a future tax measure or other revenue raising mechanism.

Section 5 outlined the terms of the stabilization payment, that was intended to bridge the receipt of Measure E parcel tax revenue proceeds. The approved measure resulted in a levy of a special tax of \$0.12 per square foot for residential and commercial properties; and \$16.00 per acre for agricultural land, raising approximately \$300,000.00 annually.

Fiscal Information

Kenwood's FY 2022-23 budget information is as follows:

- Sources \$2.86 million
- Uses \$2.85 million
- Fund Balance for Capital Replacement \$2.4 million

CAO Recommendation

Based on the available fiscal information, the District appears to have sufficient revenue to cover staff staffing cost in FY 23/24. Therefore, staff suggests the Board adheres to the 1/25/22 funding stabilization agreement, which preempted the possibility of Kenwood Fire Protection District (KFPD) requesting additional funding beyond FY 22/23, and the KFPD board accepted while subsequently establishing their own special tax.

Alternatively, since the Board's Fire Services ad-hoc is still active, this District 1 \$320,000 request and District 5 Budget Request 12 – North Sonoma Coast Fire Protection District \$700,000 - \$2,060,000 can be referred to the committee for further consideration.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 6, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Susan Gorin, District 1

Date: April 13, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

State Route 12 Donald Gap Pedestrian Safety Project

What will the funds be used for and why it is needed?

Pedestrian Improvements on State Route 12 in the Sonoma Springs area are needed to improve pedestrian safety. This location is an economically challenged community with a high volume of pedestrian traffic. The pedestrian safety in this community would be improved with completing the existing gap in sidewalks between Encinas Lane and Verano Avenue, adding sidewalks to the bridge over Sonoma Creek or installing a pedestrian bridge and pedestrian lighting on the bridge over Sonoma Creek.

These measures are desired by the community, due to a need to provide continued sidewalks in this densely populated area. In many cases, walking along this section of Highway 12 is unavoidable due to Highway 12 acting as the “main street” for the community. The Springs Municipal Advisory Council, an Advisory Body to Supervisor Gorin, took community feedback and wrote a letter requesting safety improvements in this corridor including in the Donald Gap specifically (attached to this request for reference). There is overwhelming community support for these improvements, though they are not a high priority for Caltrans.

District 1 has allocated \$500,000 in PG&E Settlement Tier 2 funds for the preliminary engineering and environmental studies for this project. This funding request is for construction funds, helping to ensure that these necessary improvements could be made.

This is a State Route and a Caltrans encroachment permit will be included in the project. This project is a continuation of the Highway 12 Corridor Improvements project completed in 2012.

Total project construction cost is estimated at \$3.9M. This includes right-of-way acquisition, construction and Caltrans oversight. This cost excludes the \$500,000 for design and environmental.

If this request is approved, construction could begin in the 26/27 construction year provided SPI can secure additional grant funding, which they have committed to do.

What is the amount of the one-time funding request?

This request is for \$1.545,248.12 M newly available PG&E Settlement funds. SPI will continue to seek additional grant funding to complete the construction of the project.

What department will be responsible for implementing this item?

SPI will be managing this project and coordinating with Caltrans.

Does this funding request leverage additional funding?

SPI will continue to look for grants to supplement the project construction funding. We have \$500,000 allocated for preliminary engineering and environmental studies from PG&E Settlement Tier 2 funds.

Whom should the County Administrator's Office contact for additional information?

Please contact Janice Thompson at SPI and Supervisor Susan Gorin

Springs Municipal Advisory Council

March 2, 2022

Caltrans
Sean Nozzari
Deputy Director of Traffic Operations
Caltrans Bay Area (District 4)

Via email:

RE: Urgent Request for Improvements to Traffic Safety in the Springs

Dear Caltrans,

The Springs Municipal Advisory Council (Springs MAC) is aware of ongoing meetings between Supervisor Susan Gorin, CalTrans and Sonoma County Transportation and Public Works (TPW) regarding improvements to traffic safety in The Springs along the Highway 12 (HWY 12) corridor. The CalTrans Complete Streets program requires that the Safety and Accessibility of walking, biking, and taking public transit be prioritized on their roads whenever a project is undertaken. Due to recent improvements on Hwy 12 in the City of Sonoma, we have become aware of the possibilities in additional safety improvements that could be made for pedestrians and bicyclists in our community. We (The Springs MAC members) make an urgent request that CalTrans initiates action at the earliest possible time, on the following requests for pedestrian, bicycle and vehicular safety in the Springs.

Highway 12/Verano Avenue Intersection/Verano Avenue & Main Street Crosswalk

We grant that the Hwy 12/Verano Ave intersection is the only portion of this request under Springs (County) and CalTrans joint jurisdiction. CalTrans personnel are aware of the death of two people and two girls in their early teens injured at that intersection. All of these occurrences were within less than a quarter mile of the locations mentioned (see below chart for references). The deaths of two people, one in the City of Sonoma and the other in Sonoma County (the Springs), highlight our awareness that conditions at the Hwy 12/Verano Ave intersection directly impact conditions at these two sites. It is our contention that improvements to the Hwy 12/Verano Ave intersections are highly indicated.

Our concerns are the inequity of designated turn signals and lanes at the Hwy 12/Verano Ave intersection that create confusion and increased danger. The critical point seems to be for vehicles turning left from the west on Verano to proceed north on Hwy 12.

Recent Injuries and Deaths at Verano Ave and Highway 12 intersection

Date	Location	Details	Article link
3/22/2021	Bike Path- HWY12 Maxwell Park	Fatality Pedestrian James Pendergast hit by work va	https://www.pressdemocrat.com/article/news/highway-12-north-of-sonoma-closed-after-fatal-collision/
2/14/2021	Crosswalk HWY 12 & Verano Avenue between Palms Cafe and McDonald's	Accident Two girls injured by Car	https://www.sonomanews.com/article/news/2-girls-struck-at-verano-and-sonoma-highway/
11/24/2020	Crosswalk Verano Avenue & Main St & Main S	Fatality Pedestrian Ray Carrillo hit by Car	https://www.sonomanews.com/article/news/pedestrian-dies-after-being-hit-by-car-in-sonoma/

Springs/HWY 12 Crosswalks

There is need for additional marked crosswalks throughout the Hwy 12 corridor from El Verano to Agua Caliente. The Springs Community is dense with businesses and housing along that stretch of highway. Many people walk to shopping and other businesses throughout the Springs. Vehicles frequently take advantage of gaps in traffic to speed from stop signal to stop signal making unsafe conditions for pedestrians and bicyclists. There are few actual cross streets (only "T" intersections) in the area, increasing the need for more marked crosswalks. We request implementation of four pedestrian beacons. Three beacons at already marked crosswalks on Highway 12 located at Boyes Foods Center (16205 Sonoma Hwy), - El Molino (11 Central Avenue)/Andy's Liquor (18002 Sonoma Hwy), and Parsons Hardware x Waterman (17800 Sonoma Hwy). The additional pedestrian beacon should be placed at the Verano Ave/Main Street crosswalk (TPW area of responsibility).

Donald Street Gap, Bike Lanes

The Donald Street Gap along both sides of the highway, in the area between Happy Dog (18_962 Sonoma Hwy) and Baker and Cook (18812 Sonoma Hwy), has no sidewalk. Pedestrians must walk alongside traffic in the bike lane/shoulder. The bike lanes are more like bike gutters, and for pedestrians and biking to be safe, more space and protection than a line of paint needs to be given to both groups: These goals are in line with the Complete Streets Program and need to be undertaken sooner than later.

The Springs area of Unincorporated Sonoma County is recognized as a disadvantaged community. We are not wealthy. That does not mean we are not worthy. We ask that CalTrans work with TPW and Supervisor Gorin (and the Board of Supervisors, as needed) as she advocates for us, to address the above safety needs along Highway 12. We want to minimize accidents and prevent further pedestrian fatalities.

Sincerely,



Mait Iturri
Chair, Springs Municipal Advisory Council

Board Request #04a – State Route 12 Donald Gap Pedestrian Safety Project

Board Member(s) Requesting funding: Supervisor Gorin

Description of Request:

The request submitted is for \$1.54 million in discretionary funding for the construction of the State Route 12 Donald Gap Pedestrian Safety Project.

Public Infrastructure Staff Review Notes:

The Board Budget Request (BBR) from Supervisor Gorin for State Route 12 Donald Gap Pedestrian Safety Project, with a total project cost \$3.9 million, was coordinated with the Department of Public Infrastructure to identify estimated project costs and timeline.

Project Background

The State Route 12 Donald Gap project includes completion of pedestrian paths in a one-quarter mile length where none exist in the Sonoma Springs area. The project includes construction of new sidewalk on State Route 12 between Encinas Lane and Verano Avenue, street lighting, retaining walls where needed to construct the new sidewalk, striping for Class II Bike Lanes and either separate pedestrian bridges over Agua Caliente Creek or widening of the existing bridge at this location.

There is a high volume of pedestrian use in this community, and this project will complete a gap in bicycle and pedestrian transportation. As the improvement would be on a State Route, Caltrans oversight and encroachment permit is required.

In providing a short-term pedestrian safety improvement, this summer 2023 the department will be installing enhanced crosswalk striping and delineators on the shoulder of the Agua Caliente Creek Bridge, for a short-term pedestrian safety improvement at this location. Highway 12 Corridor Redevelopment funds of approximately \$100,000 administered by the Community Development Commission will be used for this summer's installation.

Funding

Supervisor Gorin has allocated PG&E 2017 Fire Settlement funds of \$500,000 for this project as part of the Infrastructure Resiliency Investment Plan Tier 2 District 1 projects. This funding will allow the department to perform preliminary design engineering and environmental work to kick-off the project.

In addition to this, Supervisor Gorin is allocating \$350,000 from the \$2 million District 1 allocation of Community Infrastructure Funds to contribute to funding construction of this project. Supervisor Gorin allocated the balance, or \$1.65 million of District 1 Community Infrastructure Funds for construction and construction management costs of the Maxwell Farms Regional Park Renovation and Improvement Project.

The department will be partnering with Regional Parks and the Sonoma County Transportation Authority (SCTA) in allocating \$1.7 million in Measure M Bike and Pedestrian Funds contributing to the construction of this project. Securing this funding will require agreements among all agencies involved and will better position the project for grants in the future to fully fund the construction.

If this funding request totaling \$1.54 million for BBR #04a is approved, it will nearly complete the funding for the construction phase of the project.

The department will continue to seek grant funding of any shortfalls in the funding strategy currently estimated at \$310,000 from State and Federal sources to fully fund the estimated construction costs of the total project.

The following table shows a breakout of the project costs and funding allocations made to date:

Project Scope	Budget	Funding Allocations
Preliminary design engineering and environmental work	\$500,000	\$500,000 PG&E Tier 2 - District 1 Allocation
Project Construction	\$3,900,000*	\$350,000 D1 Community Infrastructure Fund \$1.7 million potential from SCTA Measure M \$1.54 million FY 23/24 Board Budget Requests \$310,000 from State and Federal grant funding opportunities

*Estimated project cost includes cost escalation to FY 2026-27

Estimated Project Delivery Timeline

This project could be constructed in FY 2026-27 timeframe, depending on securing grant funding for construction, environmental permitting requirements, right-of-way acquisition and Caltrans oversight.

CAO Staff Review Notes:

- The Board Budget Request is requesting \$1.54 million from PG&E 2017 Fire Settlement Funds for the project. The final PG&E 2017 Fire settlement check totaling \$1.54 million is available and will be included as an available source to be programmed at the discretion of the Board during FY 2023-24 budget hearings.
- Additionally, Board Budget Request #7 (BBR #7)– Countywide Bicycle and Pedestrian Safety, submitted by Supervisor Hopkins, requests a \$5 million funding allocation to accelerate investment in bike and pedestrian infrastructure. Of this proposed amount, SPI is recommending allocating \$1.5 million to deliver access and risk reduction projects, and \$3.5 million to be divided equally among the five districts, or \$700,000 per district, for projects. Should the Board approve BBR #7 funding request. If approved by the Board, this allocation presents another opportunity to contribute funding toward the Donald Street Pedestrian Safety project construction costs.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 17, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Chair Chris Coursey

Date: April 17, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Secure Families Collaborative

What will the funds be used for and why it is needed?

Perhaps no single factor impacts a family's health, economic viability and stability in Sonoma County more than their legal status. This disparity was highlighted again during the COVID pandemic when the immigrant community suffered from disproportionately high infection rates and barriers to financial benefits and health care access. Grant funds will be used to support an integrated multi-agency collaborative system of legal and related services to address the fundamental issue of obtaining legal status and essential family support services.

There are over 29,000 undocumented residents in the County, most of whom are part of mixed-status households where at least one other member is a legal resident or a citizen. Deportation proceedings against any one family member is devastating to the entire family. The Portrait of Sonoma and recent events indicate the pervasive impact on family well-being related to even the threat of deportation, not to mention the increased housing and employment vulnerability due to precarious legal status.

In 2017, when federal anti-immigration rhetoric and deportation activity created widespread fear in our community, the Board of Supervisors initiated a process that resulted in the creation of the Sonoma County Secure Families Collaborative (the "Collaborative"). The goal, which is now the current program, was to expand the capacity in the County to represent individuals in immigration proceedings and to provide tailored support services to these clients. To date, the Collaborative has served over 2,000 individuals -- but that is only a fraction of the demand.

The funds requested will support an integrated legal services and related support system while continuing to grow this service capacity at a critical time. Components of the system include the "backbone" coordination support of the Collaborative itself working with its partners, including the University of San Francisco Deportation and Immigration Law Clinic (Healdsburg office), Sonoma Immigrant services, International Institute of the Bay Area, Catholic Charities, Legal Aid, North Bay Organizing Project, Queer Accompaniment Asylum Accompaniment, and Keystone Therapy. (See Exhibit A for list and description of partner organizations.) The Collaborative has successfully moved organizations out of "silos". The backbone organization and its partners all work closely together to

provide an integrated system of intake and service delivery. This includes the support of a “resource navigator” at Catholic Charities for Collaborative clients to make sure families get the assistance they need to be stable in the community and maximize the chances of a successful immigration case outcome.

While much has been achieved, we are at the precipice of a tremendous increase in immigration legal need. In the next two years there will either be some level of immigration reform, or a change in federal administrations which could lead to a return of immigration policies designed to separate families. Either path will create an overwhelming demand for immigration legal assistance. Even minor changes (positive or negative) in Deferred Action for Childhood Arrivals (DACA) will send thousands of “Dreamers” in Sonoma County scrambling for legal assistance. A potential renewed deportation effort will again threaten County immigrant families who are an integral part of our rich culture and workforce. Deportation cases are among the most complex and resource intensive proceedings in immigration law. The volatility of world events, for example the need to assist Ukrainian or Afghani citizens in the County with applying for Temporary Protective Status (TPS), has added both a great challenge and an opportunity to continue to build the infrastructure to meet this critical need.

The Collaborative directly supports the range of County programs geared to keeping vulnerable families together and healthy in our community. Immigrant families without legal status are often forced to live on the margins as they do not qualify for many state/federal assistance programs and are hesitant to interact with the government. This was starkly evident during evacuations related to the 2017 and other wildfire disasters where immigrant families migrated to the coast rather than take advantage of other shelter and emergency resources out of fear of possible deportation. Similarly, the difficulty in reaching this community during the pandemic with effective vaccination, quarantine supports, testing programs, and other benefits to address economic impacts was exacerbated by fear and by exclusion from benefits programs due to immigration status.

Addressing the underlying issue of legal status, while at the same time providing tailored support services, is a far upstream investment that helps support the mission of the Human and Health Service Departments, the Office of Equity and other core County service functions. The Collaborative’s program also touches virtually all of the County Strategic Plan Pillars and furthers many of its goals and objectives.

By way of example, Collaborative Funding would directly support the Strategic Plan, including (but not limited to) the following ways:

Racial Equity and Social Justice Pillar – This is perhaps the most obvious way the Collaborative advances the County Strategic Plan. As Exhibit B shows, the great majority of Collaborative clients are Latinx families, primarily from Mexico but also from throughout Central America where they are often escaping extreme threats of violence. This Pillar explicitly recognizes that “Sonoma County’s collective well-being and prosperity are impacted by significant racial inequities.” The wildfires and pandemic have helped highlight how essential the immigrant community is to the County’s workforce, recovery and economy. With the cost of housing so high in the County, the threat of deportation as well as the insecurity that lack of legal status brings to housing and employment make life precarious. Without the support of the Collaborative to provide attorney representation, and a navigator to help secure necessary services, there is not a safety net for families if Homeland Security once again sets out to separate families and aggressively pursue anti-immigrant agendas. The Collaborative, which is a partnership of eight agencies

(and growing), can help give voice to the needs of our clients and identify solutions to the problems of this community. (See Exhibit A.)

Goal 2 - County government hiring and recruitment. The County can and does employ DACA recipients, or “Dreamers,” as they have work authorization while the federal government defers any immigration enforcement action for their undocumented status. Thousands of County residents are these undocumented “Dreamers” and other immigrants who were educated and raised in our community with important life skills and experience. Working to provide or maintain legal status for these community members and moving other members of the undocumented community, who have critical lived experience to support culturally-responsive public service, into being eligible for County employment creates an important hiring pool for the County to meet its goal to have a workforce that reflects the community it serves.

Goal 4 – Engage community members and stakeholder groups to advance racial equity. The Collaborative was born from the County convening Latinx stakeholders to find out what was most needed by the immigrant community during the early days of the Trump Administration. Now that effort has grown into a network of immigrant serving agencies working together as a system to represent and assist undocumented clients of all races and nationalities. (See Exhibit B.) This unique relationship between the County and these agencies has not been fully utilized. This funding can help much needed collaboration between client serving agencies and County departments to reach both equity and service goals in such areas as emergency response or social services. The Collaborative Board (See Exhibit C) is especially qualified to help guide this connection as it includes former County Counsel Bruce Goldstein and Office of Equity Director Alegría De La Cruz.

Health and Safe Communities Pillar - This Pillar mirrors the Collaborative mission of removing silos and creating an integrated system of support for vulnerable undocumented clients receiving legal representation. The Collaborative’s unified intake system across non-profit legal service agencies including University of San Francisco Deportation Clinic (Healdsburg), International Institute of the Bay Area, Legal Aid of Sonoma County, Sonoma Immigrant Services, and Catholic Charities leads to less client frustration and better case outcomes. Clients receive coordinated care by being referred to the attorneys/agency most qualified (and with capacity) to handle different types of cases, all under the auspices of a legal director, along with all agencies having access to a resource navigator to guide clients to needed services.

Goal 1 – Expand integrated system of care to address service gaps for the most vulnerable. As discussed above, it is exactly this type of integrated program on the non-profit side that the Collaborative has created for undocumented legal service clients. What this funding can help promote are additional bridges between immigrant community non-profit services and County departments – expanding the goal of a “no wrong door” approach beyond County department borders. As stated above, the Collaborative’s history and Board of Directors creates a real opportunity to advance a more comprehensive and integrated County/Community service system for these very vulnerable residents in an informed way that better considers “public charge” and other threats to immigration status.

Other pillars also include specific goals around community collaboration and engagement with underserved/vulnerable populations which the Collaborative can help facilitate. (**Organizational Excellence Pillar** (Goal 2 – Increase information sharing and improve community engagement/collaboration with underserved populations (see Objective 2); **Climate Action and Resiliency Pillar** (Goal 2 – Invest in Community to enhance resiliency/multifamily housing retrofits).

Finally, while the **Resilient Infrastructure Pillar** speaks to capital investments related to roads, bridges and communication networks – it is the type of *service infrastructure* offered by the Collaborative that will be necessary to meet the immigration policy challenges we will soon be facing. Now is the time for investment to continue to develop that infrastructure before it is overcome by external policy or other political or legal developments.

What is the amount of the one-time funding request?

\$200,000.

What department will be responsible for implementing this item?

N/A

Does this funding request leverage additional funding?

The Collaborative does receive funding from other local governments, foundations and individual donors. While there is not a formal matching program currently, County funding has been a major leverage point for many institutional donors.

Whom should the County Administrator's Office contact for additional information?

Margaret Flores McCabe, Executive Director

Secure Families Collaborative

422 Larkfield Center, Suite 227

Santa Rosa, CA 95403

(925) 698-8834



EXHIBIT A Partner Organization Descriptions



The Immigration Institute of the Bay Area (IIBA) helps immigrants, refugees, and their families join and contribute to the community. IIBA provides high-quality immigration legal services, education, and civic engagement opportunities.



The University of San Francisco School of Law's Immigration and Deportation Defense Clinic (office located in Healdsburg) was established in 2015 to represent unaccompanied immigrant children and women with children who have arrived at the southern border and are transferred to Northern California and the Central Valley.

Under the supervision of the Secure Families Collaborative Legal Director, Jacqueline Brown, Sonoma County residents receive pro-bono removal defense representation all phases of immigration proceedings, at the asylum office, the immigration courts, and adjudication offices of U.S. Citizenship and Immigration Services.



For over 50 years, Legal Aid of Sonoma County has helped people in times of crisis and serve financially challenged families and children, youth, the elderly, people with disabilities, employees, veterans, immigrants, and victims of domestic violence. They assist with civil legal issues like eviction, domestic violence, elder abuse, disaster relief and many more. Legal Aid of Sonoma County is the only full scope free legal services provider in the county. Their programs range from community violence prevention to disaster relief, to housing and homeless prevention programs.



Sonoma
Immigrant
Services

Sonoma Immigrant Services is an organization in Sonoma Valley whose mission is to strengthen the community through education and advocacy. They provide accessible education and legal services. They currently house the Secure Families funded removal defense team.



Catholic Charities of the Diocese of Santa Rosa serves and advocates for vulnerable people of all cultures and beliefs, prioritizing those experiencing poverty. They offer financial stability services such as free Tax Preparation, free ITIN application and renewal assistance, and credit counseling. Through their Immigration Legal Services Department, which has over 40 years of experience, they offer free immigration legal services in Sonoma, Lake, Mendocino, Del Norte, Humboldt, and Napa counties.



The North Bay Organizing Project (NBOP) is a grassroots, multi-racial, and multi-issue organization comprised of over twenty-two faith, environmental, labor, student and community-based organizations in Sonoma County. NBOP seeks to build a regional power organization rooted in working class and minority communities in the North Bay: Uniting people to build leadership and grassroots power for social, economic, racial and environmental justice.

422 Larkfield Center #227, Santa Rosa, CA 95403 ~ 707.856.4988 ~
www.sonomacountysecurefamilies.org



North Bay
Rapid Response Network
SONOMA & NAPA COUNTIES

(707) 800-4544

The Rapid Response Network provides a way for people to respond to fear and anxiety in our community as a result of the increase in immigration enforcement, ICE raids and other attacks against our communities. The network provides a 24 hour hotline to immigrants facing a raid by federal immigration agents, dispatches trained legal observers to the raid location, provides legal defense to affected communities, and offers accompaniment to victims and families following a raid.

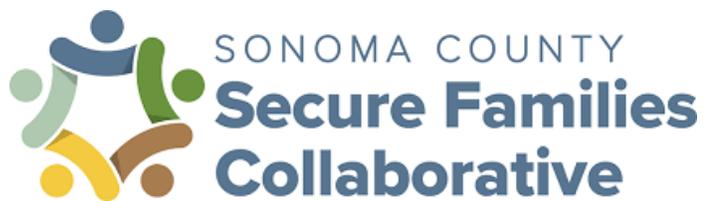


The Queer Asylum Accompaniment (QAA) team has made a long-term commitment to fulfill the essential needs of LGBT asylum seekers and their sponsors. We will assist the asylum seeker in acquiring housing, food, legal support and connecting them to local social services while they go through the legal asylum process. The QAA team will honor asylum seekers and their quest for comfort and safety with warmth, acceptance and respect.



Keystone specializes in providing therapeutic support to people of all ages, identities, and dynamics. They also offer professional development to people who work in the human service and mental health fields. Keystone offers customizable, compassionate, community-based wrap-around mental health and wellness services to Sonoma County residents.

422 Larkfield Center #227, Santa Rosa, CA 95403 ~ 707.856.4988 ~
www.sonomacountysecurefamilies.org



Partner Deliverables Report

1/1/2022 – 12/31/2022

422 Larkfield Center, #227

Santa Rosa, CA 95403

Tel.: 707-856-4988

www.sonomacountysecurefamilies.org

Total individuals served since inception (2018): 1,894

Legal Services: Affirmative

Total Cases Served in 2022: **105**

Consultations: **201** (not included in case total)

<ul style="list-style-type: none"> • DACA: 48 • Adjustment of Status: 20 • Naturalization: 35 • Family Petitions: 2 • U-Visa: 4 	<ul style="list-style-type: none"> • Other: 38 <ul style="list-style-type: none"> ○ Removal of Conditions ○ TPS ○ Affirmative Asylum ○ EAD Renewal ○ Green Card Renewal ○ FOIA ○ FBI Background Check ○ Advanced Parole ○ Humanitarian Parole
--	--

Legal Services: Removal Defense

*Removal Defense cases typically take an average of 3-5 years to close. It is our hope that with the opening of the new Concord Immigration Court, pending cases will be transferred from the San Francisco court. This will allow our legal teams to expedite case closure.

<p>Total Active Cases: 56</p> <ul style="list-style-type: none"> • Asylum: 34 • Affirmative Asylum: 4 • Cancellation of Removal: 1 • DACA: 2 • SIJS: • U-Visa: • BIA Appeal: 4 <p>On Waitlist: 48</p>	<p>Total Closed Cases: 10</p> <ul style="list-style-type: none"> • Approved: 8 • Denied: 1 • No Decision: 1
---	---

Mental Health Services

Total Cases taken since MOU execution (11/1/2022): **12**

Referrals by Collaborative partners: **28**

As we have recently acquired a partnership for mental health services, we anticipate a rise in case numbers for 2023.

Resource Navigation and Referrals

<p>Case Taken: 41</p> <ul style="list-style-type: none"> • Taxes/ITIN: 26 • Food Assistance: 26 • Benefit Enrollment: 5 • Immigration Legal Services: 9 	<p>Referrals Made: 36</p> <ul style="list-style-type: none"> • Housing Services: 6 • Mental Health Services: 9 • JobLink: 1 • Financial Assistance Referral: 2 • Coordinated Entry: 1 • Santa Rosa Junior College (SRJC): 6 • “Know Your Rights”: 6
--	---

Client Demographics: Country of Origin

<p>Summary of Countries of Origin:</p> <ul style="list-style-type: none"> • Mexico: 301 • El Salvador: 7 • Guatemala: 25 • Honduras: 7 • Nicaragua: 12 	<ul style="list-style-type: none"> • Other: 58 <ul style="list-style-type: none"> ○ Afghanistan, Argentina, Cameroon, Colombia, Cuba, Fiji, Haiti, India, Madagascar, Peru, Philippines, Spain, Ukraine, United Kingdom, United States, Venezuela.
---	---

Client Demographics: City of Residence

<p>Summary of Cities of Residence:</p> <ul style="list-style-type: none"> • Santa Rosa: 164 • Petaluma: 67 • Rohnert Park: 34 • Healdsburg: 54 • Windsor: 10 • Sonoma: 1 	<ul style="list-style-type: none"> • Other: 82 <ul style="list-style-type: none"> ○ Cloverdale, Cotati, Geyserville, Glen Ellen, Penngrove, San Rafael, Sebastopol
--	---

Client Demographics: Race/ Ethnicity

<p>Summary of Races/ Ethnicities:</p> <ul style="list-style-type: none">• Hispanic/Latino/Spanish origin: 377• Black or African American: 8• Asian: 12• White: 8	<ul style="list-style-type: none">• Other: 7<ul style="list-style-type: none">○ Asian Indian○ Mixtec○ Not Stated
---	--

Client Demographics: Spoken Language

<p>Summary of Spoken Language</p> <ul style="list-style-type: none"> • Spanish: 284 • English: 93 • Bilingual: 8 <ul style="list-style-type: none"> ○ English/Spanish: 7 ○ Spanish/Creole: 1 	<ul style="list-style-type: none"> • Other: 18 <ul style="list-style-type: none"> ○ Pashtu, ○ Portuguese ○ French ○ Russian ○ Tri-qui ○ Not Stated
--	--

Client Demographics: Gender

Summary of Gender

- Female: 220
- Male: 163
- Other: 5
 - Undisclosed: 1



SFC BOARD MEMBER BIOGRAPHIES



ALEGRIA DE LA CRUZ
Board President

The Board of Supervisors appointed Alegria de la Cruz as the Director of the Office of Equity in August 2020. Prior to this appointment, Alegria served as a Chief Deputy in the County Counsel's Office. Before joining the County of Sonoma, Alegria worked in public service and public interest for the State of California, the Center on Race, Poverty & the Environment, and at California Rural Legal Assistance.

Alegria identifies as Chicana and recognizes, embraces, and celebrates her responsibility to contribute meaningfully to public service, social justice, and equity. Alegria lives in Santa Rosa with her husband and two children, their chickens, and their dog. Alegria finds joy on early morning trail runs at the beach with her family, and around a campfire in Sonoma County's beautiful wild spaces.



BRUCE GOLDSTEIN
Board Treasurer/ Secretary

Bruce Goldstein recently retired after serving 23 years in the Sonoma County Counsel's Office. In 2010 he was appointed the County Counsel by the Board of Supervisors to manage the 30 lawyer office. In 2020 he received the "Unsung Legal Hero" award by the Sonoma County Bar Association. This was in recognition of his and the Office's efforts in supporting the Public Health Officer in her work fighting the pandemic, his successful negotiation of a \$185 million settlement against PG&E for damages caused by the 2017 Complex Fires, and pivotal role in founding the



Secure Families Collaborative. He continues to serve as a trustee of the Secure Families Fund at the Community Foundation Sonoma County in support of the Collaborative.

While at County Counsel Bruce successfully negotiated model inter-governmental agreements with Sonoma County tribes regarding mitigation of casino impacts and trust property land use. In 2016 the County Counsel's Office received awards from the California State Association of Counties (CSAC) and National Association of Counties (NACo) for its Unaccompanied Child Deportation Defense Project where County staff and County Counsel attorneys assisted "Unaccompanied Children" who were residing in Sonoma County with their immigration cases. Bruce also represented the County for eight years in child welfare cases where he successfully advocated for all undocumented juvenile court dependents to receive independent immigration counsel.

Prior to coming to County Counsel Bruce was an attorney with the San Francisco law firm of Farella, Braun & Martel where he practiced complex business litigation and handled several pro bono asylum cases. He received his law degree at Stanford Law School and bachelor's degree at the University of California at Berkeley. He lives in Sonoma Valley with his wife Vicki who is a land use planner, and his son Griffin is studying for his master's degree in marine biology at the University of the Arctic in Tromso Norway.



LISA CARRENO
Board Member

Lisa Carreño, 55, of Forestville, brings more than two decades of nonprofit and community leadership experience to the Santa Rosa nonprofit, which seeks to improve the education, financial stability and health of residents in a five-county region of Northern California stretching north to the Oregon border.

Her social advocacy and community work is expansive. She chairs the board for



Forget Me Not Farm Children's Services. She was the only Latina to chair the Sonoma County Fair board of directors in its 82-year history. She has served on the

board of Los Cien Sonoma County and Rebuild North Bay Foundation. And she has served on the Sonoma County LGBTQI Giving Circle Steering Committee, the Community Health Initiative for the Petaluma Area, the Sonoma County Secure Families Steering Committee, the Community Benefit Committee for St. Joseph Health Sonoma, Rep. Mike Thompson's immigration advisor group, and more.

Lisa was drawn to social justice work at a young age. She grew up in Tampa, Florida, descended from Cuban and Sicilian immigrants. She graduated with her law degree from Catholic University of America in 1988.



STEPHANIE AHMAD
Board Member

Stephanie Ahmad was elected to the Windsor School Board in November 2018 and is currently the President of the board. Her philosophy is open and straightforward communication, anticipating problems and addressing them at early stages, and being accessible and building relationships.

A licensed attorney, Stephanie works in private practice for Greenberg Traurig LLP, and regularly advises Fortune 100 companies on employee benefits matters.

Stephanie grew up in Windsor and attended Windsor Schools from K-12th grade, back when she was Stephanie Diaz. She graduated from Windsor High School as co-valedictorian in 2002 and went on to earn her bachelor's degree from UC Berkeley and in 2006 and her law degree from Stanford Law School in 2011. Her husband is a high school teacher and she has two middle school aged children.



MONICA LOPEZ
Board Member

Monica López is a proud mother to 5-year-old twins and the CEO of Aldina Vineyards and Bacchus Landing Cellars in Healdsburg, a 52,000-square-foot project that opened in spring 2021 and includes tasting room spaces for Aldina and other wineries and indoor and outdoor event spaces. The brand is best known for its cabernet sauvignon and is produced in the Fountaingrove District in northeast Santa Rosa.

“It feels like a man’s world in the wine industry, but there is definitely a place for women in it,” she said. “We have a priority of involving Latina women in our business. Our winemaker, Belén Ceja, makes our wines at Heirs of My Dream, a custom-crush winery she owns, with her sister, Ellie.”



GYMMEL TREMBLY
Board Member

Gymmel Monserrat Trembly is an associate at Hanson Bridgett LLP where she helps private and public employers find solutions to employment-related matters. Apart from Gymmel's legal practice, she is committed to social justice and community work. As a formerly undocumented person, Gymmel intimately understands some of the challenges faced by immigrant families in Sonoma County.

Gymmel received her B.A. from University of California, Berkeley, and her J.D. from the University of California, Davis, School of Law. Gymmel and her family currently live in Cotati.



ALEXANDRA CACERES

Board Member

With a Law Degree and over 9 years of expertise in the Real Estate field, her expertise includes not only helping clients in the process of buying and selling real estate but also in subjects related to property management.

Alex's certifications include Negotiations Expert, Member of the Luxury Institute of Real Estate, and Certified Distressed Property Expert.

Board Request #05a – *Secure Families Collaborative*

Board Member(s) Requesting funding: Supervisor Coursey

Secure Families Collaborative \$200,000

Staff Review Notes:

The Secure Families Collaborative has received \$401,000 of funding in the past. On June 16, 2017, the Board authorized 3 years funding from Graton Mitigation Fund in the amount of \$100,000 annually through 19-20. During the Budget Hearings in FY2020-21 and FY 2022-23, \$100,000 and \$200,000 was allocated General Fund for a total of \$300,000. The Board of Supervisors District 5 also provided \$1,000 to Secure Families as part of their Community Grant Allocation in May of 2022.

The County does not provide the types of pro-bono services for immigrants that the Secure Families Collaboration can offer. Funding for the Collaborative helps support an underserved population in the community. The Collaborative creates a unique network for immigrants to seek legal assistance, social services, and mental health support.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Lower Russian River Specific Area Plan Funding

What will the funds be used for and why it is needed?

The need for a deep planning effort in the Lower Russian Area was previously identified and a top priority for years. The Board of Supervisors recognized this need and appropriated \$150,000 in FY 2016-17 for an area plan. This project was repeatedly delayed, and due to the relatively small amount of the budget allocation, Permit Sonoma considered incorporating the request into the General Plan Update which is currently taking place and will continue for years.

In conversations over the past few years, it has become clear that an Area Specific Plan (Specific Plan) is needed, not just an area plan. This conversation was again revisited as the 5th District moved forward with its Governance Study work in FY 2022-23. Here are summary notes from CAO staff and Permit Sonoma staff showing what kinds of activities are touched by each type of plan, as well as potential outcomes.

Activities	Governance Study	Area Specific Plan	Area Plan
Determine historic and current geographic boundaries for service areas in Lower Russian River	x	X	
Analysis of services including health, safety, community (infrastructure needs or deficiencies; governance and operations)	x	X	X
Analysis of revenue and expenses associated with local services (finance constraints and opportunities; cost avoidance opportunities; opportunities for rate restructuring; opportunities for shared facilities)	x	X	X
Analysis of land use (housing, industrial, retail, agriculture/open space/parks)		x	X
Analysis of design and development standards		x	X
Environmental Impact analysis (including circulation/transit analysis)		x	X
Growth and population projections for the affected area	?	X	X

Community engagement	x	x	X
Develop report with recommendations for governance solutions (satellite offices, expansion/consolidation of local service districts, municipal incorporation, etc.)	x		
Development of area specific plan (including Environmental Impact Report), which designates specific land uses plus detailed design and development standards		x	X

Potential Outcomes	Governance Study	Area Specific Plan	Area Plan
Development of mechanisms to provide and finance necessary public service improvements in the area (for example, using assessment bonds, developer refunding agreements, development fees, school impact fees, service charges, and grant funding to finance basic planning area infrastructure)	x	x	
Changes in land use		x	Only where consistent with existing General Plan policy
Recommendations for LAFCO boundary changes for County Service Areas, Urban Growth Boundaries, etc.	?	x	
Establishing assessment districts to fund plan specified improvements (for example roads, public utilities, storm drainage, sewer, and water facilities)	?	x	
Establish a planning area roadway system of primary and secondary routes to adequately serve traffic demands as they develop.		x	

The outcomes that can be identified in the Area Specific Plan column are clearly mandatory and overdue for the Lower Russian River. Related recent work in the area, from vacation rental regulations to the housing element site inventory and rezoning effort, all have been extraordinarily challenging. They demonstrate how the insufficient land use planning work that the County has performed in the Lower Russian River is harmed by the lack of completion of a local plan in the area.

PROJECT VISION

The Lower Russian River Plan will express the community's vision for the future of the Lower Russian River area through development standards and design guidelines for the plan area boundary which extends from Forestville to Cazadero Hwy and from Monte Rio to Cazadero including the communities of Hacienda, Summerhome Park, Rio Nido, Guerneville, and Vacation Beach.

PROJECT GOALS

1. Community Visioning
2. Public Outreach
3. Identify and Prioritize Needed Public Improvements

4. Align the Plan with the County's Strategic Pillars

The Lower Russian River Plan will promote development consistent with community values and protection of the natural resources. Community-specific policies will streamline permitting processes and provide community-based standards of review intended to assure that new projects are consistent with community vision and values.

LOWER RUSSIAN RIVER SPECIFIC PLAN GOALS:

1. Promote development consistent with community values and protection of the natural resources. Community-specific policies will streamline permitting processes and provide community-based standards of review intended to assure that new projects are consistent with community vision and values.
2. Address inequities in climate change vulnerability, health outcomes, pollution exposure, public facility access, public improvements, and involvement in public decision-making processes that are experienced by Lower Russian River communities.

WHAT IS AN AREA PLAN?

Area plans are not specifically mentioned in statute; however, they are authorized under §65301(b), which allows individual sections of the general plan to be devoted to a particular subject or geographic area. In addition, they are also allowed as optional elements or subjects under §65303. Area and community plans address a particular region or community within the overall planning area of the general plan. An area or community plan is adopted as a general plan amendment. It refines the policies of the general plan as they apply to smaller geographic areas, and is implemented by local ordinances such as those regulating land use and subdivision. Area or community plans also provide forums for resolving local conflicts among competing interests. An area or community plan must be consistent with the general plan of which it is a part.

Area plans include:

- Design guidelines
- Development standards
- Changes in land use to implement existing General Plan policy

WHAT IS A SPECIFIC PLAN?

A Specific Plan is a land-use document that helps bridge the county's policies (General Plan) and development standards (Zoning Code) through design guidelines, development standards and policies tailored to a specific area.

Pursuant to California Government Code 65451, a specific plan must include text and diagrams which specify all of the following:

- The distribution, location, and extent of the uses of land, including open space, within the area covered by the plan.
- The proposed distribution, location, and extent and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential

facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan.

- Standards and criteria by which development will proceed, and standards for the conservation, development, and utilization of natural resources, where applicable.
- A program of implementation measures including regulations, programs, public works projects, and financing measures necessary to carry out the above.

EQUITY

Finally, it is worth noting that this is a disadvantaged community.

The Lower Russian River area has been identified as a Community of Concern by the Metropolitan Transportation Commission (MTC) based on the percentage of low income residents. Caltrans had identified the areas within the Guerneville Urban Service Area and the communities of Monte Rio and Villa Grande as disadvantaged communities as defined by Senate Bill 535.

In the 4/18/23 BOS meeting, Permit Sonoma Director Wick noted that the reason that this plan has not been able to win funding from MTC is that the Lower Russian River isn't in a priority development area. As a rural community, that wouldn't be possible or make sense; the County needs to step up to address this need since regional planning bodies, who are requiring housing in unincorporated areas, are not willing to fund this specific plan work that is sorely needed for so many reasons.

What is the amount of the one-time funding request?

\$1,000,000 is needed for this project to be delivered. Below is a cost estimate from Permit Sonoma Staff that was developed in March 2022.

Cost Summary Table For Specific Plan from March 2022

Task ID	Task Name	Staff Cost	Direct costs/ Consultant	Total Cost
1	Project Initiation	\$15,000	\$5,000	\$20,000
2	Public Outreach	\$50,000	\$50,000	\$100,000
3	Draft Community Vision Document	\$75,000	\$25,000	\$100,000
4	Environmental Review	\$25,000	\$475,000	\$500,000
5	Final Community Vision Document	\$50,000	\$50,000	\$100,000
6	Project Management	\$25,000	\$0	\$25,000
	Expenses	\$5,000	\$5,000	\$10,000
	Contingency (15%)			\$128,250
	TOTAL			\$983,250

What department will be responsible for implementing this item?

Permit Sonoma would be likely be the implementing agency.

Does this funding request leverage additional funding?

This funding request builds upon the prior \$150k allocated by the BOS for this need in the FY 2016-17 budget. Additionally, it has the potential to support the Housing Element inventory work underway which includes a significant number of sites in the Lower Russian Area that would benefit from additional planning work and infrastructure development.

This funding also leverages \$148,050 in District Formation Funds contracted to Blue Sky Consulting Group which is currently engaged on the Governance Study in the Lower Russian River.

Furthermore, this work can support and build upon the County’s wastewater research in this area. Currently, there is a Sonoma Water study, where Brelje and Race are contracted for \$425,000 in Engineering and Design Services Related to the Monte Rio and Villa Grande Wastewater Treatment Project. This study itself builds upon the years of work done by the Lower Russian River Wastewater Community Advisory Group (CAG) and the County’s Interagency Group. Additionally, this work can leverage the Countywide wastewater mapping study which is soon to be underway, currently being led by the County Administrator’s Office’s Climate Action and Resiliency Division.

Finally, Regional Parks plans to develop a 19.3-mile-long, multi-use trail along River Road and Highway 116 between Mirabel Park and Highway 1. The paved trail will provide a safe walking and cycling alternative for residents and visitors traveling along the Russian River road corridor. The trail will link the Russian River communities such as Forestville and Guerneville and provide connections to residences, shops, restaurants, wineries, schools, parks and other popular destinations such as Steelhead Beach Regional Park and Riverfront Park in the Russian River area.

The River Road/Highway 116 area is a high-traffic, high-speed road with a history of multiple bicycle and pedestrian accidents. There are insufficient sidewalks, bike lanes, and no shared use pathway to allow pedestrians and bicyclists to travel safely along the rural corridor. The trail will provide a safe pathway that is separated from vehicle traffic.

The Final Lower Russian River Trail Feasibility Study was approved at the February 11, 2020 Board meeting, and this would be a key complementary effort.

Whom should the County Administrator’s Office contact for additional information?

Leo Chyi, 707-565-3760, Leo.Chyi@sonoma-county.org

Lynda Hopkins, Lynda.hopkins@sonoma-county.org

Tennis Wick, AICP
Director
www.PermitSonoma.org
County of Sonoma
2550 Ventura Avenue, Santa Rosa, CA 95403
Office: 707-565-1900
Tennis Wick <Tennis.Wick@sonoma-county.org>

Board Request BOS6a – Lower Russian River Specific Plan

Board Member(s) Requesting funding: Supervisor Hopkins

Board Request: \$1,000,000 to develop a Lower Russian River Specific Plan.

Permit Sonoma Staff Review Notes:

A Lower Russian River (LRR) Specific Plan could provide vital land use management in the area, in conjunction with Local Agency Formation Commission studies and the region's response to the Total Maximum Daily Load (TMDL) program, including potential sewer service expansion and other wastewater treatment solutions. Staff have reviewed the request and suggest that, should the Board wish to move forward with a specific plan, the changes summarized below be incorporated into the request.

Staff is investigating a number of grant opportunities, including those outlined by the firm tfg, in coordination with California State Association of Counties (CSAC) (Attachment 2). Potential funding avenues that may be able to support this effort include the Metropolitan Transportation Commission/Association of Bay Area Governments (MTC/ABAG), United States Department of Agriculture (USDA), and the Governor's Office of Planning Research (OPR) Regional Resilience Planning and Implementation Grant Program. The majority of grants that are currently in open solicitation are for construction and hard costs that are more directly relatable to infrastructure financing. However, the OPR grant is anticipated to begin accepting applications in Spring 2023 with \$12.5 million being specifically allocated for vulnerable communities. Grants typically do not allow for retroactive reimbursement for work conducted prior to award.

While this effort would overlap with the countywide General Plan effort, the Board may wish to move forward with a LRR Specific Plan to advance land use guidelines in the area a little bit sooner. The General Plan update process is scheduled to begin with a joint BOS/Planning Commission workshop on December 12, 2023 and continue through FY 27/28. Based on Permit Sonoma's experience with the Sonoma Developmental Center (SDC) and assuming an aggressive timeline, a LRR Specific Plan would take an estimated three years to be completed (FY 26/27). Most of the project timeline would be the Public Outreach and Environmental Review (EIR) stages. This timeframe would coincide with a TMDL feasibility study of potential sewer connections in the LRR area, approved by the Board on May 16, 2023, which would begin in 2024 (See: <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6199657&GUID=064BD4DE-765D-44B1-8A72-4C72436B5F08&Options=&Search=>).

The estimated cost summary is outlined in the following table. Permit Sonoma staff estimates costs will be nearly double the amount included in the Supervisor's request. The updated projected expenses are based on real costs and lessons learned from previous efforts through the EIR and outreach processes for the Housing Element, other Specific Plans, and Cannabis Ordinance Update. The estimated staff costs would include County Counsel and GIS support. An outreach proposal is included as Attachment 1.

Updated Cost Summary Table For Specific Plan

Task ID	Task Name	Staff Cost	Direct costs/ Consultant	Total Cost
1	Project Initiation / Contract Procurement and Approvals	\$15,000	\$5,000	\$20,000
2	Public Outreach	\$50,000 \$150,000	\$50,000	\$100,000 \$200,000
3	Draft Community Vision Document	\$75,000 \$100,000	\$25,000 \$150,000	\$100,000 \$250,000
4	Environmental Review	\$25,000 \$100,000	\$475,000 \$900,000	\$500,000 \$1,000,000
5	Final Community Vision Document	\$50,000	\$50,000	\$100,000
6	Project Management	\$25,000 \$75,000	\$0	\$25,000 \$75,000
	Expenses	\$5,000	\$5,000	\$10,000
	Contingency (15%)	n/a	n/a	\$128,250 \$248,250
	TOTAL	n/a	n/a	\$983,250 \$1,903,250
	Minus: Available Funding for Phase 1 (allocated FY19-20 BOS Hearings)	n/a	n/a	\$190,000
	TOTAL REQUEST	n/a	n/a	\$1,713,250

During the FY2019-20 Budget Hearings, the Board allocated \$200,000 to support Phase 1 of a Lower Russian River Specific Plan. To-date Permit Sonoma has spent \$10,000, leaving \$190,000 remaining to be put towards this request. This leaves a total budget request of \$1,713,250. Should the Board decide to fund this project in phases while Permit Sonoma seeks out grant opportunities, staff recommends an initial funding amount of \$470,000 to begin project development and public outreach in the first fiscal year. A second phase would include the balance of the request, \$1,243,250, and would span the remaining two fiscal years.

Attachment 1: Public Outreach Assessment

Attachment 2: CSAC/tgf LRR Grant Opportunities



Proposed Lower Russian River Public Participation Planning

May 4, 2023

To: Tennis Wick, Director, Permit Sonoma and interested parties

From: Bradley Dunn, Policy Manager, Permit Sonoma

Key Takeaway

While a \$50,000 consulting costs would be adequate the amount of staff time required would exceed the proposed \$100,000 budget by approximately 50%. Below are a justification of additional costs and general approach.

Permit Sonoma’s Approach proposed Lower Russian River to Public Participation

Permit Sonoma would develop a public participation plan that centers equity and the experiences of community members who know the Lower Russian River best. A Public Participation Plan prioritizes tactics to engage the diverse communities in the Lower Russian River with an Advisory Committee, focus groups with harder to reach communities, and a community-wide surveys.

Rough Public Participation Tasks and Budget

Establish an Advisory Committee

Task	Number	Hours	Cost
Develop Materials for Solicitation	1	15	\$1,500.00
Promote Solicitation	1	15	\$1,500.00
Selection	1	5	\$500.00
Meeting Prep	12	8	\$9,600.00
Translator	12	3	\$5,400.00
Meeting	12	2	\$2,400.00
Total		155	\$20,900.00

Focus Groups

Task	Number	Flat Costs	Hours	Cost
Develop Focus Group Materials	2		20	\$4,000.00
Promote Solicitation	2		10	\$2,000.00
Participant Compensation	120	100.00		\$12,000.00
Meeting Prep	12		5	\$6,000.00
Translator	12	6,000.00	3	\$11,400.00
Meeting	12		2	\$2,400.00
Total			144	\$37,800.00

Public Meetings

Task	Number	Flat Costs	Hours	Cost
Develop Public Meeting Materials	4		20	\$8,000.00
Promote Solicitation	4		20	\$8,000.00
Translator	4	4,000.00	3	\$5,800.00
Meeting Prep	4		40	\$16,000.00
Meeting	4		16	\$6,400.00
Total			384	\$44,200.00

Surveys

Task	Number	Flat Costs	Hours	Cost
Develop Survey Materials	4		20	\$8,000.00
Translator	4		3	\$1,800.00
Promote Survey	4	\$8,000	12	\$12,800.00
Data analysis	4		8	\$3,200.00
Total		\$8,000	160	\$25,800.00

Project Management

Task	Number	Flat Costs	Hours	Cost
Project Management Meetings	52		2	\$10,400.00
Develop Outreach Plan	1		40	\$4,000.00
Learning Goals and Objectives Meetings	4		8	\$3,200.00
Press	3		4	\$1,200.00
Total			188	\$17,600.00

Total Costs

Task	Hours	Cost
Advisory Group	155	\$20,900.00
Focus Groups	144	\$37,800.00
Public Meetings	384	\$44,200.00
Surveys	160	\$25,800.00
Project Management	188	\$17,600.00
Total	1031	\$146,300.00

While a \$50,000 consulting costs would be adequate the amount of staff time required would exceed the proposed \$100,000 budget by approximately 50%.



TO: Sonoma County, CA

DATE: May 2, 2023

Funding Opportunities for Russian River Area Planning

Background

Sonoma County is seeking funding to support a comprehensive plan for the Lower Russian River Area located in the Guerneville and Monte Rio area of the County. Adjacent to the Russian River, this portion of the County is prone to flooding events and there are known total maximum daily load concerns associated with septic systems impacting the river. In addition, this region includes large undocumented and homeless populations. The County is looking for funding to support general planning efforts. This memo provides insights into the state and federal funding programs explored in support of the County's efforts to conduct general planning efforts to address this region. While the list of projects is not exhaustive and other funding opportunities may exist for the project, we believe these programs represent a solid and diverse approach to developing a funding strategy to meet the County's needs.

State Funding Opportunities Explored

California Office of Planning and Research (CA OPR) – Adaptation Planning Grant Program

The purpose of this [program](#) is to help address local, regional, and tribal climate resilience needs and build a pipeline of climate resilient planning and implementation projects at the regional scale. Priorities under this program include supporting regional projects aligned with integrated Climate Adaptation and Resiliency Program priorities that improve regional climate resilience and reduce climate risks from wildfire, sea level rise, drought, flood, increasing temperatures, and extreme heat events. This funding supports projects or actions that address the greatest climate risks in the region, particularly in the most vulnerable communities. It addresses gaps in climate resilience funding and supports sustainable and cohesive climate resilient projects

ELIGIBILITY: Local governments, Native American Tribes, community-based organizations, and disadvantaged unincorporated communities.

FUNDING: In FY 2023, approximately \$6.6 million is available to support awards between \$25,000 and \$600,000 through this program. There is no stated matching requirement for this program. The project period is 30 months.

MOST RECENT SOLICITATION: November 7, 2022 - December 16, 2022

NOTE: This program will provide an additional Tab 6 Page 72 funding in the future.

CA OPR – Regional Resilience Planning and Implementation Grant Program

The purpose of this [program](#) is to help fill local, regional, and tribal planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of a pipeline of climate resilient infrastructure projects across the state. The program should support regions in preparing for climate impacts by providing funding for adaptation planning that considers how multiple hazards intersect, strengthening energy system resilience through strategies like microgrids and electrification, infrastructure needs not comprehensively supported by other funding sources, like temporary bridges and improving rural roads, and nature-based climate resilience solutions. Priorities under this program include helping communities plan for and respond to multiple climate risks, supporting equitable outcomes, supporting much-needed integrated infrastructure planning to achieve community resilience, and building community planning and capacity.

ELIGIBILITY: Local, regional, and tribal governments.

FUNDING: In FY 2023, approximately \$25 million is available to support awards through this program. At least \$12.5 million of that total will be for regions planning for climate adaptation and developing action plans that prioritize projects or actions addressing the greatest climate risks facing a region, particularly in the most vulnerable communities. Grants will be made available both competitively and on a formula basis. There is no stated matching requirement for this program.

ANTICIPATED SOLICITATION DATE: Spring 2023

NOTE: This program will provide an additional two rounds of funding in the future.

Federal Funding Opportunities Explored

USDA – Community Facilities Direct Loans and Grants Program

The purpose of this [program](#) is to provide affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings. The County may qualify for the program, depending on the location of the proposed project. Population limitations enforced by the program (the total population of the service area must be less than 20,000.) The County may, however, qualify for the [Community Facilities Guaranteed Loan Program](#) which provides loan guarantees to eligible lenders to develop essential community facilities in rural areas. *Should the County wish to pursue this option, TFG suggests reaching out to Lisa Butler, USDA Community Facilities Programs Director at 559-754-3146 to determine eligibility.*

US Department of Housing and Urban Development – Choice Neighborhoods Planning Grants

The purpose of this [program](#) is to help communities transform neighborhoods by redeveloping severely distressed public and/or U.S. Department of Housing and Urban Development (HUD)-assisted housing and catalyzing critical improvements in the neighborhood. Funding will support locally driven strategies that aim to achieve the following three core goals: (1) Housing: replacing severely distressed public and HUD-assisted housing with high-quality mixed-income housing that is well-managed and responsive to the needs of the surrounding neighborhood; (2) People: improving outcomes of households living in the target housing related to employment and income, health, and education; and (3) Neighborhood: creating the conditions necessary for public and

Sonoma County | Lower Russian River Area Planning Project

private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community.

ELIGIBILITY: Public housing authorities (PHAs), local governments, Tribal entities, and 501(c) nonprofit organizations. Each application must focus on the revitalization of at least one severely distressed public and/or assisted housing project. An eligible neighborhood for Choice Neighborhoods Grant funds is a neighborhood with at least 20 percent of the residents estimated to be in poverty or have extremely low incomes based on the most recent data collected by the U.S. Census Bureau.

FUNDING: In FY 2023, approximately \$10 million is available to support an estimated 20 awards of up to \$500,000 through this program. Applicants must provide a nonfederal cash and/or in-kind contributions for this program of at least five percent.

MOST RECENT SOLICITATION: April 4, 2023 – June 6, 2023

NOTE: County to verify project location meets eligibility requirements outlined above. The County can access [HUDs CN Mapping tool](#) to assist with determining eligibility.

FEMA – Building Resilient Infrastructure and Communities

The [Building Resilient Infrastructures and Communities \(BRIC\) program](#) provides support to communities for hazard mitigation activities that promote climate adaptation and resilience with respect to the growing hazards associated with climate change. Program priorities for FY 2022 are to incentivize natural hazard risk reduction activities that mitigate risk to public infrastructure and disadvantaged communities, incorporate nature-based solutions, enhance climate resilience and adaptation, and increase funding to applicants that facilitate the adoption and enforcement of the latest published editions of building codes. Eligible activities include [project scoping](#), [building code activities](#), [partnership activities](#), and [hazard mitigation planning and planning-related activities](#).

ELIGIBILITY: States, territories and tribal governments. Local governments may apply as a subapplicant through their state specific process,

FUNDING: In FY 2022, approximately \$2.295 billion is available to support an awards of up to \$750,000 through this program. Applicants must provide at least 25 percent of the project costs via nonfederal cash, donated or third-party in-kind services, materials, or any combination thereof; however, the match requirement is decreased to 10 percent of the project costs for economically disadvantaged rural community applicants and federally recognized Indian tribal government.

MOST RECENT SOLICITATION: August 12, 2022 – January 27, 2023

FEMA – Flood Mitigation Assistance Program

The [Flood Mitigation Assistance Program](#) provides funding to communities to reduce or eliminate the risk of repetitive flood damage to buildings and structures insured under the National Flood Insurance Program.

ELIGIBILITY: Local, state, tribal, and territorial law enforcement agencies. Eligible activities include capability- and capacity-building projects such as multi-hazard mitigation plans, technical assistance awards, project scoping awards, and projects that enhance the knowledge, skills, and expertise of the current workforce and improve the administration of flood mitigation assistance.

FUNDING: In FY 2022, approximately \$800 million is available to support an estimated 40 awards and 725 subawards through this program. In general, applicants must provide 25 percent of the total eligible project costs via nonfederal matching contributions.

MOST RECENT SOLICITATION: August 12, 2022 – January 27, 2023

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Bike and Pedestrian Safety Improvements – Resilient Infrastructure Goal 3 Objective 3 - Countywide

What will the funds be used for and why it is needed?

The Sonoma County Transportation Authority (SCTA) and Sonoma County Department of Health Services (DHS) have convened the Vision Zero Advisory Committee (VZAC) and set a target goal of zero traffic deaths and severe injuries on roadways within the County by 2030 as part of the County's Vision Zero Action Plan.

The specific Vision Zero actions that are organized into six high-level goals:

1. Create Safe Speeds
2. Eliminate Impaired Driving
3. Create a Culture of Safety
4. Build Safe Streets for All
5. Make Vehicles Safer and Reduce Private Vehicle Use
6. Improve Data for Effective Decision Making

This proposal is to accelerate investment in bike and pedestrian infrastructure, needed to support the Vision Zero goals, while simultaneously supporting equity, health and climate goals. Road repaving, sidewalk repairs, bike lanes, and crosswalks are all examples of suitable uses for this funding. Furthermore, this is fully complementary with all five strategic plan pillars.

In particular, this item directly supports the pillar of Resilient Infrastructure. Goal 3 is to continue to invest in critical road, bridge, bicycle, and pedestrian infrastructure. Objective 3 is to invest \$5 million by 2024 on new pedestrian and bicycle facilities, and adopt maintenance guidelines on roads to consider bicyclists and pedestrians. This key work cannot wait any longer.

What is the amount of the one-time funding request?

\$5,000,000 is needed to make a tangible difference countywide. This is particularly urgent when considering the housing element requirements and the need for sufficient neighborhood infrastructure at this time.

What department will be responsible for implementing this item?

Sonoma County Public Infrastructure would likely be the implementing agency for most investments. Sonoma County Regional Parks should be an active partner.

Does this funding request leverage additional funding?

This funding builds upon a tremendous amount of work that the County has done so far. The Strategic Plan work and investments have significant connections to this work: <https://socostrategicplan.org/>, and also leverages the roads preservation and repaving work that the County has been performing. It builds upon and leverages work in the Sonoma County Transportation Authority’s Vision Zero plan: <https://scta.ca.gov/vz/>, as well as its May 2019 grant of \$660,000 which funded the data dashboard which shows major patterns in crash data from around the County, and provides the ability to overlay other relevant data layers to contextualize the crash data. <https://scta.ca.gov/vz/#data-dashboard>

Whom should the County Administrator’s Office contact for additional information?

Leo Chyi	707-565-3760 Direct Line	Leo.Chyi@sonoma-county.org
Lynda Hopkins		Lynda.hopkins@sonoma-county.org

Johannes Hoeverstz, Sonoma County Public Infrastructure
Johannes.Hoeverstz@sonoma-county.org

Bert Whitaker, Sonoma County Regional Parks
Bert.Whitaker@sonoma-county.org

Board Request #7a – Countywide Bicycle and Pedestrian Safety Improvements

Board Member(s) Requesting funding: Supervisor Hopkins

Description of Request: \$1.5 million for access and risk reduction projects within county sidewalks and Sonoma County Regional Parks which will include sidewalk inspection, and \$3.5 million divided equally amongst each District to be available for relevant projects.

Public Infrastructure and Regional Parks Staff Review Notes:

If the Board approves this budget request of \$5 million, the Department of Sonoma County Public Infrastructure (SPI), in partnership with Regional Parks, would recommend allocating \$1.5 million to deliver access and risk reduction projects within county sidewalks and regional parks. If approved, the funding will provide for both inspection and repairs of existing sites including 88 miles of County sidewalks. This effort will significantly reduce liability in parks and sidewalks. This is in addition to the \$1.6 million of annual funding established by the Board for the implementation of capital projects outlined in the County’s ADA Self-Evaluation and Transition Plan (SETP) barrier removal (please refer to the Capital Projects Recommended Budget for list of projects receiving funding in FY 2023-24). The following is a breakdown of ADA Barrier Removal Program investments associated with path of travel improvements in the prior three fiscal years:

Fiscal Year	ADA Budget Programmed	Amount spent on Sidewalk Projects
FY19/20	\$1,750,000	\$954,546
FY20/21	\$2,050,000	\$1,183,764
<u>FY21/22</u>	<u>\$1,900,000</u>	<u>\$542,834</u>
Total:	\$5,700,000	\$2,681,144

The additional \$3.5 million would be divided equally among the five districts, \$700,000 per district, and would be available for potential projects; including Geyserville sidewalk projects, Monte Rio bicycle and pedestrian project, Arnold Drive bicycle lane, Bellevue pedestrian path, and the intersection improvement in Penngrove.

If this funding request of \$5 million is approved, the SPI department will evaluate existing resources and the current organizational structure to determine the most efficient and effective approach to deliver these projects. This could include creation of a new position to manage bike and pedestrian infrastructure projects countywide. The department would return to the Board with a list of project recommendations and potential staffing needs.

Board Inquiry Request #4 - Bike and Pedestrian Project Completion Status, includes a request for information of SPI and Regional Parks bicycle lane/multi-use projects in the County, funding identified to complete the projects and sources. Please refer to the response to BBR#4 prepared by SPI and Regional Parks for more information.

CAO Staff Review Notes:

The Board has previously approved Climate Resilience Fund (CRF) awards for bikeway and bike lane projects. This includes \$440,000 for the Regional Parks Class I Bikeway Acquisition Acceleration project as part of CRF Round 1 funding awards on February 1, 2022, and \$500,000 for SPI Bikeable Sonoma County project to fund addition of nearly two miles of Class II bike lanes on Arnold Drive in the Sonoma, area as part of CRF Round 2 funding allocations on October 25, 2022.

Furthermore, Board Budget Request #4 submitted by Supervisor Gorin, requests \$1.5 million funding allocation for construction costs of the State Route 12 Donald Street Pedestrian Safety project.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

***Instructions:** Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.*

Request Title:

Increase Flexibility for Supervisors to Increase Utilization of Staff Assistant I Job Class Countywide

What will the funds be used for and why it is needed?

Each Supervisorial district has its unique allocation of positions in the current budget at this time, and the needs are constantly evolving based on internal and external circumstances. A recent study of the Board of Supervisors' staffing showed that positions are all paid below market rates, but the study did not investigate the job responsibilities needed for each position, which also would have been useful.

In this post-COVID emergency time, expectations regarding what must be in person and in zoom (or most complex, hybrid), have changed. Demands by constituents for service, particularly in unincorporated areas of the County, have grown in quantity, complexity, and urgency. Staff who are not District Directors have been regularly required to address higher-level situations and handle more complex and/or sensitive matters than in the past. This is reflected by the mix of staff attending key events and meetings that in the past may have been District Director only meetings.

One urgent need identified by our office is that the job responsibilities captured by the 0852 Board of Supervisors Staff Assistant I job class more appropriately reflects what many Board staff members are doing compared with the currently budgeted allocated position. This proposal does not increase total number of positions. It instead provides the opportunity for each office to determine what its needs are when hiring so that it can develop the right staffing plan for its team. Nobody would be required to utilize the new job class if it's not useful; the additional salary and fringe dollars could instead be used for any other personnel needs (eg. extra help such as paid interns).

There are currently (8) 0861 Field Representatives budgeted and (4) 0851 Board of Supervisors Aide positions in the budget. This proposal proposes increasing the budgeted job class for all the 0861 Field Representatives to 0852 Board of Supervisors I positions. There is one office without any Field Representatives; for that office, this proposal recommends increasing the job class of (1) 0851 Board of Supervisors Aide to a 0852 Board of Supervisors I position. This is a

total of (9) position changes. Again, no staff member on any existing position would be required to be moved up, but the opportunity to revisit the job class would be available in the future.

For additional context, here is a summary of the 0861 Field Representative:

This is a journey-level class allocated solely to the Board of Supervisors' Offices. Incumbents spend considerable time functioning as a community liaison and working in the field and representing a district Supervisor and/or District Director (Staff Assistant). Incumbents are expected to exercise initiative, independent judgment, and discretion in comprehending and managing a varied workload, assist in program and policy recommendations to the Supervisor or District Director, respond to inquiries from the public and other County departments, and may lead the work of lower level District staff.

For additional context, here is a summary of the 0852 Board of Supervisors Staff Assistant I:

This is the first working level job class in the Board of Supervisor's Staff Assistant series. Positions in this class are allocated solely to the Board of Supervisors offices, and are responsible for learning to and providing staff assistance to a district Supervisor. Work assignments are received from and are subject to review by a Board member. As experience is gained, incumbents serve as a liaison and/or spokesperson for the Board member, conducting detailed research on a wide variety of topics, and coordinating and implementing programs and events. Incumbents are expected to exercise an increasingly higher degree of initiative, independent judgment and discretion in comprehending and managing an increasingly complex and varied workload as experience is gained, including responding to inquiries from the public and other County departments on highly sensitive and confidential issues, and assuring timely processing of requests, notices and other business activities.

For additional context, here is a summary of the 0851 Board of Supervisors Aide:

This job class is responsible for providing staff assistance to members of the Board of Supervisors. Initially, work is closely supervised and assignments are closely reviewed, but as experience, knowledge, and skills are gained, supervision becomes more general.

What is the amount of the one-time funding request?

The salary difference at top step between 0852 and 0861 is
 $\$97,802.44/\text{yr} - \$85,029.27/\text{yr} = \$12,773.17/\text{yr}.$

The salary difference at top step between 0852 and 0851 is
 $\$97,802.44/\text{yr} - \$72,047.38/\text{yr} = \$25,755.06/\text{yr}.$

The total salary cost for the 9 proposed position adjustments is \$127,940.42/yr.

Across the County's workforce, benefits are about 67% of salary costs, which likely is an overestimate since there are no new change to the total number of positions, and some of the fringe costs are based on headcount not earnings. $\$127,940 \times 1.67 = \$213,660$

Additionally, there is no way that these costs could begin to accrue in July based on timing of the budget cycle. Conservatively, the fastest these positions could be adjusted and implemented would be at the start of Q2, so the total cost would not exceed \$160,000.

This funding request is for \$160,000.

Ideally this set of adjusted budgeted positions would be funded ongoing, but if that isn't possible, the funding could be provided one-time and revisited at year end. As a last resort, if year-end savings or new

funding allocations aren't able to be provided in the future, each district office could be asked to fund position changes using other budget savings or non-general fund sources in future years.

What department will be responsible for implementing this item?

Board of Supervisors

Does this funding request leverage additional funding?

This funding request leverages the work of the staffing study done in FY 2022-23 and the work done by the County Administrator to create district budgets.

Whom should the County Administrator's Office contact for additional information?

Lynda Hopkins

Lynda.hopkins@sonoma-county.org

Board Request #BOS-08

Board Member(s) Requesting funding: [Lynda Hopkins, District 5](#)

Increase Flexibility for Supervisors to Increase Utilization of Staff Assistant I Job Class Countywide

CAO and HR Staff Review Notes:

(1) Additional Information

Supervisory District staffing job classification before 2002 was limited to the Board Aide job classification. In recognition of the various levels of constituent services provided by District staff, the Board’s job classifications have expanded to now include Board Aide, Field Representative, and Board Staff Assistant I/II. A summary of duties for the job classifications mentioned in this response, are at the end of the report. In addition, the Board can utilize extra-help and intern positions.

As of this writing, the following are the staffing resources currently engaged, by each District.

Job Class	District 1	District 2	District 3	District 4	District 5
BOS Staff Assistant II – Advanced working level	1.00	2.00	1.00	1.00	1.00
BOS Staff Assistant I – First working level	0.00	0.00	0.00	0.00	0.00
Field Representative	2.00	0.00	1.00	2.00	2.00
¹ Field Representative Extra Help	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1.20</i>
Board Aide	0.50	0.00	0.75	1.00 ²	1.00
¹ High School Intern	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.20</i>
Total	3.50	2.00	2.75	4.00	5.40

¹ EH/intern resources are funded with Transient Occupancy Tax (TOT) allocated via budget adoption to the District.
² 0.5 FTE is allocated and funded with General Fund while the balance is financed with available District TOT.

Board Staff Study & Market Comparison

During the FY 22/23 Budget Hearings, the Board considered Board Request-11 (enclosed). *“Funds will be used to study staffing options for the Board of Supervisors teams and begin any appropriate implementation of recommended options. Currently, available job classes are limited and arguably misaligned with other comparable County Staff.”*

As a result of the request, the Board approved \$25,000 to conduct a study and HR staff engaged CPS HR Consulting Services. The study found that there is a wide range in the use of job classes, salary ranges, and number of staff among benchmark counties. In one county, a Board Aide classification can be paid anywhere from \$33,000 to \$207,000. Also, as described in the footnote added by CAO staff to the District’s original Request, CPS compared the salary ranges for the highest-level job classification (Board Staff Assistant II) and found that Solano and San Luis Obispo Counties have their highest-level position salary range fall under the Sonoma County’s Board Staff Assistant II salary range, while 8 counties had salary ranges above that of Sonoma County. An analysis of the tasks performed by the incumbents in the

other counties is not viable as elected officials have the ability to define and establish the tasks at their discretion. CPS Study enclosed.

The salary for the BOS Field Representative job classification is benchmarked against the Department Analyst job classification. The BOS Field Representative is currently set at 7.24% under the Department Analyst. HR recommends increasing the compensation for the BOS Field Representative class so that it is paid the same as Department Analyst. Additionally, HR’s recent market comparison review found that the salary for the Department Analyst is 5.5% under the average market rate when comparing total compensation with the County’s comparable agencies. Consistent with the County’s methodology of applying market adjustments to classifications whose salaries are administered through benchmarks, the salary of the BOS Field Representative should be further adjusted by the same amount, 5.5%. In order to ensure appropriate salary differentials are maintained between Field Representative, BOS Staff Assistant I, and BOS Staff Assistant II, salary adjustments are warranted at the higher levels of the series as well.

For context, the Department Analyst conducts analytical studies, implements new or existing programs/projects, and provides professional level support in the decision-making processes.

Consistent with HR salary administration practices, the following adjustments will be included in the Salary Resolution revisions coming forward for Board consideration in July.

The amounts below do not include cost of living adjustments.

Job Class	Current Top Monthly	July 2023 Proposed Top Monthly
BOS Staff Assistant II	\$8,962	\$10,142
BOS Staff Assistant I	\$8,150	\$9,220
BOS Field Representative	\$7,599	\$8,018
BOS Aide	\$6,004	\$6,333

(2) Staff Estimated Cost Increase Associated with Board Budget Request

The top annual salary and benefit levels for the Request job classifications in FY 23/24 are:

- Board Assistant I: \$182,387
- Field Representative: \$155,800 or \$26,587 under Board Assistant I
- Board Aide: \$143,700 or \$38,867 under Board Assistant I

	Allocated Field Rep FTE	FY 23/24 Budget Cost Increase	Allocated BOS Aide FTE <i>Inc. In Request</i>	FY 23/24 Budget Cost Increase	Total FY 23/24 Cost Increase
District 1	2.00	\$53,174	N/A	N/A	\$53,174
District 2	0.00	\$0	1.00	\$38,687	\$38,687
District 3	1.00	\$26,587	N/A	N/A	\$26,587
District 4	2.00	\$53,174	N/A	N/A	\$53,174
District 5	2.00	\$53,174	N/A	N/A	\$53,174
	7.00		1.0		\$224,796

The Board Budget request as submitted states the request as \$160,000 one-time. The total cost increase, in the above table, total approximately \$225,000 because this response assumes a full year cost and includes the FY 23/24 budget salaries and benefits assumption. The total in the prior table assumes all of the districts will choose to use the higher BOS Assistant I job class as detailed in the request.

(3) Additional Considerations

- Should any of the incumbents in the Board Aide and/or Field Representative allocations be assigned to Staff Assistant I/II allocations, consideration still needs to be given as to what job classification staff were originally hired into. Individuals who are performing duties that are consistent with the Board Aide and/or Field Representative job classes should be employed at the appropriate level.
- An additional consideration to keep in mind is that the 15% differential between Field Representative and Board Assistant I and the approximately 25% differential between the Filed Representative and the Board Assistant I will not remain under this scenario. Instead, the differential will be 10% and the job difference expectation will be limited to the level of independence. A level II employee performs independently and executes more complex duties, while the employee in level I receives direction and is managed directly by the Board member.
- As the BOS Staff Assistant, I and II classifications are alternately staffed, BOS Staff Assistant IIs (District Directors) cannot exercise supervisory responsibility over individuals at the BOS Staff Assistant I level. Therefore, supervisory responsibility for these positions would fall to the Board member.

(4) Alternative Approach

An alternative to this budget request that would not increase baseline costs is for each Board member to use any of three the job classes available as it best fits the District’s’ needs while remaining within each District FY 23/24 Recommended salaries and benefits, which currently is as follows:

FY 2023-24 Salaries & Benefits by District – No Including the Board Member				
District 1	District 2	District 3	District 4	District 5
\$581,217	\$488,179	\$491,839	\$549,305	\$656,189

(5) Job Class Summaries:

Board of Supervisors’ Aides are responsible for providing staff assistance to members of the Board. Duties are typically administrative in nature, including reviewing, summarizing, and responding to routine correspondence, referring constituent inquiries to appropriate agencies or departments, coordinating calendars, collecting data and performing research, and preparing and processing documents and reports. Positions at this level are non-exempt and eligible for overtime.

The **Board of Supervisors’ Field Representative** job class was created in 2019 to serve as a liaison between the Supervisor and district constituents, the community, County departments, and other stakeholders. Incumbents are responsible for performing a wide variety of tasks and constituent liaison work. Field Representatives’ coordinate, attend, and facilitate district outreach activities and events, as a representative of the Supervisor and/or on their behalf; write correspondence, articles, speeches, and

reports; respond to constituent inquiries; conduct research in support of district initiatives; assist in making program and policy recommendations; and assist in program development and coordination. Field Representatives are expected to exercise initiative, independent judgment, and discretion in comprehending and managing a varied workload. Field Representatives may lead the work of lower-level District staff but they do not have supervisory responsibility. They are exempt from overtime.

Board of Supervisors' Staff Assistant I/II is an alternately-staffed classification that can be filled at either level. Staff Assistant I is the first working level in the series. Staff Assistant II is the advanced working level. Although an employee may be hired as a Staff Assistant I initially, once the employee is working at the advanced level with a greater degree of independence, they should ultimately be moved to Staff Assistant II.

Staff Assistants are responsible for performing a variety of difficult and complex tasks in support of the Supervisor; representing the Supervisor at meetings with constituents and at various committee and community meetings; serving as liaison for the Supervisor with County departments, constituent groups, and other stakeholders; and supervising the work of District staff. Staff Assistants are also responsible for conducting detailed research on a wide variety of topics and coordinating and implementing programs and events. They are expected to exercise a high degree of initiative, independent judgment and discretion in comprehending and managing a complex and varied workload, responding to inquiries from the public and other County departments on highly sensitive and confidential issues, and assuring timely processing of requests, notices, and other business activities. Staff Assistant I is distinguished from Staff Assistant II in that the latter is the advanced working level and performs more highly complex and sensitive work with a higher degree of independence. Staff Assistants at both levels are exempt from overtime.

Enclosures:

[FY 2022-23 Budget Information Request](#)

[CPS Study](#)

FY 2022-23 Board of Supervisors Budget Request Form

Deadline: April 7, 2022

Please email completed form to CAO-Budget@sonoma-county.org

Supervisor: Lynda Hopkins

Date: 4/7/22

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

What will the funds be used for and why it is needed?

Funds will be used to study staffing options for the Board of Supervisors teams and begin any appropriate implementation of recommended options. Currently, available job classes are limited and arguably misaligned with other comparable County Staff. Allowing Supervisors a reasonably expanded set of roles would result in each office being better capable of recognizing its needs and retaining staff. The approval of the Field Representative in 2019 was a good initial step, but further increasing flexibility and reevaluating the current job classes in place would be beneficial.

The 0851 BOS Aide role includes standard administrative work, but often teams require that the aide have additional analytical skills and technological knowledge, while other times there may be more field work or communications and social media work required. The position endures more stress and conflict management than a typical administrative employee may encounter. The 0851 earns between \$57,688 and \$70,106 annually. The salary scale for the BOS Aide is the same as the 0810 Administrative Aide job class, but in reality, work needed by a Supervisor may be closer to that of the Administrative Analyst I (0833), Administrative Trainee (0824), or Executive Assistant to the CAO (7027), all of which earn more and have responsibilities that could be expected of line staff in the BOS office.

The 0861 BOS Field Representative position earns between \$68,082 and \$82,754 annually. This is less than the Administrative Analyst I (0833) and considerably less than the Administrative Analyst II (0835) job classes, yet BOS Field Representatives often are responsible for managing complex and sensitive information and data, as well as conducting analysis. It also earns less than the Assistant to the County Administrator (0032) job class which appears to be a hybrid administrative and analytical role. Also, there is currently no administrative analyst job class available to the BOS, so these functions are handled by Field Representatives or District Directors.

The 0852 BOS Staff Assistant I and 0862 BOS Staff Assistant II job classes are used for the District Director roles (\$78,308-\$104,669 annually). The District Director roles have evolved over time and currently may be thought of like a Chief of Staff Role, and they are also often responsible for very complicated communications and analytical work, as well as regular contact with department heads and other elected officials. There is often a project & program management function, as well as being the lead on policy for topics assigned by the Supervisor. Even the higher 0862 role earns less than the Administrative Analyst II role (0835) and arguably should be compared to the 0838 Administrative Analyst III role which includes lead worker responsibilities and management like the District Director does.

With disaster after disaster and a public increasingly complicated to work with and frustrated by challenges, the County needs stability and skills in the BOS offices more than ever. Supervisors need to have the discretion to build their teams without worrying that their staff members will accept promotional opportunities to departments where the work may be comparable but the salary higher. They should also be able to have staff that have job descriptions reflecting the Supervisors' needs.

Below, please find screenshots of comparable job classes and salary ranges from the County's Website at HRD (<https://www.governmentjobs.com/careers/sonoma/classspecs>):

The screenshot shows a web browser window with the URL <https://www.governmentjobs.com/careers/sonoma/classspecs?keywords=administrative%20analyst>. The page title is "JOB SPECIFICATIONS & SALARY INFORMATION". Below the title, there is a search bar containing "administrative analyst" and a search icon. To the right of the search bar, it says "67 results found". Below the search bar, there is a table with the following columns: "Class Title", "Min Salary", "Max Salary", and "Code". The table lists 12 job classes with their respective salary ranges and codes.

Class Title	Min Salary	Max Salary	Code
ADMINISTRATIVE ANALYST II	\$87,596.43 yr	\$106,463.99 yr	0835
ADMINISTRATIVE ANALYST II - PROJECT	\$87,596.43 yr	\$106,463.99 yr	0855
ADMINISTRATIVE ANALYST I - PROJECT	\$77,807.83 yr	\$94,588.28 yr	0854
ADMINISTRATIVE ANALYST III - PROJECT	\$98,971.23 yr	\$120,280.73 yr	0856
ADMINISTRATIVE ANALYST I	\$77,807.83 yr	\$94,588.28 yr	0833
ADMINISTRATIVE ANALYST III	\$98,971.23 yr	\$120,280.73 yr	0838
PRINCIPAL ADMINISTRATIVE ANALYST	\$117,943.15 yr	\$143,385.14 yr	0839
PRINCIPAL ADMINISTRATIVE ANALYST - PROJECT	\$117,943.15 yr	\$143,385.14 yr	0857
ADMINISTRATIVE TRAINEE	\$66,349.54 yr	\$80,646.32 yr	0824
ADMINISTRATIVE TRAINEE - PROJECT	\$66,349.54 yr	\$80,646.32 yr	0836

https://www.governmentjobs.com/careers/sonoma/classspecs?keywords=Program%20Manager

SONOMA

Menu >

JOB SPECIFICATIONS & SALARY INFORMATION

Search the County of Sonoma's over 600 job classifications to help determine which ones are right for you:

Program Manager X Q 169 results found

Class Title	Min Salary	Max Salary	Code
MEDICAL THERAPY PROGRAM MANAGER	\$105,420.43 yr	\$128,128.30 yr	2320
APOSD PROGRAM MANAGER	\$107,737.13 yr	\$130,966.78 yr	1299
COMMUNITY PREPAREDNESS PROGRAM MANAGER	\$113,080.16 yr	\$137,457.72 yr	0773
COUNTY EQUITY PROGRAM MANAGER	\$101,350.55 yr	\$123,202.69 yr	4619
ENVIRONMENTAL HEALTH PROGRAM MANAGER	\$101,434.03 yr	\$123,286.18 yr	2616
HEALTH PROGRAM MANAGER	\$89,850.52 yr	\$109,198.12 yr	2634
DEPARTMENT PROGRAM MANAGER	\$83,067.38 yr	\$100,953.99 yr	3085
ENGINEERING PROGRAMMING MANAGER	\$126,354.24 yr	\$153,591.16 yr	0136
ENERGY AND SUSTAINABILITY PROGRAM MANAGER	\$108,905.92 yr	\$132,386.02 yr	5364
COMMUNITY ALERT AND WARNING PROGRAM MANAGER	\$113,080.16 yr	\$137,457.72 yr	0776

← Prev 1 2 3 4 5 6 7 8 9 10 Next →

What is the amount of the one-time funding request?

\$100,000 should be sufficient to cover analytical work that would be performed as well as any salary and fringe impacts due to reclassifications in FY 2022-23.

What department will be responsible for implementing this item?

Since these are job classes that would require evaluation, it seems that HRD would be the appropriate lead agency, potentially informed by the Supervisors and CAO management.

Does this funding request leverage additional funding?

This work would not leverage additional funding, but it may be possible to offset costs by BOS members strategically choosing job classes that are most appropriate, reducing the need for extra help. A past practice has been to use CIF dollars to offset increased costs when the Field Representative class is used.

Whom should the County Administrator's Office contact for additional information?

Leo Chyi, 5th District Director
Lynda Hopkins, Supervisor

Board Request – 11

District Staff Classification and Compensation

Name of Board Member Requesting funding:

Supervisor Lynda Hopkins

Analysis:

This request raises two basic questions:

- 1) What are the roles, responsibilities, and staffing levels needed for district staff?
- 2) Are the current classifications and compensations for district staff appropriate for the needed roles?

The first links this to Board Request – 03 by Supervisor Gorin for a 0.5 FTE BOS Aide allocation. This question might best be considered in a holistic discussion to determine what the role of District staff. For example, should each Board member have staff for conducting research and policy analysis, or is that function better housed in departments or the County Administrator’s Office? Understanding these roles would lead to an assessment of proper staffing levels. Currently both the BOS Staff Assistant (District Director) and Field Representative positions include research and analysis in their descriptions.

The second question, which is raised directly in this request, requires a compensation review/job classification review/staff re-organization of the job classes for district staff. Unless there is clarification of question 1, the study would rely on a review of work currently being performed by staff.

Human Resources would be the appropriate lead department and would work in collaboration with all County Supervisors and the County Administrator’s Office to conduct the review. There are two paths by which such reviews are made: 1) Human Resources staff address requests with existing staff capacity; 2) Departments may utilize their own funding to pay for a consultant, which is selected from a list maintained by Human Resources and is managed by Human Resources staff. Human Resources does not have staff capacity to conduct the study in-house given the number of existing class studies already in progress and in queue, so the first option is not available for a study in the coming fiscal year. The estimated cost to hire a classification consultant to conduct the work is up to \$25,000. If the Board chooses to hire a consultant to perform this work, the study would likely begin in fall of 2022 and would take up to six months to complete. It is difficult to anticipate the ultimate cost effects until the study is complete and recommendations are known.

January 25, 2023

To: Spencer Keyword

From: Lisa Conner, Principal Consultant
Karen Rodriguez, Project Consultant

Re: County of Sonoma Board of Supervisors staffing research

CPS HR Consulting (“CPS HR”) was tasked with collecting data from the County of pre-identified comparable labor market, to include the staffing structure and associated funding sources for staff providing direct support to elected Board of Supervisor members. CPS HR used an online survey tool to collect data from the comparable labor market. CPS HR also compared the salaries of the District Director (Chief of Staff) with those of the journey level analyst in the County Administrator’s Office; and to see if there was an established salary relationship between those positions in the labor market.

CPS HR staff made the following contacts with other counties:

- Original email with survey link sent out to labor market counties on 12/22/22
- Follow up reminder email was sent on 1/7/23
- Additional follow up phone calls were made on 1/18/23 and 1/23/23

CPS HR did not receive survey responses from all counties; but was able to follow up by phone to obtain additional information. Solano is the only county that we could not get any response from. The most relevant information is provided below and in the attached spreadsheets. One spreadsheet contains the raw data from the online survey responses. The other spreadsheet contains a tab for the salary comparison; as well as tabs for each county that presents data on the county population, staffing levels, and specifics about each district. We obtained countywide population using the website [Population of Counties in California \(2023\) \(worldpopulationreview.com\)](https://www.worldpopulationreview.com), however, we’re also sharing the limited data that counties provided, since that is the data that will match what was collected in the survey. This memo summarizes the data collected.

Alameda – completed the survey (two responses from different BOS district offices). County population is 1,733,977, per the above website. One BOS district identified the county population as 1.6M and the other identified 1.649M. Each BOS member has assigned staff ranging from 4 to 8 employees.

- Chief of Staff \$129,542 - \$166,504
- Supervisor’s Assistants \$49,587 - \$142,501

These positions are paid from the General Fund. There does not appear to be a relationship between the BOS positions and the Management Analyst series.

- Management Analyst \$84,822.40 - \$113,692.80

Contra Costa – responded by email with answers to some of the questions. Research on the website above shows total county population as 1,200,997. The county’s website shows that each BOS member has between 5-6 staff in the following positions:

- BOS Assistant – Chief Assistant \$101,507 - \$111,911
- BOS Assistant – Specialist \$87,671 - \$101,490
- BOS Assistant – General Secretary - \$68,712 - \$92, 089
- BOS Assistant – General Office \$46,475 - \$72,098

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Management Analyst series.

- Management Analyst \$77,891.52 - \$120,835.32

Marin – completed the survey and responded by email with additional information about staffing. Per the website listed above, county population is 265,294. The county’s response shows the population as 260,206. Each BOS member has two Board Aides (\$94,786 - \$114,608) assigned.

These are paid from the General Fund. There does not appear to be a relationship between the BOS positions and the Administrative Analyst series.

- Administrative Analyst II \$108,264.00 - \$130,832.00

Napa – completed the survey. Per the website listed above, county population is 138,481. The survey response shows 138,019. The county’s response indicated that there are a total of three Board Staff Assistants who provide support to the five Board Members. They are not assigned to individual board members.

- Staff Assistant I – BOS \$87,714 - \$104,478
- Staff Assistant II – BOS \$96,179 - \$114,899

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Management Analyst series.

- Management Analyst II \$94,764.80 - \$118,955.20

Sacramento - completed the survey. Per the above website, the county population is 1,634,936. However, the county’s response indicated 1,584,886 “based on the 2020 census”. Each BOS member has between 4-5 staff in the following positions:

- Administrative Assistant Board of Supervisors \$110,351 - \$134,112
- Special Assistant Board of Supervisors \$73,184 - \$93,417
- Secretary to Member of BOS \$66,482 - \$80,785

These positions are paid from General Fund and Transient Occupancy Tax. There does not appear to be a relationship between the BOS positions and the CEO Management Analyst series. However, the response did identify that the Secretary to Member of Board of Supervisors is benchmarked approximately 10% above the Executive Secretary.

- CEO Management Analyst \$132,170.40 - \$145,700.64

San Luis Obispo – did not complete the survey – but they did provide limited information by phone on January 18th. County population per the website listed above is 286,261. Each board member is supported by one assigned Legislative Assistant (\$85,779 annual salary).

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Administrative Analysts.

- Administrative Analyst II \$79,060.80 - \$100,921.60

San Mateo – did not complete the survey – but they did provide limited information by phone on January 23rd. County population is 778,239. BOS districts 1,2, and 5 have 3 FTE allocated, and districts 3 and 4 have 4 FTE allocated. These have more FTE staff allocated “because they have more unincorporated areas to represent”. Supervisors have discretion on funding two part-time positions for each FTE allocated.

- Legislative Aide \$91,395 - \$114,235
- Senior Legislative Aide \$122,491 – 153,067

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Management Analyst series.

- Management Analyst \$105,768.00 - \$132,225.60

Santa Clara – did not complete the survey - but they did provide limited information by phone on January 18th. County population per the website listed above is 1,982,645. The county website shows Board Aide position with a salary range from \$33,099 - \$207,066. Budget documents show that BOS districts are assigned between 11-12 staff. Per the phone call, BOS members are allocated a set amount of funding each year, they use these allocated dollars to fund their offices and other projects as needed. They determine how many staff they want to hire, versus spending on other projects. The Board Aide position has a large salary range and is paid commensurate with responsibilities. These positions can be filled either with full-time staff or part-time staff.

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Management Analyst series.

- Management Analyst \$101,770.24 - \$133,745.44

Santa Cruz – did not complete the survey. County population is 273,405 per the website listed above. I was able to connect with the BOS office on 1/18/23. She identified that each BOS Member is allocated two County Supervisors Analyst positions in the budget. They have the option of filling one of these allocations with two part-time positions. The County Supervisors Analyst is paid at \$91,476 - \$122,616.

These positions are paid from the General Fund. There is no relationship between the BOS positions and the Senior Administrative Analyst classification.

- Associate Administrative Analyst \$87,131.20 - \$116,771.20

Solano – did not complete the survey, nor did they respond to a follow up email or phone call. County population is 465,536 per the website listed above. The county website shows that each BOS member is allocated two Board of Supervisors Aide positions \$,76,592 - \$93,099.

There does not appear to be a relationship between the BOS positions and the Management Analyst series.

- Management Analyst \$100,513.20 - \$122,174.40

It should be noted that not all counties have a Chief of Staff or District Director. In the attached salary comparison spreadsheet tab, we listed the title and salary of the highest paid classification allocated. For comparison, we used the journey level analyst classification of the staff assigned to the CAO/CEO's office. There are six counties where the journey level analysts in the CAO/CEO's offices are paid at a higher rate than the highest paid BOS salary range. There are four counties where the BOS staff member with the highest salary range is above that of the Admin/Management Analysts in the CAO/CEO's offices. Although since the BOS member has discretion on how they fill those positions, they may not have staff who are paid at the highest ranges. Overall, there do not appear to be any relationships between the salaries of these analysts and the BOS staff members.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

Extreme Weather Conditions Funding Supporting Unhoused and Housing-Vulnerable Populations' Safety - Countywide

What will the funds be used for and why it is needed?

Currently, Department of Emergency Management is scheduled to present on the Extreme Temperatures Annex to Emergency Operations Plan on 6/12/23. Our district had hoped to get this update done on the originally proposed timeline earlier in 2023 so that this information could fully inform the budget process, but it wasn't possible. This request being considered as part of the budget process can address gaps in the EOP, either related to timing of finalization and implementation of the Annex, or specific population or geographic gaps not fully captured in the Annex.

DEM has identified that it may be useful to consider unhoused populations' specific needs as distinct from the general population during extreme temperatures. In particular, while the general population might be assumed to generally be capable of making adjustments and managing their situations for 72 hours, this is not a reasonable assumption for the most vulnerable. Similarly, there may be times when outside conditions (eg. cold, wind, and rain) may cause safety concerns for unhoused communities, even when an emergency is not yet declared which would trigger implementation of an emergency operations plan.

While there are general fund contingency dollars that can be made available during emergencies, this proposed funding is needed to address needs of the most vulnerable. Having this clear source available removes ambiguity that has arisen in the past about whether there are funds to utilize for trailers in a floodplain that need to be towed, contracts for cooling or warming centers when rain and cold have arrived but an emergency not yet declared, or reports of homeless individuals creating warming fires during cold events are of concern due to wildfire risk.

What is the amount of the one-time funding request?

\$500,000 is needed for this one-time request, based on conditions in 2022-23.

Board Request #9 – Extreme Weather Conditions Funding Supporting Unhoused and Housing-Vulnerable Populations’ Safety - Countywide

Board Member(s) Requesting funding: Supervisor Hopkins

Description of Request?

The request is for \$500,000, one-time, to establish a fund to be available to assist housed and unhoused individuals during extreme weather conditions.

CAO Staff Review Notes:

As noted in the request, the Department of Emergency Management (DEM), in collaboration with the Department of Health Services (DHS), will present an item to the Board on June 12, 2023 related to Extreme Temperature Response.

That item will include adoption of the Extreme Temperatures Annex, which speaks to how County teams, municipal partners, service providers, faith-based groups, and others will respond during periods when there are 72 hours (3 days) or more of extreme temperatures. This annex would begin response planning when the National Weather Service forecasts 72 consecutive hours of extreme temperatures. At the 72 hour mark, activation of the extreme temperature annex would occur. Details of the response are included in the annex and can be found in the June 12 Board item.

The June 12 Board item will also provide an update on plans for providing services to the unhoused populations during extreme temperature events of less than 72 hours. An estimated annual cost and use of funds will be included in the June 12 Item. See Board online agenda for 6/12/2023 <https://sonoma-county.legistar.com/Calendar.aspx>

The County Administrator has also specifically reviewed the of the request related to the use of contingencies during a disaster. Based on the observations in the Budget Request, staff does recommend contingencies as the best source for these funds; contingencies exist to address unexpected expenditures and/or unmet assumptions. Further, since FY19-20, contingencies have had an ending balance of more than \$500,000 each year, suggesting that there are sufficient funds to cover this amount in the future.

That said, the request underscores that the manner in which contingencies can be accessed is lacking in clarity. As a result, staff at the County Administrator’s Office will work with departments that lead response efforts (in this case, Emergency Management and Health Services) to clarify the process to access contingencies during an event when such funds are needed.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

***Instructions:** Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.*

Request Title:

Food Security Funding Support for the Most Vulnerable Countywide

What will the funds be used for and why it is needed?

The adopted FY 2022-23 budget allocated \$200,000 in one-time County discretionary funds to conduct an internal assessment and analysis of existing countywide food distribution programs, compared to the overall demand for food services. The intention of this study was that any General Fund year-end fund balances from FY 2021-22, above what was programmed during budget hearings, up to \$1 million, be made available to implement the findings of the study.

The study was not completed in time for such an allocation, so this funding request ensures consideration of the plan and unmet needs related to food security. We have heard from organizations like Ceres Community Project that there are many outstanding food security needs in the community, particularly for healthy meals, and this funding offers a chance for tailored support to help those who are most vulnerable. In the 4/18/23 board meeting, Health Services confirmed the need for medically tailored meals that the County could not access grant funding for, due to restrictions on how such a program would need to be implemented. This funding would not need to have those same strings. While the COVID emergency has ended, it appears that the increased demand for food remains, and this was also evident during the declared emergencies so far this calendar year.

What is the amount of the one-time funding request?

Proposed \$500,000, but this is scalable and should be informed by the findings of the study. Since these are one-time dollars, capital and equipment costs may be the most appropriate investments for these dollars.

What department will be responsible for implementing this item?

Sonoma County Human Services and/or Department of Health Services

Does this funding request leverage additional funding?

This funding builds upon the \$200,000 study, providing a source potentially assisting in delivering any one-time investments identified. Additionally, it leverages funding investments made last year during the County budget process via the community funding process, as well as with ARPA investments. This

additional funding support can assist the County in achieving the results we are trying to achieve through Upstream Investments, further building momentum to turn the curve and deliver results measured through Results-Based Accountability (RBA).

Whom should the County Administrator's Office contact for additional information?

Leo Chyi

707-565-3760 Direct Line

Leo.Chyi@sonoma-county.org

Lynda Hopkins

Lynda.hopkins@sonoma-county.org

Angela Struckmann

Director, Sonoma County Human Services

(707) 565-6990

astruckmann@schsd.org

Board Request #10 – Food Security Funding Support for the Most Vulnerable Countywide

Board Member(s) Requesting funding: Supervisor Hopkins

Description of Request: Request funding of up to \$500,000 to address food security for vulnerable populations in the county. This funding would build upon the \$200,000 approved by the Board during FY 22-23 budget hearings for a Food assessment study, providing a source potentially assisting in delivering any one-time investments identified. This requested amount would be scalable and should be informed by the findings of the study. Since these are one-time dollars, capital and equipment costs may be the most appropriate investments for these dollars. Additionally, it may leverage funding investments made last year during the County budget process via the community funding process, as well as with ARPA investments. This additional funding support could assist the County in achieving the results we are trying to achieve through Upstream Investments, further building momentum to turn the curve and deliver results measured through Results-Based Accountability.

Human Services Department Staff Review Notes:

Food Assessment Study

During FY 2022-23 budget hearings, the Board allocated \$200,000 to the Human Services Department (HSD) to conduct an assessment of food security in Sonoma County and set aside an additional \$1 million for implementation of results. The food assessment will identify gaps in the food system across all regions of the county which will help to illuminate areas of need. See project timeline below.

Known unmet food service needs and/or vulnerable populations that could benefit from this funding

There are many vulnerable populations in the community that still have unmet food needs, including undocumented immigrants and older adults. As an example, CalFresh benefits are not available to undocumented individuals, and the benefits are generally very small amounts for individuals like older adults who often live alone. Even for households that receive CalFresh, the benefit is meant as a supplement and is not enough to provide three meals a day. Households in more rural areas and/or with transportation issues have less access to local food resources like food pantries as well. This and other needs will be considered in the ongoing assessment.

Recommend funds be housed in HSD's budget

Because HSD administers the CalFresh program and contracts with many CBOs to provide food to vulnerable populations, it is suggested that any funds provided by the Board for strengthening the food system be housed in the HSD budget for distribution to the community.

Below is the history and timeline for the HSD food assessment

- July-Dec 2022: outreach to community partners and creation of the RFP
- Jan 3-31, 2023: RFP open for proposals
- RFP failed: no proposals submitted
- Feb: outreach to some known organizations to solicit interest in the project
- Mar: Ag Innovations submitted a proposal
- Mar-Apr: HSD working with Ag Innovations to modify scope / UCCE review of proposal

Board Request #10 – Food Security Funding Support for the Most Vulnerable Countywide

- May: Office of Equity review of proposal / potential creation of advisory committee to inform assessment
- June-July: finalize contract and start assessment
- Oct: Present assessment findings to the Board

CAO Staff Review Notes:

In prior fiscal years, the Board has approved the following funding for community-based organizations for food needs:

Year	CBO/Entity Name	Description	Amount	One-time/ Recurring
FY 22-23	Catholic Charities	Food Distribution Services	\$150,000	One-Time
FY 22-23	Redwood Empire Food Bank	Food Distribution Services	\$250,000	One-Time
FY 22-23	Living Room Center	Food Delivery Van	\$45,000	One-Time
FY 20-21	Area Agency on Aging	Senior Meals	\$250,000	Ongoing
FY 20-21	Area Agency on Aging	Senior Meals	\$134,150	One-Time
FY 19-20	Council on Aging	Senior Meals	\$250,000	One-Time
FY 18-19	Council on Aging	Senior Meals	\$300,000	One-Time

Additionally, on top of the Cal-Fresh benefits of approximately \$100 million paid each year by the State (not via HSD’s budget) directly to clients residing in Sonoma County, HSD’s annual budget also includes approximately \$4.5 million annually to support community-based organizations delivering services to older adults and other vulnerable populations. Refer to **Attachment 1** for a list of HSD’s food service contracts.

The \$1 million identified as part of the FY 22-23 adopted budget to implement the assessment will be continued into FY 23-24 in anticipation of the assessment being completed in the fall. Therefore, the Board could redirect part of the \$1 million to fund this request. Staff will have a final target value when the assessment returns in October, at which point contingencies may be considered.

Contract #	Contractor	Contract Start	Contract End	Total Contract	Annual Amount	Service
PREE-TLR-ARPA-2224	The Living Room	7/1/22	12/31/23	\$387,376	\$258,251	ARPA Assistance to Households/Basic Needs Food Assistance
PREE-FFT-ARPA-2224	Food for Thought	7/1/22	12/31/23	\$1,350,000	\$900,000	ARPA Assistance to Households/Basic Needs Food Assistance
PREE-F2P-ARPA-2224	Farm to Pantry	7/1/22	12/31/23	\$889,200	\$592,800	ARPA Assistance to Households/Basic Needs Food Assistance
AA-COA-S4S-2324	Council on Aging Services for Seniors	7/1/23	6/30/24	\$1,388,500	\$1,388,500	AAA, County, and Realignment funding for Congregate Meals (\$250,000) and Home Delivered Meals
AA-COA-OARR-2224	Council on Aging Services for Seniors	10/15/22	12/31/24	\$247,898	\$112,681	CDA OARR funding for Congregate Meals/Intergenerational activities (\$63,254) and Home Delivered Meals/Intergenerational activities (\$184,644)
AA-COA-CDA-ARP-2224	Council on Aging Services for Seniors	10/15/22	9/30/24	\$300,000	\$150,000	CDA ARPA funding for Drive-up/Pick-up Meal Services (\$300,000)
AA-PPSC-S4S-2324	Petaluma People Services Center	7/1/23	6/30/24	\$326,406	\$326,406	AAA and County funding for Congregate Meals (\$44,800) and Home Delivered Meals (\$281,606)
AA-PPSC-OARR-2224	Petaluma People Services Center	10/15/22	12/31/24	\$115,055	\$52,298	CDA OARR funding for Congregate Meals/Intergenerational activities (\$35,308) and Home Delivered Meals/Intergenerational activities (\$79,747)
AA-PPSC-CDA-ARP-2224	Petaluma People Services Center	10/15/22	9/30/24	\$270,427	\$135,214	CDA ARPA funding for Congregate "To-go" Meal Services (\$43,393) and Home Delivered Meals
AA-CSI-MEALS-2324	Coastal Seniors, Inc.	7/1/23	6/30/24	\$35,140	\$35,140	AAA, County, and Realignment funding for Congregate Meals (\$3,640) and Home Delivered Meals (\$31,500)
AA-CSI-CDA-ARP-2224	Coastal Seniors, Inc.	10/15/22	9/30/24	\$10,000	\$5,000	CDA ARPA funding for "Pick-up" or "To-go" Meal Services (\$10,000)
AA-CERES-MEALS-2324	The Ceres Community Project	7/1/23	6/30/24	\$63,700	\$63,700	AAA, County, and Realignment funding for Home Delivered Meals (\$63,700)
AA-CERES-OARR-2224	The Ceres Community Project	10/15/22	12/31/24	\$65,578	\$29,808	CDA OARR funding for Home Delivered Meals/Intergenerational activities (\$65,578)
AA-CERES-CDA-	The Ceres Community	10/15/22	9/30/24	\$303,056	\$151,528	CDA ARPA funding for Home Delivered Meals
AA-CSMC-NUTRINF-2224	Cloverdale Senior Multi-Purpose Center	10/15/22	12/31/24	\$42,900	\$19,500	Nutrition Infrastructure - kitchen equipment/appliances, tables/chairs
AA-CSI-NUTRINF-2224	Coastal Seniors, Inc.	10/15/22	12/31/24	\$80,016	\$36,371	Nutrition Infrastructure - kitchen equipment/appliances, cargo van
AA-COTS-	Committee on the	10/15/22	12/31/24	\$48,798	\$22,181	Nutrition Infrastructure - kitchen equipment/appliances
AA-COA-NUTRINF-2224	Council on Aging Services for Seniors	10/15/22	12/31/24	\$294,566	\$133,894	Nutrition Infrastructure - kitchen equipment/appliances, cargo vans and electric vehicle
AA-PPSC-NUTRINF-2224	Petaluma People Services Center	10/15/22	12/31/24	\$52,565	\$23,893	Nutrition Infrastructure - kitchen equipment/appliances, tables
AA-SASC-NUTRINF-2224	Sebastopol Area Senior Center, The	10/15/22	12/31/24	\$15,126	\$6,875	Nutrition Infrastructure - kitchen equipment/appliances, laptop, chairs
AA-CERES-NUTRINF-2224	The Ceres Community Project	10/15/22	12/31/24	\$128,415	\$58,370	Nutrition Infrastructure - kitchen equipment/appliances, cargo van, analytics software
AA-SAR-NUTRINF-2224	The Salvation Army Residences, Inc.	10/15/22	12/31/24	\$50,000	\$22,727	Nutrition Infrastructure - kitchen equipment/appliances
AA-WCCS-NUTRINF-2224	West County Community Services	10/15/22	12/31/24	\$8,800	\$4,000	Nutrition Infrastructure - kitchen equipment/appliances, tables/chairs
Grand Total				\$6,473,522	\$4,529,137	

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

Instructions: Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.

Request Title:

North Sonoma Coast Fire Protection District Funding Support

What will the funds be used for and why it is needed?

The damage sustained on the North Coast in FY 2022-23 illustrated the challenges face by our most remote fire agency in Sonoma County. This request strengthens the staffing at North Sonoma Coast Fire Protection District (NSCFPD), providing funding for FY 2023-24, allowing the department to meet its staffing needs to better serve the communities.

Please see attached letter from Bonnie Plakos, Fire Chief, NSCFPD for full details.

NSCFPD understands the need for it to secure sustainable long term funding. This budget request is intended to provide support as its longer term revenue plans are implemented. As discussed in the letter, there are some possible options on the horizon, such as the proposed ½ cent sales tax measure being planned for 2024. There is also some momentum by the Fire District Association of California to approach state legislators about finding a way to fill the gap in fire service funding caused by ERAF (\$94 million in 2022, statewide).

What is the amount of the one-time funding request?

The one-time funding request is for \$700,000 - \$2,060,000 This amount is based on a need of \$350,000 - \$1,030,000 for one year of service. Ideally, two years will be sufficient time to allow NSCFPD sufficient time to develop its alternative revenue sources.

What department will be responsible for implementing this item?

North Sonoma Coast Fire Protection District would utilize the funds. If funding needs to be allocated via a County Department, the County Administrator's Office or Department of Emergency Management could be suitable agencies.

Does this funding request leverage additional funding?

This funding leverages the total property tax paid after the ERAF shift of \$1,271,621 (46%), the largest absolute and percentage ERAF shift in Sonoma County. NSCFPD has been asking Sonoma County for help with the ERAF problem for decades, and this funding opportunity allows the County to address this outstanding need.

Whom should the County Administrator's Office contact for additional information?

Leo Chyi

707-565-3760 Direct Line

Leo.Chyi@sonoma-county.org

Lynda Hopkins

Lynda.hopkins@sonoma-county.org

Bonnie Plakos, Fire Chief

North Sonoma Coast Fire Protection District

PO Box 386, The Sea Ranch CA 95497

(707) 639-0961 nscfpd.org

chief@northsonomacoastfpd.org



North Sonoma Coast Fire Protection District

PO Box 386, The Sea Ranch CA 95497

(707) 639-0961 nscfpd.org

April 14, 2023

Supervisor Lynda Hopkins
575 Administration Drive
Room 100 A
Santa Rosa, CA 95403

Dear Supervisor Hopkins,

As we have met with you multiple times to discuss the funding shortfalls for fire protection on the North Coast we believe you understand our situation. We wish to formally ask the Board of Supervisors to allocate funds to North Sonoma Coast Fire Protection District (NSCFPD) to support ongoing staffing needs, starting in FY 23-24.

We understand that funds are tight, however, we believe our request is entirely justified and that it is in the best interest of our citizens to support appropriately staffed fire services to meet emergency response needs. Our request is for ongoing support for staffing, with increases in subsequent years as needed to meet rising cost of living/inflation costs or, if a fixed increase needs to be set we would propose 5% annually. We have two different funding option requests:

A:

- \$900,000 to support additional career CAL FIRE staff on our existing Schedule A contract, to provide full 3-0 staffing 24x7.
- \$130,000 to support the hiring of paid part-time administrative staff to manage and oversee the business of the NSC District. Assumes an unpaid volunteer Fire Chief.

B:

- \$220,000 to support one additional Fire Apparatus Engineer on our existing Schedule A CAL FIRE contract. This would not get us to full 3-0 staffing but would increase response capability and allow for 3-0 coverage on some days.
- \$130,000 to support the hiring of paid part-time administrative staff to manage and oversee the business of the NSC District. Assumes an unpaid volunteer Fire Chief.

Option A is where we really need to get to in order to be fully staffed, and is the level of staffing that we have reported to FSWG for consideration for the expenditure plan for the proposed ½ cent sales tax measure in 2024. Option B does not solve our long-term problem but improves staffing in the near term while allowing us to keep our budget in the black.

The justifications for this funding are:

- Since 2016 NSCFPD has successfully taken on responsibility for 172 square miles of northwest Sonoma County, much improving response capability over the entire area from what was supported by the County through CSA #40. We were the first “consolidation”.
- The minimum standard for a 24x7 engine company is 3 personnel; this is the target in the County’s past standard of cover goals and in the so-called “Silver Plan” from 2018.



North Sonoma Coast Fire Protection District

PO Box 386, The Sea Ranch CA 95497

(707) 639-0961 nscfpd.org

Given our current funding we can only support 2 on-duty career staff (total of five persons) 24x7. Increasing to 3 on-duty 24x7 (total of nine persons) would benefit not only NSCFPD but our neighbors in Timber Cove and Fort Ross, better allowing us to provide mutual aid while still maintaining coverage in our own District. Even the slight increase supported by Option B improves our ability to provide mutual aid.

- We continue to be hobbled by the egregious and unfair ERAF shift of 46%, resulting in a loss of funds initially targeted towards fire protection here of an estimated \$1,271,621 in FY 21-22. NSCFPD has been asking Sonoma County for help with the ERAF problem for decades and has never received any assistance; other agencies benefit from this shift of funds intended for fire protection on the North Coast. If NSCFPD's ERAF shift in FY21-22 had been 10% NSCFPD would have retained additional funds in the amount of \$993,408. We believe the County should make an effort to replace these lost funds, in service of supporting emergency response. Another option for County support would simply be to backfill any ERAF shift above 10% .
- NSCFPD has been “getting along” with the loss to ERAF, and all-volunteer support staff, but that is not sustainable. As expenses outrun property tax revenue, in a very few years we will be unable to meet our costs for the (under)staffing that we have now, not to mention the staffing we should have.
- Sonoma County has committed millions of dollars to other fire districts to support consolidations and ongoing operations. We support those allocations; they were and are needed as fire response in the County has been woefully underfunded. However, it is not appropriate for some agencies to receive support and others to receive none, especially if those agencies are the most distant from the County core and need to stand on their own more often. It is highly inappropriate for funds allocated to fire services that originate from Proposition 172 funds (\$4,880,245 in FY22) and Transient Occupancy Tax funds (\$3,283,033 alone from Measure L with assumed additional from non-Measure L in FY22) to go to a select few agencies with none to others. TOT and Prop 172 funds allocated to fire service should benefit ALL fire agencies.
- NSCFPD has received support for dispatch costs from TOT, but that ends in June 2023. Starting in FY23-24, except for unpredictable small grants, NSCFPD and several other agencies in the County will receive NO committed Prop 172 or TOT funds. We note that The Sea Ranch alone contributed \$2,111,122 in TOT in FY22 (not including whatever came from AIRBNB).
- The County has been actively supporting fire prevention activities through inspections, support of vegetation/fuel management projects, education, etc. We support this and would like to help our community move forward with similar projects. However, we are simply unable to do so because we have no paid staff, and the lift is too heavy for volunteers alone. The Sea Ranch itself does this fairly well but there are 162 other square miles out here that could use some attention.

You would be right in asking about other funding sources for NSCFPD. There are some possible ones on the horizon, such as the proposed ½ cent sales tax measure being planned for 2024. There is also some momentum by the Fire District Association of California to approach state legislators about finding a way to fill the gap in fire service funding caused by ERAF (\$94 million in 2022, statewide). The sales tax is possible but not certain; statewide ERAF relief is a necessary correction we hope will happen, but any progress will take years to accomplish. We



North Sonoma Coast Fire Protection District

PO Box 386, The Sea Ranch CA 95497

(707) 639-0961 nscfpd.org

need to address our staffing needs now, with dependable ongoing revenue, before we start depleting reserves just to sustain our current CAL FIRE Schedule A contract and find ourselves in a true crisis. If other funding becomes available County support could be reduced as appropriate.

We know you are familiar with our ERAF situation but all of the Board may not be, so here are the numbers for ERAF shifts for all fire districts in the County:

Fire Districts in Sonoma County, Estimate FY 21-22

District	Total ad valorem Prop Tax Allocated	Prop Tax paid after ERAF	ERAF Shift	ERAF %
North Sonoma Coast	\$2,782,122	\$1,510,501	\$1,271,621	45.71%
Bodega Bay	\$424,961	\$364,406	\$60,555	14.25%
Cloverdale	\$727,900	\$722,711	\$5,189	0.71%
Forestville	\$1,554,832	\$1,524,726	\$30,106	1.94%
Northern Sonoma Cty	\$1,232,130	\$1,248,499	(\$16,369)	-1.33%
Gold Ridge	\$2,006,726	\$1,870,215	\$136,511	6.80%
Graton	\$1,047,601	\$949,313	\$98,288	9.38%
Kenwood	\$974,367	\$929,267	\$45,100	4.63%
Monte Rio	\$396,400	\$386,226	\$10,174	2.57%
Rancho Adobe	\$4,033,122	\$3,984,892	\$48,230	1.20%
Schell-Vista	\$1,293,856	\$1,189,829	\$104,027	8.04%
Sonoma County FPD	\$9,198,413	\$8,490,719	\$707,694	7.69%
Sonoma Valley FPD	\$6,692,903	\$6,381,375	\$311,528	4.65%
Timber Cove	\$205,455	\$169,278	\$36,177	17.61%

Thank you for considering this request.

Respectfully,

Bonnie Plakos

Fire Chief, NSCFPD

Board Request #BOS12a – North Sonoma Coast Fire

Board Member(s) Requesting funding:

Supervisor Hopkins

CAO Staff Review Notes:

Summary of Request

Supervisor Hopkins has included a request from the North Sonoma Coast Fire Protection District (NSCFPD) to provide funding to support ongoing staffing needs. The request presents two options for the Board's consideration, ranging from \$350,000 to \$1.03 million of ongoing support to supplement or increase staff and provide part-time administrative support. The request states assistance is needed due to the Educational Revenue Augmentation Fund (ERAF) shift administered by the Auditor-Controller-Treasurer-Tax Collector and a desire to move to 3 on-duty staffing representing 9 positions for 24/7 scheduling. The request references the District is in discussion with the Fire Services Work Group regarding a potential tax measure in 2024, and notes that the Fire District Association of California plans to approach state legislators about finding a way to fill the gap in fire service funding caused by the ERAF shift.

Staff Research

The Board of Supervisors approved a tax exchange agreement on December 8, 2015, in anticipation of the Sonoma County Local Agency Formation Commission's (LAFCO) approval of the annexation of CSA 40 territory to NSCFPD (formerly Sea Ranch Volunteer Fire). The annexation became effective April 1, 2016, and CSA 40 revenue estimated at \$1.6 million is apportioned annually to NSCFPD.

ERAF was put in place in the 1990s by the state of California and shifts funding from counties, cities, and special districts to schools. The County does not receive this funding.

The District filed suit in state court in order to get their ERAF adjustment changed. In early 2022, the Court of Appeal of the State of California, Third Appellate District, unanimously ruled in favor of the County of Sonoma and upheld the trial court's ruling that the Sonoma County Auditor-Controller-Treasurer-Tax Collector's calculation of North Sonoma Coast Fire Protection District's Education Revenue Augmentation Fund (ERAF), and resulting property tax revenue allocations, was correctly calculated. This ruling denied NSCFPD's desire for a recalculation/reduction and subsequent refund of ERAF retroactive to the District's formation in 2015/16. The Court Opinion, which was certified for publication, became final on March 30, 2022 and the District did not further appeal the Appellate Court decision.

Even accounting for its ERAF shift, NSCFPD receives one of the largest shares of the 1% property tax of fire districts in Sonoma County. Unlike most fire protection districts, the NSCFPD does not have a parcel tax to augment revenues.

Fiscal Information

NSCFPD FY 2022-23 adopted budget shows the following:

- Sources \$1.62 million
- Uses \$1.62 million

CAO Recommendation

Staff has not completed the analysis and research necessary to develop a recommendation. Therefore, we suggest referring to the Board's Fire Services ad-hoc this Requests ranging from \$700,000 - \$2,060,000 for a 2-year period support, and District 1 Request-Kenwood Fire Protection District \$320,000 for further consideration.

FY 2023-24 Board of Supervisors Budget Request Form

Deadline: April 18, 2023

Please email completed form to CAO-Budget@sonoma-county.org

Submitted By: Supervisor Lynda Hopkins

Date: April 18, 2023

DESCRIPTION OF ONE-TIME FUNDING REQUEST

***Instructions:** Board budget requests are typically financed with one-time sources that are identified as part of the annual budget development process. As such, requests submitted on this form should be one-time in nature.*

Request Title:

Three Year Three County Coastal Cleanup (Sonoma County's Share)

What will the funds be used for and why it is needed?

For the past two years, staff and Supervisors from Marin, Sonoma, and Mendocino Counties have been meeting to initiate and implement a three-county coastal cleanup program. In partnership with Regional Parks and Leave No Trace, these funds will provide the backbone support to implement the plan for three years — including consistent signage, partnerships with local marketing organizations to educate visitors, organized beach cleanup efforts, and coordinated grant seeking for improvements in restroom and trash facilities throughout the North Coast.

What is the amount of the one-time funding request?

Proposed \$450,000, but this could potentially be phased in future budget years (\$150K/year). The goal is for the program to become self-sustaining — to eventually hire an executive director who could fundraise and continue the work in partnership with but independent of government.

What department will be responsible for implementing this item?

Regional Parks

Does this funding request leverage additional funding?

This will leverage a pending funding request from the County of Marin and a pending funding or in-kind contribution request from the County of Mendocino.

Whom should the County Administrator's Office contact for additional information?

Leo Chyi 707-565-3760 Direct Line Leo.Chyi@sonoma-county.org

Lynda Hopkins Lynda.hopkins@sonoma-county.org

Board Request #13a

Three Year Three County Coastal Cleanup (Sonoma County's Share)

Board Member(s) Requesting funding:

Supervisor Lynda Hopkins

Description of Request:

One-time funding request of \$450,000, to be phased over multiple years, to support partnership with Marin and Mendocino Counties and Leave No Trace. Funding would be used to implement the plan for three years; including consistent signage, partnerships with local marketing organizations to educate visitors, organized beach cleanup efforts, and coordinated grant seeking for improvements in restroom and trash facilities throughout the North Coast.

Department Staff Review Notes:

On June 13, 2022, the Board of Supervisors approved a three-county memorandum of understanding to support the development of a coordinated Leave No Trace (LNT) education campaign along the Marin-Sonoma-Mendocino county coastlines. Regional Parks staff have been participating in those efforts to initiate and implement a three-county coastal cleanup program. See <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=5679339&GUID=D02FEECF-CBE4-47AB-A50B-29493A102AE3&Options=&Search=>

The coastal cleanup program has four goals:

1. Reducing impacts to natural resources and adjacent coastal communities.
2. Consistent messaging shared by a coalition of stakeholders, businesses and communities.
3. Reach people with Leave No Trace messaging.
4. Promote responsible visitation to California's coastal areas.

Regional Parks has been partnering with Sonoma County Tourism and Leave No Trace since 2021 and has already begun implementing LNT messaging and marketing at county facilities along the coast. Not including staff time, Regional Parks has spent approximately \$15,000 each year since 2021 on radio, print and digital advertising. In Summer 2023, Parks will be launching a new seasonal ad campaign and anticipate spending another \$15,000 from June through August.

In addition, significant staff time is devoted annually to LNT collaborations with Sonoma County Tourism and to the Cleaner California Coast working group, LNT content development, sign design, production and installation, and organizing LNT "Hot Spot" workshops and outreach programming at Steelhead and Sunset beaches (2022). Funding for advertising and staff costs come from Measure M.

If the Board chooses to fund this item, Regional Parks staff would utilize \$150,000 annually for three years. These additional funds could:

- Further expand LNT signage, trash receptacles, and other public information at coastal facilities operated by State Parks, nonprofits, and local businesses. Funding could be used to support the coordinated design/production of LNT messaging/signs/public information that extends beyond

Regional Parks' borders and could be adopted by other coastal stakeholders. Additional funding could be spent on the purchase/installation of LNT-friendly trash receptacles in problem areas and the seasonal costs of managing trash receptacles in high-traffic areas.

- Amplify existing efforts with local nonprofits and businesses to organize beach clean ups and other stewardship activities along the Sonoma Coast. Additional funding could be used to support stewardship partnerships and to market the resulting stewardship opportunities.
- Further the reach and impact of regional (bay area) messaging so visitors are more likely to encounter LNT messaging ahead of and during their coastal visit. Additional funding could be used to contribute to shared costs of the regional LNT messaging developed and placed by the Cleaner California Coast project and to help support outreach through tourism partners.
- As needs arise, funding could be used to help support California Cleaner Coast initiative activities at Mendocino County and State parks in the form of in-kind contributions.